MISSION, VALUES, VISION, OBJECTIVES

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

COLLEGE OF ART AND DESIGN MISSION STATEMENT
The college of art and design provides education in design, media arts, fashion and culinary arts that builds careers and has the potential to transform the lives of those who teach, learn and work at the college.

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

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

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

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

We believe that serving our students is our priority.

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

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

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

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

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

VISION
The Art Institute of California, a college of Argosy University, strives to be the leader 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 program’s objective in their chosen field. This proficiency is demonstrated through measurable student-learning outcomes specified in the outline of each course of each program. In our programs, students are not only expected to demonstrate an understanding of specific courses but also to develop critical and analytical learning skills together with educational values that contribute to lifelong learning.
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Message from
The Vice Chancellor

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

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

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

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

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

Best wishes for your academic success.

Sincerely,

TIMOTHY P. MOSCATO
Vice Chancellor
The Art Institute of California
THE ART INSTITUTE OF CALIFORNIA

The Art Institute of California, a college of Argosy University, is comprised of the eight California locations of The Art Institutes, with campuses in Hollywood, Inland Empire, Los Angeles, Orange County, San Diego, Sacramento, San Francisco and Silicon Valley. This college of art and design within Argosy University serves as an important source for design, media arts, culinary arts and fashion professionals and provides hands-on education in the creative and applied arts by offering bachelor’s and associate’s degree programs as well as non-degree programs. It is part of The Art Institutes, a system of more than 50 educational institutions in North America.

The Art Institute of California is an institution for career-focused 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. The Art Institute of California helps prepare its students for the competitive marketplace by teaching real-world, professional skills and directs students’ portfolio development.

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

With industry mentors, like-minded peers, and a unique artistic spirit, The Art Institute of California offers a nurturing environment where creative students can thrive. The campuses are 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. Individual campuses offer specialty work environments, including interior design studios, industrial design workshops, photography studios and digital darkrooms, video studios and control rooms, library resource centers, student gallery, student lounge, art supply stores, student advising centers, career centers, staff and faculty offices, and other amenities (see specific campus facilities information starting on page 159). Additionally, the culinary departments run a dining lab/restaurant, a restaurant open to the public. As a final passage to graduation, the restaurant is operated by culinary students and overseen by professional chef faculty.

CATALOG PREPARATION

This catalog was prepared by The Art Institute of California, a college of Argosy University, collectively hereinafter referred to as “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. Any person wishing to ask questions regarding the information provided in this catalog may do so by contacting the campus president at the following campuses.

A. J. Antun, President, Hollywood campus
5250 Lankershim Blvd.
North Hollywood, CA 91601
1.818.299.5100 • 1.877.467.6232
www.artinstitutes.edu/hollywood

Emam El-Hout, President, Inland Empire campus
674 East Brier Drive
San Bernardino, CA 92408
1.909.915.2100 • 1.800.353.0812
www.artinstitutes.edu/inlandempire

Claude Brown, Interim President, Los Angeles campus
2900 31st Street
Santa Monica, CA 90405-3035
1.310.752.4700 • 1.888.646.4610
www.artinstitutes.edu/losangeles

Gregory J. Marick, President, Orange County campus
3601 West Sunflower Avenue
Santa Ana, CA 92704-7931
1.714.830.0200 • 1.888.549.3055
www.artinstitutes.edu/orangecounty

Terry Marlink, President, Sacramento campus
2850 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
1.916.830.6320 • 1.800.477.1957
www.artinstitutes.edu/sacramento

Elizabeth Erickson, President, San Diego campus
7650 Mission Valley Road
San Diego, CA 92108
1.585.598.1200 • 1.866.275.2422
www.artinstitutes.edu/sanfrancisco

Terry Marlink, President, San Diego campus
1120 Kifer Road
Sunnyvale, CA 94086
1.408.962.6400 • 1.888.549.3055
www.artinstitutes.edu/orangecounty

Tim Hansen, President, Silicon Valley campus
1120 Kifer Road
Sunnyvale, CA 94086
1.408.962.6400 • 1.888.549.3055
www.artinstitutes.edu/siliconvalley

ACCREDITATION & LICENSURE

Accreditation
Any person wishing to review a copy of The Art Institute of California, a college of Argosy University’s accreditation, licensure, or approval may do so by contacting the campus president.

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

The Art Institute of California — Inland Empire, a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, http://www.wascsenior.org).

The Art Institute of California — Los Angeles, a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, http://www.wascsenior.org).

The Art Institute of California — Orange County, a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, http://www.wascsenior.org).

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

The Art Institute of California — Silicon Valley, a campus of Argosy University. Argosy University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, California, 94501, http://www.wascsenior.org).

The Art Institute of California, Hollywood, Inland Empire, Los Angeles, Orange County, San Diego, San Francisco, and Silicon Valley. Campuses are authorized under federal law to enroll nonimmigrant students.

The Art Institute of California — Sacramento is NOT authorized under federal law to enroll nonimmigrant students.

Programmatic Accreditation

At The Art Institute of California, Los Angeles, Orange County, and San Diego campuses, the Interior Design program leading to the Bachelor of Science degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

The Associate of Science degree in Culinary Arts, Baking & Pastry and the Bachelor of Science degree in Culinary Management at The Art Institute of California — San Diego are accredited by the American Culinary Federation Foundation, Inc. Accrediting Commission, 180 Center Way, St. Augustine, FL 32095, 800-624-9458.

The Bachelor of Science degree in Culinary Management, the Associate of Science degree in Culinary Arts, the Associate of Science degree in Baking & Pastry, and Diploma programs in Art of Cooking and Baking & Pastry at The Art Institute of California — Los Angeles campus are accredited by the American Culinary Federation Foundation, Inc.

Accrediting Commission, 180 Center Way, St. Augustine, FL 32095, 800-624-9458.

Ownership

The Art Institute of California — Hollywood, a campus of Argosy University, is owned by The Art Institute of California — Hollywood, Inc.

The Art Institute of California — Inland Empire, a campus of Argosy University, is owned by The Art Institute of California — Inland Empire, Inc.

The Art Institute of California — Los Angeles, a campus of Argosy University, is owned by The Art Institute of California — Los Angeles, Inc.

The Art Institute of California — Orange County, a campus of Argosy University, is owned by The Art Institute of California — Orange County, Inc.

The Art Institute of California — Sacramento, a campus of Argosy University, is owned by The Art Institute of California — Sacramento, Inc.

The Art Institute of California — San Diego, a campus of Argosy University, is owned by TAIC — San Diego, Inc.

The Art Institute of California — San Francisco, a campus of Argosy University, is owned by TAIC — San Francisco, Inc.

The Art Institute of California — Silicon Valley, a campus of Argosy University, is owned by The Art Institute of California — Silicon Valley, Inc.

The Art Institute of California — Hollywood, Inc., The Art Institute of California — Silicon Valley, Inc., TAIC — San Diego, Inc. and TAIC — San Francisco, Inc. are wholly-owned subsidiaries of Argosy University of California LLC.

The Art Institute of California — Inland Empire, Inc., The Art Institute of California — Los Angeles, Inc., The Art Institute of California — Sacramento, Inc. and The Art Institute of California — Orange County, Inc. are indirect subsidiaries of Argosy University of California LLC.
Argosy University of California LLC, through two intermediary limited liability companies, is a subsidiary of Education Management Corporation, located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.

GOVERNANCE

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

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

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

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

VETERAN’S BENEFITS

The Art Institute of California, a college of Argosy University, has 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

SERVICEMEMBERS OPPORTUNITY COLLEGES

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

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

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

Campus Administration
A. J. Antun
President
Gabriel Jones
Dean of Academic Affairs
Melissa Huen
Senior Director of Admissions
Michelle Estrellado
Dean of Student Affairs
Bill Kilby
Director of Career Services
Liesbeth Kok
Director of Finance
Adis Ceballos
Director of Student Financial Services
Latricia Ward
Human Resources Generalist II

INLAND EMPIRE CAMPUS

As San Bernardino County’s largest city, San Bernardino is the perfect location for aspiring creative artists who seek a metropolitan lifestyle, consistently pleasant weather, and an abundance of outdoor activities.

Within an hour or two drive from The Art Institute of California — Inland Empire campus, students can enjoy mountains, deserts, Los Angeles, or Mexico. Surfing, water sports, tennis, golf, jogging, mountain biking, and many other outdoor activities are supported by our envied climate.

In January 2006, The Art Institute of California — Inland Empire campus opened, designed with the creative student in mind. Light, spacious classrooms, labs, and kitchens offer a productive working and learning atmosphere.

Campus Administration
Emam El-Hout
President
Sara Sandoval
Dean of Academic Affairs
Mario Alcazar
Senior Director of Admissions
John Andersen
Dean of Student Affairs
Robin Rosenberg
Director of Career Services
Trevor Garrett
Director of Finance
Bola Soyemi
Director of Student Financial Services
April Bank
Human Resources Generalist II
LOS ANGELES CAMPUS

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 city’s rich history of diversity is demonstrated through its food, fashion, architecture, entertainment, languages, and religions. The city is also a major center for international business, education, culture, fashion, science, technology, and entertainment.

The Art Institute of California — Los Angeles campus, 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 more than 250 sunny days per year.

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.

ORANGE COUNTY CAMPUS

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.

Orange County offers 42 miles of beautiful, sandy Pacific Ocean coastline. Laguna Beach, San Juan Capistrano, and Newport Beach are known the world over. 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. With a seemingly endless array of arts venues, museums, concerts, and theaters, it’s no wonder that more than 35 million people visit Orange County yearly.

Campus Administration

Gregory J. Marick
President
Alan Price, Ph.D.
Dean of Academic Affairs
Harry Ramos
Senior Director of Admissions
Steve Rickard
Dean of Student Affairs
Tanya Essien
Director of Career Services
Tanya Essien
Director of Finance
Silvia Dimas
Director of Student Financial Services
April Fauls
Human Resources Generalist II

The Art Institute of California — Orange County, a campus of Argosy University
3601 West Sunflower Avenue
Santa Ana, CA 92704-7931
1.714.830.0200
1.888.549.3055
www.artinstitutes.edu/orange county
SACRAMENTO CAMPUS

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.

Campus Administration

Terry Marlink
President
Lawrence Richman
Dean of Academic Affairs
Courtney Amos
Senior Director of Admissions
Steven Franklin
Director of Student Affairs
Carmen Meeks
Director of Career Services
Brett Daly
Director of Finance
Beryl Schantz
Director of Student Financial Services
Mitra Mash
Human Resources Generalist II

SAN DIEGO CAMPUS

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

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

Campus Administration

Elizabeth Erickson
President
Rebecca Browning
Dean of Academic Affairs
John Thomas “JT” Kerns
Senior Director of Admissions
Jennifer Donaldson
Dean of Student Affairs
Jean Branan
Director of Career Services
Beverley Miller
Director of Finance
Laverne Arberry-Lamb
Director of Student Financial Services
Marcy Madix
Human Resources Generalist II
SAN FRANCISCO CAMPUS

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.

The Art Institute of California — San Francisco campus is located in the city's Civic Center neighborhood. The Art Institute of California — San Francisco campus 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. The Art Institute of California — San Francisco campus 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.

SILICON VALLEY CAMPUS

Silicon Valley, located in Santa Clara County, is one of several cities that make up the world’s premiere technology corridor. 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 Silicon Valley area, including canneries, steel mills and engine manufacturing companies. Now the list of technology companies goes on and on, including, including AMD, Network Appliance and Yahoo!

The population of the Silicon Valley region is over 2 million. The area 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. 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.

FACULTY PROFILE

A COMPLETE LIST OF FULL-TIME FACULTY MEMBERS CAN BE FOUND IN THE ADDENDUM TO THE 2012-2013 CATALOG. THE ADDENDUM CAN BE OBTAINED FROM THE ADMISSIONS AND ACADEMIC AFFAIRS DEPARTMENTS AT YOUR LOCATION.
## Programs by Campus

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<th>Diploma Programs</th>
<th>Hollywood</th>
<th>Inland Empire</th>
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PROGRAM DESCRIPTIONS

COURSE CODE NUMBERING
The Art Institute of California is transitioning to a new course numbering system, however, for clarity, both versions are explained below.

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

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

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

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

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

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

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

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

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

Course codes that are 0-level codes are non-credit Transitional Studies courses.

QUARTER CREDIT HOUR DEFINITION
A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

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

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

PROGRAM LENGTH
The Master of Fine Arts degree 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 four quarters in length. Completion of a Diploma program in four quarters is dependent upon whether the student successfully completes 12–13 quarter credits per quarter.

REVISED PROGRAMS
The programs listed below have been revised but students remain in the previous versions of the programs as they are being taught out. The 2011-2012 Catalog lists the prior version of the program (see campus website for previous 2011-2012 Catalog).

- Art of Cooking Diploma
- Baking & Pastry Diploma
- Web Design & Interactive Communications Diploma
- Digital Photography Associate of Science
- Graphic Design Associate of Science
- Web Design & Interactive Media Associate of Science
- Advertising Bachelor of Science
- Audio Production Bachelor of Science
- Digital Filmmaking & Video Production Bachelor of Science
- Digital Photography Bachelor of Science
- Graphic Design Bachelor of Science
- Web Design & Interactive Media Bachelor of Science
PROGRAM DESCRIPTION

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

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

PROGRAM OBJECTIVES

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

• Demonstrate proficiency with the tools and graphic techniques of the profession to plan and manipulate advertising media in the production of print collateral and video spots.

• Demonstrate the ability to effectively use aesthetic and layout concepts in the design process for advertising campaigns and marketing communications.

• Apply industry knowledge and critical thinking skills to describe and develop key elements of effective advertising problems and solutions using the language and concepts of the profession.

• Articulate and apply the professional standards of the industry through a demonstration of their ability to relate advertising/marketing techniques and visual communication skills to client-driven campaigns.

• Demonstrate professional presentation; articulation of knowledge of advertising and visual problem solving; and mastery of industry standards, professional practices and ethics.

GRADUATION REQUIREMENTS

To receive an Associate of Science degree in Advertising, students must:

• receive a passing grade or credit for all required coursework;
• earn a minimum of 90 quarter credits;
• achieve a cumulative GPA of 2.0 or higher;
• meet portfolio or other requirements as outlined by the program;
• and satisfy all financial obligations to The Art Institutes.
## COURSES

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**TOTAL QUARTER CREDITS** 90
ADVERTISING
BACHELOR OF SCIENCE
All Campuses

Effective October 1, 2012

PROGRAM DESCRIPTION
The Bachelor Degree Program in Advertising is a twelve-quarter program. The program provides students with skills in conceptual thinking, copywriting, design, marketing and public relations, developing advertising campaigns, the business side of advertising, account and strategic planning. The degree also provides a balance in liberal arts courses as well as educates the student in the application of advertising principles to evolving communication channels (interactive media) and the life skills needed to develop and sustain a career in advertising and related fields.

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity to:
- Apply industry knowledge and critical thinking skills to analyze, develop, and implement effective advertising solutions that meet professional standards.
- Develop concepts as well as analyze and incorporate aesthetics and layout in the design process for advertising campaigns and marketing communications.
- 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.
- Demonstrate knowledge of the interdependence between advertising/marketing objectives and visual expression and be able to evaluate, and critique, their ideas.
- Articulate the vision behind their creative work and explain and promote their solutions to clients and colleagues.
- Demonstrate professional presentation; articulation of knowledge of advertising and visual problem solving; and mastery of industry standards, professional practices and ethics.

GRADUATION REQUIREMENTS
To receive a Bachelor of Science degree in Advertising, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institute.
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**Interactive & Creative Development Track**

**Account Planning & Management Track**

**Account Planning & Management Track**

**Interactive & Creative Development Track**

* GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
ART OF COOKING
DIPLOMA
All Campuses

Effective August 16, 2012

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity to:
• Establish and maintain safety and sanitation procedures.
• Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
• Prepare a variety recipes of utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
• 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 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 Institutes.
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**TOTAL QUARTER CREDITS** 55
PROGRAM DESCRIPTION

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

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

PROGRAM OBJECTIVES

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

• Plan, execute, and deliver quality recordings and post-production projects, demonstrating and applying knowledge of industry standards using industry-related tools.

• Present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.

• Demonstrate critical thinking skills required to trouble shoot 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.

GRADUATION REQUIREMENTS

To receive an Associates of Science degree in Audio Production, students must: receive a passing grade or credit for all required coursework; earn a minimum of 90 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institute.
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- GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
PROGRAM DESCRIPTION
The tools for recording, editing, and delivery of audio are evolving at a rapid pace. Today's professional audio engineers and producers must constantly stay abreast of current developments in equipment technology and production methods. To do this, they must have a solid foundation in the basic physics of sound and acoustics as well as skills in equipment operation, usage, and design.

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity to:
• Conceptualize, plan, execute, and deliver quality multitrack recordings and voiceovers, and post-production projects, integrating knowledge and application of audio theory, critical listening skills, and industry standards, using industry-related tools.
• Present and conduct themselves professionally and evaluate specific career paths, job responsibilities, and industry expectations while creating a professional business plan and an effective portfolio.
• Efficiently evaluate and solve problems typically encountered by audio professionals.
• Evaluate and apply peer and professional critique as well as self-evaluation to continuously improve the quality of their work.
• Evaluate and analyze the business and economic principles and practices of the audio industry while maintaining legal and ethical standards.

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.
RS091 Portfolio Foundations-Pass/Fail 0
AUD101 Fundamentals of Audio 3
AUD102 Music Theory for Audio Professionals I 3
AUD103 Audio Technology I 3
AUD111 Survey of the Audio Industry 3
AUD112 Music Theory for Audio Professionals II 3
AUD113 Digital Audio – Introduction to the Interface 3
AUD123 Video Production for Audio 3
AUD133 Audio Recording I 3
AUD143 Electronics I 3
AUD202 Synthesis & Sound Design I 3
AUD203 Production Sound 3
AUD205 Listening & Analysis 3
AUD213 Audio Technology II 3
AUD215 Acoustics 3
AUD223 MIDI Systems 3
AUD233 Post-Production Sound 3
AUD243 Digital Audio II – Digital Audio Systems 3
AUD253 Audio Recording II 3
AUD255 Live Sound Reinforcement I 3
AUD273 Electronics II 3
AUD283 Audio Distribution Technologies 3
AUD302 Synthesis & Sound Design II 3
AUD303 Advanced Post-Production Sound 3
AUD308 Business Fundamentals 3
AUD309 Portfolio I 3
AUD312 Special Topics 3
AUD313 Digital Audio III – Mixing 3
AUD322 Senior Project I 3
AUD323 Advanced Recording Techniques I 3
AUD333 Sound for Interactive Media 3
AUD343 Advanced Recording Techniques II 3
AUD353 Live Sound Reinforcement II 3
AUD403 Senior Project II 3
AUD406 Internship 3
AUD408 Business & Culture of Audio 3
AUD409 Portfolio II 3
AUD418 Media Business Practices 3
Elective Focus Course 1 3
Elective Focus Course 2 3
Elective Focus Course 3 3
HU110 College English 4
HU111 Effective Speaking 4
HU130 Visual Language & Culture 4
HUS30 General Education Capstone 4
Humanities Art Requirement – Upper-Division 4
Humanities Requirement – Upper-Division 4
Humanities Writing Requirement – Upper-Division 4
General Education Requirement 4
General Education Requirement – Upper-Division 4
General Education Requirement – Upper-Division 4
Mathematics Requirement 4
Mathematics & Sciences Requirement – Upper-Division 4
Social & Behavioral Sciences Requirement 4
Social & Behavioral Sciences Requirement 4
Social & Behavioral Sciences Requirement – Upper-Division 4
TOTAL QUARTER CREDITS 180

Broadcast Audio Focus Courses
Elective Focus Course 1 AUDA301 Broadcast Audio
Elective Focus Course 2 AUDA404 Live Sound for Television
Elective Focus Course 3 AUDA413 Advanced Broadcast Audio

Gaming & Interactive Audio Focus Courses
Elective Focus Course 1 AUDA306 Audio for Video Games
Elective Focus Course 2 AUDA415 Composition & Scoring
Elective Focus Course 3 AUDA423 Audio for Emerging Media

Post-Production (Film & Television) Focus Courses
Elective Focus Course 1 AUDA332 Music Editing
Elective Focus Course 2 AUDA405 Audio for Advertising
Elective Focus Course 3 AUDA415 Composition & Scoring

Audio Systems Technology Focus Courses
Elective Focus Course 1 AUDA373 Advanced Electronics
Elective Focus Course 2 AUDA402 Advanced Acoustics
Elective Focus Course 3 AUDA433 Designing Circuitry for Audio Electronics

Forensic Audio Focus Courses
Elective Focus Course 1 AUDA311 Mastering
Elective Focus Course 2 AUDA453 Acoustic Recording & Production
Elective Focus Course 3 AUDA463 Analog Systems

Music Technology Focus Courses
Elective Focus Course 1 AUDA311 Mastering
Elective Focus Course 2 AUDA453 Acoustic Recording & Production
Elective Focus Course 3 AUDA463 Analog Systems

Live Sound Focus Courses
Elective Focus Course 1 AUDA383 Live Sound Reinforcement III
Elective Focus Course 2 AUDA402 Advanced Acoustics
Elective Focus Course 3 AUDA412 Sound Design & Installation or Internship II

Music Focus Courses
Elective Focus Course 1 AUDA405 Audio for Advertising
Elective Focus Course 2 AUDA415 Composition & Scoring
Elective Focus Course 3 AUDA425 Songwriting

*GENERAL EDUCATION: Courses designated with a diamond are General Education courses.*
BAKING & PASTRY
DIPLOMA
All Campuses

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity to:
• Establish and maintain safety and sanitation procedures.
• Prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools.
• Produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards.
• Design, produce, assemble and decorate display and wedding cakes using various finishing methods which meet industry quality standards.
• Seek employment in retail, commercial and institutional food service settings in entry-level job positions.

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**  
55
BAKING & PASTRY
ASSOCIATE OF SCIENCE
All Campuses

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity 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 entry-level 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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### TOTAL QUARTER CREDITS

90
COMPUTER ANIMATION
MASTER OF FINE ARTS
San Francisco

PROGRAM DESCRIPTION
The Master of Fine Arts degree 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 prepare graduates for entry-level employment in the computer animation and media fields.

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity 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 entry-level positions in 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
All Campuses

PROGRAM DESCRIPTION
The Associate of Science degree program in Culinary Arts is a six-quarter program that is designed to develop students' skills through a variety of culinary courses designed to teach classical cuisine techniques, 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 entry-level positions in restaurants, hotels, resorts, and other catering or foodservice institutional settings.

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity 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
All Campuses

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

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

GRADUATION REQUIREMENTS
To receive a Bachelor of Science degree in Culinary Management, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institutes.
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**TOTAL QUARTER CREDITS**  180

◆ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
The Design & Technical Graphics program is a baccalaureate course of study in CAD, enterprise graphics and technical illustration that prepares students for careers in the architectural, engineering, construction, manufacturing and general business sectors. The program provides educational content appropriate for CAD/CAM operators and commercial graphic artists, and reflects the prevailing professional standards associated with general business, engineering and design applications.

The Design & Technical Graphics program is constructed around six academic tracks: Design Principles, Drawing and Visualization, Production, Technology, Professional and Business Practices and General Education, each of which contains elements supporting entry into the professional workplace. Each track is complementary with the others, and the competencies learned in one track are revisited in other tracks throughout subsequent quarters, with the effect that skills-building is a cumulative and self-reinforcing process.

The program begins with foundational coursework in design, visual expression and technical documentation, graduating thereafter quarter-by-quarter to more advanced and complex skills. The goal is to equip students with a robust set of developmental, expositional and presentation tools that can answer the needs of a wide range of professional settings. Students will be taught to use software synergistically, exploiting each program’s strengths to produce the most persuasive graphic solutions.

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

- Produce traditional and parametric technical documents (2D and 3D CAD/CAM) in support of design and production processes.
- Design and produce small, internal publications (HR Manuals, Marketing Studies, Sales Aids, Installation/User Manuals, etc.) for general business.
- Demonstrate the ability to produce concept sketches, process drawings and presentation boards in support of business and manufacturing activities.
- Demonstrate the ability to create finished production art, technical illustrations and business graphics.
- Be capable of re-purposing existing graphic art and production imagery for delivery using different media.

To receive a Bachelor of Science degree in Design & Technical 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.
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**TOTAL QUARTER CREDITS**: 180

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

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
DIGITAL CINEMA & VIDEO PRODUCTION

BACHELOR OF SCIENCE
Hollywood & Los Angeles

Effective October 1, 2012

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

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

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

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity 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.

• 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 Cinema & Video Production, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institute.
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◆ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
DIGITAL FILMMAKING & VIDEO PRODUCTION
BACHELOR OF SCIENCE
Inland Empire, Orange County, Sacramento, San Francisco & Silicon Valley

Effective August 16, 2012

PROGRAM DESCRIPTION
New tools for content creation are continually rising on the digital landscape. Today’s content developer must be able to navigate this world with confidence. This bachelor’s program will provide the student with the knowledge, critical thinking and organizational skills necessary for a safe, creative, and productive journey. Advances in high definition video, storage area networks, and software toolsets have brought about new competencies, enhanced quality, and improved workflow within the digital filmmaking and video production field. With this in mind, the Digital Filmmaking & Video Production bachelor’s program will offer the student a relevant curricula to meet the needs of industry, while creating an environment conducive to helping students grow intellectually and creatively to meet the demands of tomorrow’s marketplace. Students will learn to formulate, construct, and deliver digital audio, video and motion graphics. Media production industries need employees who have the talent for creative design, the abilities to use new technology, and the skills to effectively present content. Graduates of the Digital Filmmaking & Video Production program will apply the emerging digital production techniques to the changing world of mass communication while maintaining high standards of artistic expression.

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity to:
• Demonstrate the ability to conceptualize, plan and execute different styles of media productions. Graduates will demonstrate an understanding of their leadership and collaborative responsibilities in relationship to artistic partners, crews, clients, the wider community and their own personal development.
• Demonstrate the ability to effectively communicate ideas, stories and expectations in written work. Graduates should have an understanding of the historical, cultural and social contexts for moving images.
• Demonstrate control of camera, cinematic and lighting equipment in relation to a given subject.
• Demonstrate control of audio recording and sound equipment in a variety of applications. Graduates will show ability to create a meaningful relationship between image and sound.
• Demonstrate appropriate skill in editing with attention to duration, shot to shot relation, shot to scene and relation to the whole. Graduates should demonstrate a basic understanding of design principles in use of typography, motion graphics and animation, as well as compositing and image processing skills (where applicable).
• Present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, 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.
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**TOTAL QUARTER CREDITS**: 180

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

*ELECTIVES*: Elective may not be chosen from General Education courses. Prerequisites must be met.
DIGITAL PHOTOGRAPHY
ASSOCIATE OF SCIENCE
Hollywood, Inland Empire, Los Angeles, Orange County, San Diego, San Francisco & Silicon Valley

Effective August 16, 2012

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity to:
• Produce a basic portfolio of original work demonstrating industry standards.
• Use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
• Demonstrate the ability to conceptualize, plan and implement marketing strategies and a business model reflective of entry-level standards, while demonstrating personal motivation and ethical practices.

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

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
Program Description

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

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

Program Objectives

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

- Produce a portfolio of original work for current media and multiple platforms, demonstrating industry standards, personal interest and career specialization.
- Articulate how they place themselves and their work within a historical and cultural context.
- Use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
- Demonstrate the ability to conceptualize, plan and implement marketing strategies and a business model reflective of industry standards, while demonstrating personal motivation and ethical practices.
- Demonstrate a comprehensive knowledge of the theory of applied photography and demonstrate practical technical excellence gained in their various areas of photographic studies.
- Demonstrate the ability to use photographic equipment and software correctly, including proper usage of image manipulation and digital illustration.

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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**TOTAL QUARTER CREDITS**: 180

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

*ELECTIVES*: Elective may not be chosen from General Education courses. Prerequisites must be met.
FASHION DESIGN
ASSOCIATE OF SCIENCE
Hollywood & San Francisco

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 will have the opportunity 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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**TOTAL QUARTER CREDITS** 90

◆ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
FASHION DESIGN
BACHELOR OF FINE ARTS
Hollywood, Inland Empire, Los Angeles, Orange County, San Diego & 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 are designed to 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 are designed to 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 will have the opportunity 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.
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TOTAL QUARTER CREDITS 180

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* ELECTIVES: Elective may not be chosen from General Education courses. 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 will have the opportunity 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.
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**TOTAL QUARTER CREDITS**  90

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* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
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 will have the opportunity 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.

FASHION MARKETING & MANAGEMENT
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, San Diego, San Francisco & Silicon Valley
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**TOTAL QUARTER CREDITS** 180

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

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
FASHION & RETAIL MANAGEMENT
BACHELOR OF SCIENCE
Inland Empire

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity to:
• Apply design and creative skills showing a solid foundation of the principles of fashion and retail management according to the professional industry standards.
• Demonstrate knowledge of fashion history via completed assignments and projects that include critical analysis of man and women period costumes and modern clothing that show how politics, morality, social issues, the economy and geography influence the design of clothing.
• Demonstrate knowledge of apparel design and construction through the manufacturing processes by developing sellable collections for men’s, women’s and children’s, based on investigated influences such as lifestyles, economic factors, and technology advancements.
• Demonstrate knowledge of the couture market and fashion and retail marketing business practices using a specific client's and market drivers; conduct competitive analyses and develop advertising and marketing business plans.
• Demonstrate knowledge of merchandising, retail and sales in products life-cycle, strategic planning, cost analyses promotion and branding.
• Demonstrate a knowledge of communication and organizational skills, team management and leadership.
• Seek entry-level positions in the industry, such as Assistant Retail Store Manager, Department Retail Sales Manager, Professional Visual Merchandiser, Marketing Assistant, Buyer/Assistant Buyer, Merchandiser/Assistant Merchandiser, Merchandise Displayer, Fashion Coordinator, Creative Director, Event Promotion, or in one of the assistant technical positions in the fashion and marketing management departments.

GRADUATION REQUIREMENTS
To receive a Bachelor of Science degree in Fashion & Retail 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.
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| TOTAL QUARTER CREDITS | 180 |

◆ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
FASHION RETAILING
DIPLOMA
All Campuses

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

PROGRAM OBJECTIVES
Upon successful completion of this program, graduates will have the opportunity to:
• Define retailing, to include “bricks-and-mortar”, “clicks-and-mortar”, direct marketers with clicks-and-mortar retailing operations, and bricks-and-mortar retailers, relate them to the marketing concept with an emphasis on the total retail experience.
• Discuss why customer and channel relationships must be nurtured in today’s highly competitive marketplace.
• Explain the steps in strategic planning for retailers, to include: situation analysis, objectives, and identification of consumers, overall strategy, specific activities, control and feedback.

GRADUATION REQUIREMENTS
To receive a diploma in Fashion Retailing, students must: receive a passing grade or credit for all required coursework; earn a minimum of 47 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.
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**TOTAL QUARTER CREDITS** 47
GAME ART & DESIGN
BACHELOR OF SCIENCE
All Campuses

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 are designed to 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 will have the opportunity 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.
* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
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 campus, 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 will have the opportunity 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.
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TOTAL QUARTER CREDITS 180

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

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
**GRAPHIC DESIGN**
**ASSOCIATE OF SCIENCE**
All Campuses

**PROGRAM DESCRIPTION**
The Associate Degree Program in Graphic Design is a six-quarter, 90 credit program. The Graphic Design degree program teaches students how to express themselves creatively while visually communicating a message while not losing sight of the end user. The Graphic Design degree program emphasizes hands-on learning. Students in the Graphic Design degree program use industry-related technology and software. Course topics in the Graphic Design degree program include typography, illustration, interface design and web development. With a Graphic Design degree, graduates can pursue entry-level jobs such as graphic designer and production artist.

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

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

**PROGRAM OBJECTIVES**
Upon successful completion of the program, graduates will have the opportunity to:
- Demonstrate versatile, aesthetic solutions of layout and design. This includes proper understanding and usage of; space, line, color, shape, texture, form and value. Typographic and photographic hierarchy structures will also be considered.
- Demonstrate conceptual thinking through work that reflects historical and contemporary trends by answering design problems with creative visuals and writings.
- Express a clear message to specific demographics using various mediums.
- Articulate their chosen design direction and solution by communicating their mastery knowledge of graphic design, problem solving, ethics and industry standards in a visual presentation.
- Demonstrate, through a printed and online portfolio, the application of competencies through projects that highlight their mastery of industry software and technology in the print design field. This includes technical aspects of prepress, output, and quality reproduction as well as web design.

**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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◆ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
GRAPHIC & WEB DESIGN
BACHELOR OF SCIENCE
All Campuses

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

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

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

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

Graphic & Web Outcomes
• Demonstrate versatile, aesthetic solutions of layout and design. This includes proper understanding and usage of: space, line, color, shape, texture, form and value. Typographic and photographic hierarchy structures will also be considered.
• Demonstrate conceptual thinking through work that reflects historical and contemporary trends by answering design problems with creative visuals and writings.
• Express a clear message to specific demographics using various mediums.
• Articulate their chosen design direction and solution by communicating their mastery knowledge of graphic design, problem solving, ethics and industry standards in a visual presentation.

Graphic Design Specific
• Demonstrate, through a printed and online portfolio, the application of competencies through projects that highlight their mastery of industry software and technology in the print design field. This includes technical aspects of prepress, output, and quality reproduction as well as web design.

Web Design Specific
• Demonstrate, through a live web site, a mastery of interactive design & development using industry software, authoring systems and/or web scripting. This includes the application and integration of advanced functionality within interactive business solutions for clients.

GRADUATION REQUIREMENTS
To receive a Bachelor of Science degree in Graphic and Web Design, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institute.

GRAPHIC & WEB DESIGN COURSES
The Graphic & Web Design program requires 57 credits in courses common to both the graphic and the web disciplines. Additionally, each design emphasis – Graphic Design or Web Design – require 63 credits each, with 15 of those credits in a specialized focus of courses. Both design emphasis require 60 credits of General Education credits, for a total of 180 credits for the Bachelor of Science degree.
### Common Courses

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**SUBTOTAL CREDITS**

57

### General Education Courses

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**SUBTOTAL CREDITS**

60

### Graphic Design Concentration Courses

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**SUBTOTAL CREDITS**

63

### Illustration Major Elective Focus (Graphic Design Concentration)

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<td>GWDA342</td>
<td>Editorial Illustration</td>
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<td>GWDA412</td>
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<td>GWDA201</td>
<td>Audio &amp; Video</td>
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**SUBTOTAL CREDITS**

63

### User Experience Focus Major Electives (Web Design Concentration)

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<td>GWDA343</td>
<td>User Experience: Project Development</td>
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<td>GWDA392</td>
<td>User Experience: Prototyping</td>
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<td>Client-Side Scripting</td>
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**SUBTOTAL CREDITS**

63

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

* **ELECTIVES:** Elective may not be chosen from General Education courses. Prerequisites must be met.
Program Description
The Bachelor of Science Degree in Food and Beverage Management provides a wide variety of specialized education to students planning to pursue a management career in the food and beverage industry. The program offers a comprehensive curriculum that covers all the important aspects of beverage management, marketing and sales, and culinary arts. Courses cover beverage laws and regulations, beverage management, professional selling of alcoholic beverages, marketing and wine appreciation. Coursework covers catering management, ethnic, and regional cuisine, wine and spirits; fine dining; and cost controls in food and beverage operations. The degree also includes a requirement to complete a beverage-management/marketing internship, which students can complete at a retail store, restaurant, hotel, distributor, vineyard, winery, or other sector of the beverage industry. Graduates of our program will find career opportunities to include food and beverage management positions in restaurants, hotels, resorts, casinos, cruise ships, bars, pubs, supermarkets, wineries, gourmet & wine boutiques and other business’s providing food and beverage services.

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

• Obtain an entry-level skill position in the food service industry.
• Demonstrate customer service skills and professional and ethical conduct meeting industry standards.
• Demonstrate customer service principles to marketing, merchandising, sales and beverage management.
• Analyze the food and beverage cost-control cycle and accounting practices, and implement controls to manage, maintain and ensure profitability.
• Utilize the principles of purchasing and inventory control.
• Create a business plan for a food service outlet or hospitality company
• Apply standard Human Resource principles in regards to recruiting, retaining, and developing staff.

Graduation Requirements
To receive a Bachelor of Science degree in Hospitality Food & Beverage Management, students must: receive a passing grade or credit for all required coursework; earn a minimum of 180 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institutes.
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* GENERAL EDUCATION: Courses designated with a diamond are General Education courses.

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
INDUSTRIAL DESIGN
BACHELOR OF SCIENCE
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 entry level career opportunities in a versatile and dynamic profession, providing the tools to compete in a global economy.

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

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity 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.
• Seek entry-level positions within a wide range of industries such as exhibit design, consumer products, transportation design, medical products, furniture, architectural, environmental and sustainable designs.

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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**TOTAL QUARTER CREDITS** 180

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PROGammE 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, designed to prepare graduates to 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 will have the opportunity 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.
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**TOTAL QUARTER CREDITS** 180

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* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
MEDIA ARTS & ANIMATION
BACHELOR OF SCIENCE
All Campuses

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 are designed to 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 will have the opportunity 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.
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TOTAL QUARTER CREDITS 180

◆ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
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 entry-level career opportunities in a versatile and dynamic profession, providing the tools to compete in a global economy. The individual interested in this field is one who feels comfortable with and challenged by construction tool use such as saws and drills, while also being challenged artistically with drawing, painting, and design. Additionally, the individual will be challenged to develop business and networking knowledge of the industries they may enter. As such, this individual will have the opportunity to develop both artistic and technical skills. The faculty specific to this program are industry professionals that have worked in the film, video, television, theme park, museum, and marketing fields such as trade show booth design, and retail display design.

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity 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.
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**TOTAL QUARTER CREDITS**   180

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

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
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 will have the opportunity 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.
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**TOTAL QUARTER CREDITS** 90

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

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
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. The Visual & Game Programming Bachelor’s degree program is designed to offer education and training to individuals with a strong interest in games or films as well as creative and technical ability. The Art Institute offers students access to the learning needed to apply for entry-level positions in various areas of digital visual production.

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

PROGRAM OBJECTIVES
Upon successful completion of the program, graduates will have the opportunity 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.
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**TOTAL QUARTER CREDITS**: 180

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

* ELECTIVES: Elective may not be chosen from General Education courses. Prerequisites must be met.
VISUAL EFFECTS & MOTION GRAPHICS
BACHELOR OF SCIENCE
Hollywood, Los Angeles, Orange County, San Francisco & Silicon Valley

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 will have the opportunity 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.
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WEB DESIGN & INTERACTIVE COMMUNICATIONS

DIPLOMA
All Campuses

Effective October 1, 2012

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

PROGRAM OBJECTIVES
Upon successful completion of this program, graduates will have the opportunity to:
• Demonstrate the use of appropriate visual elements and visual communication skills for interactive media.
• Create applications that solve specified problems through a variety of scripting techniques.
• Critique and evaluate appropriate design solutions.
• Design and develop media marketing and business plans.

GRADUATION REQUIREMENTS
To receive a diploma in Web Design & Interactive Communication, students must: receive a passing grade or credit for all required coursework; earn a minimum of 48 quarter credits; achieve a cumulative GPA of 2.0 or higher; meet portfolio or other requirements as outlined by the program; and satisfy all financial obligations to The Art Institutes.

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<th>COURSES</th>
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**TOTAL QUARTER CREDITS** 48
WEB DESIGN & INTERACTIVE MEDIA
ASSOCIATE OF SCIENCE
Hollywood, Los Angeles, Orange County, Sacramento, San Francisco & Silicon Valley

Effective October 1, 2012

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

Coursework begins with drawing and design, digital image manipulation, interactive media design, scriptwriting, sound, video, and animation, then progresses to interactive information and Web design, all under the guidance of faculty members, many of whom 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 will have the opportunity 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.
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**TOTAL QUARTER CREDITS** 90

◆ GENERAL EDUCATION: Courses designated with a diamond are General Education courses.
Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student’s responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

**ADVERTISING**

**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: AD1105 Survey of Advertising

**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: AD1105 Survey of Advertising, HU110 College English

**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: AD1105 Survey of Advertising

**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

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

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

**ADVA204 Consumer Behavior & Persuasive Sales Techniques**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Examine the cultural, social, psychological and individual variables involved in consumer behavior. Review marketing practices that influence buyer decisions. Focus on the essential skills and persuasive techniques to affect a sales cycle. Prerequisite: ADVA201 Fundamentals of Marketing

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

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

**ADVA208 Principles of Marketing Research**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Marketing research as a tool for developing strategies. The source of data, sampling procedures, questionnaire design, data collection and analysis. Prerequisite: None

**ADVA209 Portfolio I**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Permission of Academic Director/Advisor
ADVA214 Advertising Copywriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Developing effective advertising strategies and copy executions that underlie and enable creative marketing and advertising campaigns and cultivate clear, logical, and creative copywriting skills. The unique characteristics of digital media and the creation of copy for digital media will be explored. Prerequisite: HU110 College English

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

ADVA302 Introduction to Ad Campaigns
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students create an integrated advertising campaign consisting of multiple media executions of a single, unified theme or concept. Prerequisite: ADVA209 Portfolio I

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

ADVA304 Writing for Interactive Media
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Interactive & Creative Development Track: Course Two
Social Media & Marketing Track: Course Two
This is a specialized writing course for interactive design production. Students identify the requirements of different types of writing and the unique characteristics and techniques of interactive media writing. Students examine how various forms of media work together to reach audiences. Students further explore how to use interactive media to express ideas. These techniques are then applied to various forms of media and creating an interactive resume. Prerequisite: HU110 College English

ADVA307 Brand Strategy
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The role of branding and brand identity. Examines brand value, framework and positioning and their importance to building strong, enduring brands. Prerequisite: GWDA308 Business of Graphic Design

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

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

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

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

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

ADVA332 Intermediate Ad Campaigns
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students create integrated advertising campaigns, each consisting of different media executions of a single unified theme or concept. Social media executions are included in these campaigns. Prerequisite: ADVA302 Introduction to Ad Campaign

ADVA338 Media Planning
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Review of advertising channel options in delivery of the marketing message. Budgeting advertising buys, creating media proposals and articulating return on investment. Creating media sales opportunities. Prerequisite: ADVA101 Fundamentals of Advertising

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

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

ADVA406 Internship
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Social Media & Marketing Track: Course Three
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

ADVA407 E-Commerce Strategies & Analytics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Account Planning & Management Track: Course Four
Explore various metrics and analytics tools for tracking the social and consumer behaviors of online visitors. Students will apply these tools by selecting appropriate key performance indicators (KPIs) for a campaign, identifying and responding to trends in real time, and generating and evaluating reports to determine campaign success. Students will formulate appropriate recommendations and data-driven decisions to optimize online activities. Prerequisite: Permission of Academic Director/Advisor
AUDA101 Fundamentals of Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the principles of recording sound and study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. The role of sound in media production is explained and exemplified. Prerequisite: None

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

AUDA103 Audio Technology I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the principles of audio signals and the equipment used to record, process, and distribute audio content. Students will begin to develop an understanding of signal flow of audio systems using block diagrams. A survey of audio transmission, manipulation, and delivery systems including cables, connectors, basic stereo mixers, microphones, amplifiers, and loudspeakers will be presented. Prerequisite: None

AUDA111 Survey of the Audio Industry
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the audio industry and its constituent sectors. There will be special emphasis on strategies for networking and utilizing industry organization. Prerequisite: None

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

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

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

AUDA133 Audio Recording I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers theoretical foundations presented in Audio Technology I are reinforced in this course through practical, hands-on applications. Students learn the operational techniques of basic audio systems with an emphasis on mixdown of prerecorded multitrack sessions. Prerequisites: AUDA103 Audio Technology I, AUDA113 Digital Audio I – Introduction to the Interface

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

AUDA202 Synthesis & Sound Design I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students develop advanced skills using synthesizers and samplers. Students study the elements of sound and how they apply to simple and complex waveforms, envelopes, LFOs, filters, and keyboard architecture. Theory and practice with sampling and subtractive synthesis using software and hardware sound sources. Prerequisite: AUDA223 Post-Production Sound

AUDA203 Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the science and art of production sound. Students learn how to use microphones, field mixers and digital sound equipment to record dialogue and sound effects in a variety of settings. The fundamentals of sound editing and mixing are introduced. Prerequisite: AUDA123 Video Production for Audio

AUDA205 Listening & Analysis
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers ear-training and critical listening from the perspective of the audio engineer and contemporary production techniques. The student will learn to aurally analyze and identify typical contemporary popular song forms and the production techniques used to create them. Prerequisite: AUDA102 Music Theory for Audio Professionals I, or AUDA113 Digital Audio I – Introduction to the Interface

AUDA213 Audio Technology II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students continue to study the principles of audio signals and the equipment used to record, process, and distribute audio content in this course. Sound in acoustical form is discussed in relation to studio acoustics. Students expand their understanding of signal flow of advanced audio systems by creating and reading complex block diagrams. Prerequisite: AUDA103 Audio Technology I
AUDA215 Acoustics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the physical behavior of sound indoors and outdoors. Topics include human hearing and the principles of psychoacoustics, sound propagation, transmission, reflection, diffraction, diffusion, noise reduction, basic studio and room acoustics, and sound isolation. Prerequisite: AUDA102 Music Theory for Audio Professionals I

AUDA223 MIDI Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio. Prerequisite: AUDA102 Music Theory for Audio Professionals I or AUDA113 Digital Audio I – Introduction to the Interface

AUDA233 Post-Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on the artistic and technical problems of preparing sound in relation to picture. Students will learn the terminology and techniques of editing, mixing, and sound design. Prerequisite: AUDA203 Production Sound

AUDA243 Digital Audio II – Digital Audio Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students learn the concepts and production techniques used with Pro Tools integrated into a digital audio workstation. Topics include computer based digital audio workstations, sound design, field recording, digital audio transfer protocols, software-based effects plug-ins, and online automation. Prerequisite: AUDA113 Digital Audio I Introduction to the Interface

AUDA253 Audio Recording II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students expand and develop the skills learned in Fundamentals of Audio Production through multi-track recording projects. The course focuses on recording techniques used in music production. Emphasis is placed on signal flow for basic tracks, mixdown, and overdubs. Other topics include close and distant microphone techniques, recording session management, analog tape recorders, studio documentation, signal processing, and moving fader automation systems. Prerequisite: AUDA133 Audio Recording I

AUDA263 Live Sound Reinforcement I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students learn to set up and operate various audio equipment for a typical live sound reinforcement. Topics include reading block diagrams of audio systems, wiring speakers, connecting powers, testing and adjusting microphones, troubleshooting sound systems, and fine-tune reinforcement effects. Prerequisite: AUDA253 Audio Recording II or AUDA143 Electronics I

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

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

AUDA301 Broadcast Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Broadcast Audio Focus Course
This course provides the student with the fundamentals of audio production skills for Audio TV, Radio and New media. Prerequisite: AUDA303 Advanced Post-Production Sound

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

AUDA303 Advanced Post-Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on practical experience with the use of post-production audio software and hardware to enhance and deliver audio content. Topics include advanced techniques in sound design, sound editing, and mixing for video and film. Prerequisite: AUDA233 Post-Production Sound

AUDA308 Business Fundamentals
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students are introduced to the fundamentals of business. Topics of learning include forms of business ownership, starting a business, developing a business plan, business management principles and strategies, and marketing and promotion strategies for a business. Prerequisite: None

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

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

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

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

AUDA322 Senior Project I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course initiates a two-quarter long comprehensive project which will be integral to students’ final portfolios. Students will employ their cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of the audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor. Prerequisite: Permission of Academic Director/Advisor
AUDA323  
Advanced Recording Techniques I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course covers the techniques and technology typical to professional music recording and mixing using advanced large format consoles. Topics include: studio procedures and professionalism, SSL Console operation, advanced signal flow, signal processing, analytical and critical listening skills, close, distant and stereo mic techniques for a variety of musical instruments, and basic mixdown strategies. Prerequisite: AUDA233 Audio Recording II

AUDA353  
Live Sound Reinforcement II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course presents students more sophisticated and complex situations for live sound reinforcement. Through studio settings or real world events, students learn to operate large format analogue and digital mixing consoles and solve signal manipulation problems with transformers. Students also learn professional protocols in live sound reinforcement settings. Prerequisite: AUDA233 Live Sound Reinforcement I

AUDA363  
Audio for Video Games  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Gaming & Interactive Audio Focus Course  
This course covers the theory, as well as practical applications, of audio and computer video techniques as used in the game industry. Emphasis will be placed on methods of sound integration and video effects and how they impact character development and enhance the game-playing experience. Additional audio topics covered include: sound perception, waveform editing, sound effects and an introduction to MIDI, music composition and voiceovers. Computer video topics include: image composition, virtual cameras, motion capture and video compression. Prerequisite: Permission of Academic Director/Advisor

AUDA373  
Advanced Electronics  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Audio Systems Technology Focus Course  
This course focuses on the theoretical principles, physical properties, design, and characteristics of various audio electronics such as microphones, loudspeakers, and consoles. They will learn system design of a standard studio and live sound setup, as well as troubleshoot and repair various devices and systems. Prerequisite: AUDA233 Audio Recording II

AUDA383  
Live Sound Reinforcement III  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Live Sound Focus Course  
Students work within the parameters of professional sound reinforcement companies to improve their audio skills and gain practical show experience by using hands-on, in the field, live sound reinforcement. Lighting, video, electric, rigging, backline and remote recording are explored in both a classroom and lab setting. Students design sound systems using current industry software. Prerequisite: AUDA303 Advanced Post-Production Sound

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

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

AUDA404  
Live Sound for Television  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Broadcast Audio Focus Course  
This course covers core knowledge and competency in digital audio, broadcast communication systems and multi-channel sound design and production, as well as promotes communication skills and team interaction which are required to complete production objectives and timelines. Prerequisite: AUDA301 Broadcast Audio

AUDA405  
Audio for Advertising  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Post-Production (Film & Television) Focus Course  
Music Focus Course  
Students apply skills in dialog, music and sound design and production, as well as communication systems and multi-channel audio for advertising. Prerequisite: AUDA301 Broadcast Audio

AUDA406  
Internship  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor
AUDA408  Business & Culture of Audio  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students look at the industry from a non-technical perspective and examine the business side of the production facility as well as its role in a changing market and the impact that emerging technologies have on them. Issues of personality and attitude as they relate to working in the culture of an audio environment will also be covered as this class serves as a prerequisite to the Internship process. Prerequisite: None

AUDA409  Portfolio II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of an audio production portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, sound design, sound organization, presentation, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: AUDA309 and Permission of Academic Director/Advisor

AUDA412  Sound System Design and Installation  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Live Sound Focus Course  
This course provides students with skills necessary for work in the audio and video installations field. Constant voltage amplifiers, intercoms, plasma TV, surround sound installations, and movie a/v systems will be discussed. Students will learn how to work with contractors, retailers, and installers to create and maintain audio and video environments. Prerequisite: Permission of Academic Director/Advisor

AUDA413  Advanced Broadcast Audio  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Broadcast Audio Focus Course  
This course provides students with the skills to analyze and support live broadcast scenarios. Prerequisite: Permission of Academic Director/Advisor

AUDA415  Composition & Scoring  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Gaming & Interactive Audio Focus Course  
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: AUDA112, Music Theory for Audio Professionals II, AUDA313 Digital Audio III - Mixing

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

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

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

AUDA425  Songwriting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Music Focus Course  
This course focuses on analyzing and creating songs. Students are introduced to the basic elements of songwriting, including melody, harmony, rhythm, and form. Prerequisite: AUDA112, Music Theory for Audio Professionals II

AUDA433  Designing Circuitry for Audio Electronics  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Audio Systems Technology Focus Course  
This course focuses on the core principles of audio electronics. Students apply electronics theory, physical properties, design, and component level knowledge to common audio electronics. Emphasis is placed on system design as well as troubleshooting, maintenance and repair of various devices and systems. Prerequisite: Permission of Academic Director/Advisor

AUDA443  Field Recording I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Forensic Audio Focus Course  
Students are introduced to the equipment, techniques, protocols, and procedures used in on-site recording for radio, film, and TV. Students participate in a location film/video shoot. Topics include power requirements and electrical noise, acoustic isolation and location mixing, audio post-production tools and processes, field and post synchronization, sampling sounds and environments, microphone placement, wireless microphones, communication, and audio processing in the field. Prerequisite: AUDA203 Production Sound

AUDA453  Acoustic Recording & Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Music Technology Focus Course  
This course covers the history of analog audio production and application in today's industry. Analog tape machine alignment procedures and test equipment are featured as well as mixing techniques on an analog console. Prerequisite: Permission of Academic Director/Advisor

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 composing techniques in production and production problems. Prerequisite: CA540 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 and 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: None

**CM3315 Hospitality Marketing**
3 Quarter Credits (33 Hrs Lecture)
This course is an introduction to service marketing as applied to the Hospitality industry. This course covers application of basic marketing concepts and research methods. Design and delivery of marketing components for a hospitality business are covered. Topics included but are not limited to: unique attributes of service marketing, consumer orientation, consumer behavior; market segmentation principles; target marketing; product planning; promotion planning; market research; and competitor analysis. Prerequisite: None

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

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

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

**CM3320 Foodservice Financial Management**
3 Quarter Credits (33 Hrs Lecture)
In this course students develop a working knowledge of the current theories, issues and challenges involved with financial management. Students are introduced to the tools and skills that financial managers use in effective decision making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting. Prerequisite: Any Lower-Division Mathematics Course

**CM3322 Human Resource Management**
3 Quarter Credits (33 Hrs Lecture)
This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry-level manager’s role. Topics covered include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity and ethics. Prerequisite: CUL1124 Management, Supervision & Career Development

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

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

**CM4404 Quality Service Management & Training**
3 Quarter Credits (33 Hrs Lecture)
This course examines the role of service in the foodservice 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
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. Corequisites: Completion of TAPs or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hrs in food sanitation and safety.

CUL1108 Fundamentals of Classical Techniques
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
This hands-on course covers the concepts, skills and techniques involved in basic cookery. Students prepare stocks, broth, glazes, soups, thickening agents, grand sauces and emulsion sauces. The basics of vegetable cookery, starch cookery, meat, and poultry are covered. The course focuses on organization skills in the kitchen, work coordination, and knife skills. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques. Corequisites: CUL1105 Concepts & Theories of Culinary Techniques (“Must be taken and successfully completed either prior to, or must be completed concurrently with this course.”)

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. Prerequisites: CUL1108 Fundamentals of Classical Techniques and Completion of TAPs or current certificate. Certificate must be current and must verify/document the completion of at least 15 hrs in food sanitation and safety.

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,ebraising and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques. Corequisites: CUL1105 Concepts & Theories of Culinary Techniques (“Must be taken and successfully completed either prior to, or must be completed concurrently with this course.”)

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. Prerequisites: CUL1108 Fundamentals of Classical Techniques and Completion of TAPs or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hrs in food sanitation and safety.
Prerequisite: CUL1126

CUL1201 Artisian Breads & Baking Production
6 Quarter Credits (22 Hrs Lecture/88 Hrs Lab)
Students are introduced to the fundamental concepts, skills, and techniques of hearth breads and the production of a working bakery. Special significance is placed on ingredient functions, product identification and weights and measures as applied to artisan breads. Topics include yeast-raised dough mixing methods, pre-fermentation, sponges, and sourdoughs. Students produce and deliver various bread products to the schools various food outlets. Prerequisite: CUL1126 Introduction to Pastry Techniques & Artistry

CUL1202 European Cakes & Tortes
3 Quarter Credits (11 Hrs Lecture/44 Hrs Lab)
Students are introduced to the fundamental concepts, skills, and techniques of European cakes and tortes. Special significance is placed on ingredient functions, product identification and weights and measures as applied to pastry. Topics include cake mixing methods, filling, and techniques on finishing classical tortes with various ingredients such as marzipan, ganache, and glazes. Prerequisite: CUL1126 Introduction to Pastry Techniques & Artistry

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 an array of specialty-decorated cakes as well as the design, assembly, and decorating of wedding cakes. The proper use of a pastry bag with various shape tips to produce shells, stars, rosettes, and butter cream roses is emphasized. Prerequisite: CUL1126 Introduction to Pastry Techniques & Artistry

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 chocolates. Topics include chocolate tempering, candy production, and the rules that apply when creating centerpieces. Prerequisite: CUL1126 Introduction to Pastry Techniques & Artistry

CUL12214 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. Prerequisites: CUL1108 Fundamentals of Classical Techniques and Completion of TAPs or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.

CUL12216 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. Prerequisites: CUL1108 Fundamentals of Classical Techniques and Completion of TAPs or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.

CUL12225 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. Prerequisites: CUL1108 Fundamentals of Classical Techniques and Completion of TAPs or a current certificate. Certificate must be current and must verify/document the completion of at least 15 hrs of instruction in food sanitation and safety.

CUL12227 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

CUL12239 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 "à 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. Prerequisites: A current California Food Handler's Card, CUL1108 Fundamentals of Classical Techniques, CUL1116 American Regional Cuisine, CUL1126 Introduction to Pastry Techniques & Artistry, CUL2227 Food & Beverage Operations Management, and CUL1146 Garde Manger or CUL1201 Artisian Breads & Baking Production

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. Prerequisites: CUL1108 Fundamentals of Classical Techniques, CUL1116 American Regional Cuisine, CUL1126 Introduction to Pastry Techniques & Artistry, CUL1146 Garde Manger and CUL2227 Food & Beverage Operations Management, and Completion of TAPs or a current certificate.®
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<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>CUL2400</td>
<td>Religion, Diet &amp; New Food Trends</td>
<td>3</td>
<td>Students investigate the diets of world cultures and the affect religion brings to that diet.</td>
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<td>Quarter</td>
<td>The Jewish and Christian laws of the Old and New Testament, the Koran, the Buddhist &amp; Hindu</td>
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<td>Credits</td>
<td>philosophies regarding vegetarianism and other sects affecting diet are examined and compared.</td>
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<td></td>
<td>Fads and food trends that affect eating styles and philosophies are discussed. Diets fads from</td>
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<td>the Atkins Diet to the all protein diet, to the four blood types are also explored. The future of</td>
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<td>diet fads and food allergies in this country and the world are linked to the past in order to</td>
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<td>glimpse into the future. <strong>Prerequisite:</strong> None</td>
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<tr>
<td>CUL2401</td>
<td>Food in Literature &amp; Film</td>
<td>3</td>
<td>From the Bible to &quot;Under the Tuscan Sun&quot; and from Fellini’s “Satyricon” to &quot;Eat Drink Man Woman&quot;</td>
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<td></td>
<td>Quarter</td>
<td>and &quot;Big Night&quot;, our culture has manifested itself in literary works and motion pictures that</td>
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<td>Credits</td>
<td>depict life’s struggles and hope. Students critique aspects of several novels and movies that</td>
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<td>use food as the medium to express several emotions, wants and desires, tragedies and accomplishments.</td>
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<td>The style of authors and directors are compared and analysis of the two mediums are compared and</td>
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<td></td>
<td></td>
<td>contrasted. <strong>Prerequisite:</strong> HU110 College English</td>
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<tr>
<td>CUL2402</td>
<td>Food Styling &amp; Photography</td>
<td>3</td>
<td>In this course students are introduced to how to make food look beautiful under hot lights.</td>
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<td>Quarter</td>
<td>Veterans in food photography introduce students to food manipulation and how the camera views</td>
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<td>Credits</td>
<td>such pieces of art. Students explore balance, harmony and special techniques used with these</td>
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<td>types of props and photography. <strong>Prerequisite:</strong> Permission of Academic Director/Advisor</td>
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<tr>
<td>CUL2403</td>
<td>Specialty Cake Decorating</td>
<td>3</td>
<td>Students are introduced to the fundamental skills, concepts, and techniques of cake decorating,</td>
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<td>Quarter</td>
<td>while following HACCP procedures. Students prepare various icings, create flowers, and work with</td>
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<td>Credits</td>
<td>marzipan, fondant and buttercream. This course emphasizes piping skills and wedding cake design</td>
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<td>and assembly. <strong>Prerequisites:</strong> CUL1126 Introduction to Pastry Techniques &amp; Artistry</td>
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<tr>
<td>CUL2404</td>
<td>Food Journalism</td>
<td>3</td>
<td>Students prepare and present professional documents, formal presentations, and graphics to express</td>
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<td>Quarter</td>
<td>ideas and information to others. <strong>Prerequisite:</strong> HU110 College English</td>
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<tr>
<td>CUL2500</td>
<td>Personal Chef</td>
<td>3</td>
<td>This course introduces the fundamentals of being a personal chef including the writing of menus,</td>
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<td>Quarter</td>
<td>shopping lists, equipment lists, and preparation in limited space. There is an emphasis on oral</td>
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<td>Credits</td>
<td>presentation, the marketing of oneself, and the preservation of good will. The interview process</td>
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<td>is covered and practiced via mock interviews. Portfolios are developed and used for the final</td>
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<td>interview. Menus are researched, planned, and cooked based on hypothetical scenarios.</td>
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<td><strong>Prerequisites:</strong> CUL1200 Sustainable Purchasing &amp; Controlling Costs, CUL2301 À La Carte</td>
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<tr>
<td>CUL2505</td>
<td>Storeroom Procedures</td>
<td>3</td>
<td>This is a hands-on lab course that explores the daily workings of a food purchasing operation.</td>
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<td>Quarter</td>
<td>Emphasis is on food systems and handling practices, as well as inventory management techniques</td>
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<td>Credits</td>
<td>and cost control. Safety, sanitation, proper ordering systems, receiving, inventory, and vendor</td>
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<td>relations are stressed. Students work on inventory counts, ordering, receiving product deliveries,</td>
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<td>managing par levels, and maintaining proper rotation and organization of food inventory.</td>
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<td><strong>Prerequisites:</strong> CUL110 Fundamentals of Classical Techniques, CUL1200 Sustainable Purchasing &amp;</td>
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<td>Controlling Costs</td>
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<tr>
<td>DT2244</td>
<td>CAD for Process Piping</td>
<td>3</td>
<td>This is a laboratory course that builds on mechanical drafting skills with an emphasis on</td>
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<td></td>
<td>Quarter</td>
<td>orthographic, paraline and auxiliary views of process plant construction, process equipment and</td>
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<td></td>
<td>Credits</td>
<td>process piping. Pipe runs, flow controls and rack assemblies are described using drawings,</td>
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<td>schedules, flow diagrams, control sequences, symbol conventions, and technical specifications.</td>
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<td><strong>Prerequisite:</strong> INTA203 CAD II</td>
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<tr>
<td>DT2250</td>
<td>CAD for Civil Engineering</td>
<td>3</td>
<td>This course introduces computer-aided drafting for civil engineering. Through site planning,</td>
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<td>Quarter</td>
<td>grading and drainage plans, boundary surveys, road and utility construction and detailing are</td>
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<td>Credits</td>
<td>presented to students in the form of design problems. <strong>Prerequisite:</strong> INTA203 CAD II</td>
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**Design & Technical Graphics**

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<tbody>
<tr>
<td>DT1122</td>
<td>Presentation &amp; Delivery Technology</td>
<td>2</td>
<td>This is a laboratory course that exposes students to various file output and delivery options.</td>
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<td>Quarter</td>
<td>Students create single images, charts, graphs, presentation boards, small publications, electronic</td>
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<td>Credits</td>
<td>slide shows and animation for specified projects using traditional and digital media. **</td>
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<td>Prerequisite:** Permission of Academic Director/Advisor</td>
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<tr>
<td>DT2224</td>
<td>CAD for Process Piping</td>
<td>3</td>
<td>This is a laboratory course that builds on mechanical drafting skills with an emphasis on</td>
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<td></td>
<td>Quarter</td>
<td>orthographic, paraline and auxiliary views of process plant construction, process equipment and</td>
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<td></td>
<td>Credits</td>
<td>process piping. Pipe runs, flow controls and rack assemblies are described using drawings,</td>
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<td>schedules, flow diagrams, control sequences, symbol conventions, and technical specifications.</td>
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<td><strong>Prerequisite:</strong> INTA203 CAD II</td>
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<tr>
<td>DT3322</td>
<td>Consumer Product Design</td>
<td>3</td>
<td>This course is an advance study of product design and processes students learn product</td>
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<td>development and teamwork processes, and focus on developing and completing a model or prototype.</td>
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<td>Credits</td>
<td><strong>Prerequisite:</strong> IT1132 Concept Drawing</td>
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<td>DT3333</td>
<td>Visualizing Information</td>
<td>3</td>
<td>This course introduces student to approaches to designing charts, maps, graphics, posters, signs,</td>
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<td>Quarter</td>
<td>and other displays. In addition, students are introduced to standard software tools. **</td>
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<td>Credits</td>
<td>Prerequisite:** DT3311 Training &amp; Instruction Design</td>
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<tr>
<td>DT3366</td>
<td>Advanced Computer-Aided Industrial Design</td>
<td>3</td>
<td>This course presents advanced mechanical drafting techniques to communicate design intent using</td>
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<td>a widely-available software program. Students communicate the essential elements of complex designs</td>
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<td>Credits</td>
<td>using 2-D orthographic drawings, paraline drawings and 3-D surface and spline modeling. **</td>
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<td>Prerequisite:** IT3383 Computer-Aided Modeling</td>
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<td>DT3388</td>
<td>Interactive 3-D Visualization</td>
<td>3</td>
<td>This course introduces simulated visual environments. Using the principles of linear perspective,</td>
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<td>Quarter</td>
<td>visual composition, theatrical staging, spatial sound and lighting, students will design and</td>
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<td>Credits</td>
<td>construct a virtual environment, including real-time models with associated behaviors, and an</td>
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<td>interactive user interface. <strong>Prerequisite:</strong> DT3333 Visualizing Information</td>
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DIGITAL CINEMA & VIDEO PRODUCTION

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

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

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

DFVP3303 ADR/Foley
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students gain practical experience in advanced sound design and audio production. This course includes Automated Dialogue Replacement (ADR), creation of realistic synchronized sound effects (Foley), and multi-track recording, editing, and mixing in the post-production storytelling process. Prerequisites: VP2203 Post-Production Sound, 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: VP2252 Portfolio Post-Production

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

DFVP3313 Lighting Techniques 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students gain practical experience in creating a unified mood for a scene by controlling light, color, set design, costume, lens selection, and camera movement. Prerequisites: 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

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

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

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

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

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

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

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

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

DFVP4403  The Art of Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course covers the application of sound in film and video from the end of the silent film era through current 21st century works. The student critically analyzes how sound is used as a creative tool to enhance picture and manipulate interpretation. Prerequisite: VP1163 Production Sound.

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

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

DFVP4413  Advanced Lighting Seminar
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students move beyond the fundamentals of craft, to devise lighting schemes and structures to enhance the director's vision. This is a course in discovering new ways of cinematic seeing. Prerequisite: DFVP3313 Lighting Techniques 2.

DFVP4445  Broadcast TV Production 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students gain practical experience working in a simulated video production company, and come to understand the many facets of video production. Prerequisite: DFVP3314 TV Studio 3.

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

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

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

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

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

**DIGITAL FILMMAKING & VIDEO PRODUCTION**

AUDA101  Fundamentals of Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Addresses the principles of recording sound and covers sound characteristics, basic acoustics, and techniques for field recording. The role of sound in media production is explained. Prerequisite: DFA102 Introduction to Filmmaking Applications & Design.

DFVA101  Survey of Digital Filmmaking & Video Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
A survey of the digital filmmaking and video production field within the larger framework traditional mass media and emerging communication technologies. Prerequisite: None.

DFVA102  Introduction to Filmmaking Applications & Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to professional software applications used for the creation and design of digital filmmaking and video production. Prerequisite: None.

DFVA103  Fundamentals of Video Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students begin the implementation of fundamental terminology, concepts, equipment and techniques of video production. Prerequisite: DFA111 Principles of Cinematography.

DFVA105  Conceptual Storytelling
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduces students to storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard. Prerequisite: DFA101 Survey of Digital Filmmaking & Video Production.

DFVA107  Fundamentals of Producing & Directing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Focuses on the production processes from the perspectives of a producer and director. Prerequisite: DFA103 Fundamentals of Video Production.
DFVA111 Principles of Cinematography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction of the history and principles of visual design for motion pictures through the use of a camera. Prerequisite: None

DFVA113 Fundamentals of Editing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduces the student to the editing of visuals and sound using non linear editing software. Prerequisite: DFVA102 Introduction to Filmmaking Applications & Design, DFVA111 Principles of Cinematography

DFVA123 Intermediate Video Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Covers the principles of visual design for motion pictures, develop the student's ability to evaluate the visual potential of locations, and determine the proper technical tools and use of motion picture elements to achieve the story's intended look. Prerequisite: DFVA103 Fundamentals of Video Production, AUDA101 Fundamentals of Audio

DFVA133 Lighting for Digital Film
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will be introduced to the Basic concepts and principles of lighting for cinematography: Fundamentals of utilizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image. Prerequisite: None

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

DFVA202 Digital Cinematography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Explores various cameras, lighting techniques and styles used in digital filmmaking and video production. Discussions will cover advanced concepts and principles of camera operation, camera movement, use of lenses, composition and lighting techniques. Prerequisite: DFVA123 Intermediate Video Production

DFVA203 Intermediate Editing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn to utilize creative problem-solving skills through editing using approach, pace, tone, and rhythm of sequences. Prerequisite: DFVA113 Fundamentals of Editing

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

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

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

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

DFVA213 Studio Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Focuses on broadcast studio operation, live production, studio management, lighting, crew, and sound. Students will also explore the theoretical basis of the electronics behind the equipment needed for studio production. Prerequisite: DFVA202 Digital Cinematography

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

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

DFVA223 Intermediate Audio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Explores the various methods and techniques for digital sound composition and design. Students will focus on using digital sound systems and manipulating sound elements for intended effects in media content. Prerequisite: AUDA101 Fundamentals of Audio

DFVA224 Electronic Field Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn video field production in two styles: Electronic News Gathering and Electronic Field Production. Prerequisite: DFVA213 Studio Production

DFVA303 Multi-Camera Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students work together as a team to produce in-studio and/or remote multi-camera productions of live performances. Prerequisite: DFVA213 Studio Production

DFVA306 Internship
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

DFVA307 Media Theory & Criticism
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduce students to the major theories used to analyze various media, including film, television and audio. Prerequisite: DFVA205 History of Film & Media

DFVA308 Media Delivery Systems and Distribution
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Addresses the end part of digital filmmaking and video production—delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each. Prerequisite: DFVA353 Compositing for Digital Film

DFVA309 Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Completion of prerequisite courses and permission of Academic Department Director/Advisor

DFVA313 Sound Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Explores the various methods and techniques for digital sound composition and design in film and video. Prerequisite: AUDA101 Fundamentals of Audio
DFVA316 Media Production Workshop
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Working in production teams, students in this workshop class will 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: DFVA323 Short Media Production

DFVA323 Short Media Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Discusses short form as a genre of media production and its features in subject matter and style. Students learn to produce short-form news, information, or dramatic content for multiple delivery platforms. Prerequisite: DFVA323 Electronic Field Production

DFVA332 Senior Project Preparation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Initiates a multi-quarter, comprehensive project which will be integral to students’ final portfolios. With department approval, students will employ their cumulative skills to pre-produce a digital film in a chosen genre. Prerequisite: Permission of Academic Director/Advisor

DFVA333 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 will employ cumulative skills to produce a significant, sophisticated, digital film in a chosen genre. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor. Prerequisite: DFVA332 Senior Project Preparation

DFVA343 Advanced Editing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Using advanced editing methods, this course focuses on processing audio and video elements in media content and organizing such content for total effect and final delivery. Prerequisite: DFVA203 Intermediate Editing

DFVA353 Compositing for Digital Film
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscoping, match moving, keying, layering to finalize their multiple-source projects. Prerequisite: DFVA222 Broadcast Graphics II

DFVA409 Portfolio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisites: DFVA309 Portfolio I, DFVA332 Senior Project Preparation, DFVA333 Senior Project Production, DFVA403 Senior Project Post Production

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: Rotoscopying & Painting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Using various painting and compositing packages students are introduced to the principles of rotoscoping and digital painting, as applied to rig removal and special effects. Prerequisite: MA3316 Compositing

EM2254 Matte Painting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels, and compositing. Prerequisite: FS122 Image Manipulation

EM2552 Video Production for Visual Effects & Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces studio production with an emphasis on green screen shooting for compositing. Shooting in the studio forces students to work in a controlled environment. Matching lighting and camera angles/movement are stressed. Composition and blocking for translation into the digital realm is studied and practiced. Prerequisite: MM1134 Introduction to Video

EM3271 Operating Systems & Shell Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the major operating systems used in computers and the fundamentals of writing shell scripts in the various operating systems. Students write shell scripts for specific design purposes. Prerequisite: None

EM3311 Previsualization
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on practical previsualization techniques for visual effects and motion graphics. Topics include the various formats, terminology and concepts used for preproduction visuals. Research, visualization, art direction, shot design and final presentation are emphasized. Prerequisites: EM2552 Video Production for Visual Effects & Motion Graphics, MA3316 Compositing

EM3326 Rotoscopying & 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 artistic 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

HOSPITALITY FOOD & BEVERAGE MANAGEMENT

FB1102
Introduction to Hospitality
3 Quarter Credits (33 Hrs Lecture)
This course represents an introduction to the organization and structure of hotel, restaurants, and clubs. Students will also be introduced to the importance of industry contacts, resume writing, time management, and will perform a hospitality occupational interview. The student will receive an overview pertaining to forces that shape the hospitality industry, tourism, destinations, and how they interact with the hospitality industry, related businesses that serve the traveler, how services affect the industry, managing and working in the international market, and what the future holds for the industry. Prerequisite: None

FB2200
Beverage Purchasing, Inventory, Control & Menu Authoring
3 Quarter Credits (33 Hrs Lecture)
In this course, students acquire an understanding of the planning and control processes in the beverage industry. Principles covered include purchasing procedures for beverage operations, the culture between purveyor and client, tailoring buying decisions based on concept, pricing negotiations and payment terms. The basics of inventory management, including manual and automated loss prevention measures, will be given particular focus. Prerequisite: None

FB2212
Merchandising in Foodservice
3 Quarter Credits (33 Hrs Lecture)
This course will focus on the study of visual merchandising in varied foodservice settings. Students will apply merchandising theory, principles, and practices to solve industry case studies and emerging trends. Merchandising formats will consist of traditional, nontraditional and virtual. Prerequisite: None

FB3300
Fundamentals of Professional Service
3 Quarter Credits (33 Hrs Lecture)
This introductory course will provide the student with the basic skills required to serve guests within various types of hospitality environments. These skills will include technology, service styles, organization skills, handling and storage procedures for food and beverages and other supplies. Communication methods between the front and back of the house will also be addressed. Emphasis will be placed on classic service techniques and how they have evolved in the modern context. Prerequisite: None

FB3315
Hospitality Law
3 Quarter Credits (33 Hrs Lecture)
This course covers the legal rules that apply to the hospitality industry. It is designed to give the student an excellent overview of operations, particularly of law, combined with a historical perspective and present-day application. The course will also address pertinent key industry issues with a critical eye towards those laws that may hinder the industry's growth, as well as those laws that strengthen our rights as hospitality professionals. Prerequisite: None

FB3318
Sales & Public Relations
3 Quarter Credits (33 Hrs Lecture)
This course will focus on the sales function in varied hospitality settings. The relationship of sales to marketing will be explored, and the process of the actual personal sales call will be emphasized. The role of a successful public relations plan will also be examined, as well as the benefits of favorable public impression on a hospitality operation. Prerequisite: None

FB4407
Club Operations Management
3 Quarter Credits (33 Hrs Lecture)
This course is designed to give students the basic understanding of the organization and management of various types of private clubs including city, country, and other recreational and social clubs. It will provide students with the unique sensitivities required in managing and operating the increasingly lucrative club management market. Prerequisite: None
FB4409  
New World & Emerging Wines  
3 Quarter Credits (33 Hrs Lecture)  
This class provides comprehensive information pertaining to the New World's wine regions and the varietals, vineyard conditions, and cellar practices essential to their production. Economic, political and sociological conditions, as well as historical context are explored. Particular attention will be given to developing the student's sensory evaluation skills and their application to wine selection and food pairing. Prerequisite: None  

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  

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: FD2227 Technical Drawing  

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, FS102 Fundamentals of Design  

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: By Permission of Academic Director/Advisor  

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  
Specialty 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. Prerequisite: 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: FD1121 Fundamentals of 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 fabrics. 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 drap. 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

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

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

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 environmental 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: None

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: By Permission of Academic Director/Advisor

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: FM2217 Retail Buying

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: FM2217 Retail Buying

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: FM2205 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: FM2205 Sales Promotion

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: FM1140 Retailing

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

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: FM1135 Fundamentals of Marketing

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: FM2214 Introduction to Manufacturing
FM3327  
Advising 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: FM1135 Fundamentals of Marketing

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. Prerequisite: FM1135 Fundamentals of 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: Permission of Academic Director/Advisor

FM4425  
Human Resource Management  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course covers a 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: FM2250 Entrepreneurship

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

FM4441  
Introduction to Retailing  
3 Quarter Credits (44 Hrs Lecture)  
Students will be introduced to all major retailing topics involving both large and small retailers, brick and mortar retailers and their combinations, and direct marketers. Topics to be discussed will include consumer behavior, information systems, store locations, operations, human resource management, customer communications, computerization and integrating and controlling the retail strategy in the twenty-first century. Careers in retailing will also be discussed. Prerequisite: None

FM4442  
Retail Math  
3 Quarter Credits (44 Hrs Lecture)  
This course provides an understanding of the various financial tools used by retailers to evaluate performance. Students calculate, analyze, and interpret financial concepts associated with accounting from a merchandising perspective. Prerequisite: None

FM4444  
Fundamentals of Business  
3 Quarter Credits (44 Hrs Lecture)  
In this course, students are introduced to the fundamentals of business. Macroeconomics, labor relations, time management, human resources management, and basic marketing principles are covered. Prerequisite: None

FM4445  
Fundamentals of Marketing  
3 Quarter Credits (44 Hrs Lecture)  
This course addresses the fundamental concepts and principles of marketing. The overview of marketing provided here will help students place their knowledge in a framework and understand how each component contributes to the strength and utility of a marketing plan. Students will also learn how to identify the ways in which world events and cultural assumptions influence marketing. Prerequisite: None

FM4446  
Fashion History  
3 Quarter Credits (44 Hrs Lecture)  
Students study the development of clothing from the earliest time to the Renaissance and the silhouettes reflected through the eyes of the designer. Prerequisite: None

FM4447  
Sales & Event Promotion  
3 Quarter Credits (44 Hrs Lecture)  
This course is a workshop in which students design and prepare a sales and promotion package. The instructor acts as a facilitator and guide to ensure upon completion of this course, students will have thoroughly explored the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. Prerequisite: None
FRM2317 Apparel Evaluation & Construction
3 Quarter Credits (44 Hrs Lecture)
This course is designed for fashion management students to evaluate the equation between quality and cost in garments. Students will be able to identify and analyze quality of trims, fabrics and construction in relationship to price point. Included will be women's sportswear, children's wear and men's wear in a range of price points from high end to discounted. Prerequisite: FRM1307 Introduction to Retailing

FRM2319 Fundamentals of Advertising
3 Quarter Credits (44 Hrs Lecture)
This course is a basic introduction to advertising, its history, potential and limitations. We will 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, we will look at how advertising has changed over the years and been affected by the culture that has produced it. Learning about the major events, trends, and influences on advertising will help the student place current events in context and help nourish the student's understanding of the possibilities of various types of ads and advertising campaigns. The course will also help the student recognize emerging trends and capitalize on them. Prerequisite: None

FRM2324 Business Communications
3 Quarter Credits (44 Hrs Lecture)
This course addresses the need to communicate in writing on the job. A variety of materials must be written for a business: memos, letters, proposals, presentations, and copy for advertising or marketing. Students will learn to identify the requirements of different types of writing and to prepare material to communicate clearly and effectively. Prerequisite: HU110 College English

FRM2329 Elements of Retail Operations & Technology
3 Quarter Credits (44 Hrs Lecture)
Develops the student's understanding of operational objectives in a retail structure. An emphasis will be placed on planning, control, profitability, and staffing in a retail environment. The use of technology in the industry and the responsibilities of retail executives will be examined as well. Also career opportunities and ethical behavior of those individuals who choose to enter the retail arena will be discussed. Articles pertaining to current issues, (found in trade publications and newspapers) will be reviewed and discussed, in order to understand methods that have been created to expedite and increase profitability for the retailer. Prerequisite: FRM2312 Sales & Event Promotion

FRM2331 Event & Fashion Show Production
3 Quarter Credits (44 Hrs Lecture)
The student will be introduced to a range of skills, needed to produce a successful store event or fashion show. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up and video teams. Prerequisite: FRM2317 Apparel Evaluation & Construction

FRM2338 Visual Merchandising
3 Quarter Credits (44 Hrs Lecture)
Students learn the importance of eye appeal and consumer buying habits. Students create their own displays using the latest principles and techniques in retail merchandising and visual optimization of merchandise. Prerequisite: None

FRM2341 Merchandise Management
3 Quarter Credits (44 Hrs Lecture)
Students study the categorization of stores, organizational components, and the characteristics of various wholesale and retail markets. They will explore the Private Label and Brand Name businesses, develop customer profiles and look at franchising as a means of entering the retail world. Students will become familiar with merchandise accounting as it relates to the various retail formats. Prerequisite: FRM1313 Retail Math

FRM2343 Brand Strategy
3 Quarter Credits (44 Hrs Lecture)
Although great brands are easy to identify, they are hard to create. This course addresses the factors which make a brand successful, and then approaches the factors—like price pressure, fragmented markets and media and proliferating competition—that businesses must control to build a strong, successful brand. Prerequisite: None

FRM2345 Store Planning & Lease Management
3 Quarter Credits (44 Hrs Lecture)
This course is a workshop in which students design and prepare a visual presentation of a store concept / plan. Students will also begin formulating a written business plan that may be completed in the following class: FRM233 Business Ownership I. Upon completion of this course students will have generated a portfolio quality piece. The instructor acts as a facilitator and guide to allow the student to explore the creative aspects of the project to the fullest. Students will explore and learn the elements that combine to make a successful store layout, traffic patterns, furnishings, fixtures and security. Prerequisites: FRM2329 Elements of Retail Operations & Technology, FRM2338 Visual Merchandising

FRM2346 Business Ownership I
3 Quarter Credits (44 Hrs Lecture)
Students plan the foundations for opening a business. This course examines the cultural, social, and individual variables involved in consumer behavior. It also reviews how they are incorporated into buyer decision processes and marketing practices. Prerequisite: None

FRM3315 Introduction to Manufacturing
3 Quarter Credits (44 Hrs Lecture)
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 studied. Prerequisite: None

FRM3317 Business & Copyright Law
3 Quarter Credits (44 Hrs Lecture)
This course gives an overview of basic legal principles related to starting and conducting a business. Topics include legal systems, litigation, dispute resolution and contracts. The protection of intellectual property, including patents, copyrights, trademarks and service marks is also emphasized. Prerequisite: HU110 College English

FRM3319 Business Ownership II
3 Quarter Credits (44 Hrs Lecture)
Students complete the planning of a small retail store: financing, budgets, market research, and inventory. Prerequisites: FRM2346 Business Ownership I, and 75 credits successfully completed in this program

FRM3322 Consumer Behavior
3 Quarter Credits (44 Hrs Lecture)
This course examines the cultural, social, and individual variables involved in consumer behavior. Prerequisite: FRM2346 Business Ownership II

FRM3324 Product Development
3 Quarter Credits (44 Hrs Lecture)
In this course students will review design concepts and technology and the development of merchandising in the modern market, analyze target markets and source, cost and develop a product for that market in presentation form including a prototype. Prerequisite: FRM3322 Consumer Behavior
FRM3329
Trends & Concepts in Apparel
3 Quarter Credits (44 Hrs Lecture)
A comprehensive study of cultural and social issues that affect fashion and the emergence of trends. Students will analyze the meanings and importance of clothing and apply these concepts to contemporary society. Prerequisite: None

FRM3333
Principles of Accounting
3 Quarter Credits (44 Hrs Lecture)
This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to prepare accounting statements. Prerequisite: None

FRM3337
Sales
3 Quarter Credits (44 Hrs Lecture)
An understanding of the sales process and the steps to sell a product or service is essential to a student who works in any area of business. Selling is an essential skill for the sales function of a business, but is also part of the job for many other employees. This course focuses on the essential skills and knowledge one needs to effect a sale, as well as the ways that the sales pitch can be focused to solve customer problems. Prerequisite: None

FRM3347
Public Relations & Promotion
3 Quarter Credits (44 Hrs Lecture)
This course examines the historical development of public relations, showing the principles, methods, and means of influencing public opinion. Prerequisite: None

FRM4310
Media Planning & Buying
3 Quarter Credits (44 Hrs Lecture)
Media as part of a delivery channel for a marketing message will be the focus of this course. Topics include media as critical to the fulfillment of the overall marketing strategy, cost effectiveness and new media. Prerequisite: None

FRM4319
Portfolio Preparation for Fashion & Retail Management
3 Quarter Credits (44 Hrs Lecture)
In this course students will focus on the preparation and completion of portfolio pieces. They will organize them for presentation and focus on works that reflect and enhance their individual strengths as well as their resume and other flatwork presentations. Prerequisite: None

FRM4321
International Marketing & Buying
3 Quarter Credits (44 Hrs Lecture)
Students will gain an understanding of global marketing opportunities, problems and strategies that impact the international environment. In addition, students will become knowledgeable about international marketing concepts; cross-cultural sensitivities, political and legal influences, and economic considerations and how these concepts relate to decision making in an international environment. Prerequisite: FRM3322 Consumer Behavior

FRM4323
Principles of Marketing Research
3 Quarter Credits (44 Hrs Lecture)
The use of the marketing research process as a tool for solving management problems is a focus of this course. The source of data, sampling procedures, questionnaire design, data collection, and analysis will be covered. Prerequisite: None

FRM4324
Internship
3 Quarter Credits (11 Hrs Lecture/66 Internship Hrs)
Students are given the opportunity to practice the skills and knowledge they have learned in a real world situation by working in an approved industry internship site. Prerequisite: Permission of Academic Director/Advisor

FRM4333
Leadership & Team Building
3 Quarter Credits (44 Hrs Lecture)
An introduction to the basic principles of leadership featuring leadership skills and how to build an effective team within an organization. Prerequisite: None

FRM4337
Professional Development for Fashion & Retail Management
3 Quarter Credits (44 Hrs Lecture)
This course prepares students for the business environment and the transition into an applied arts profession. It emphasizes the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including resume and cover letter writing, networking and interviewing skills. Freelance business operating practices such as negotiation of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed. Prerequisite: None

FRM4339
Web Marketing for Fashion & Retail Management
3 Quarter Credits (44 Hrs Lecture)
This course focuses primarily on marketing on the Web, addressing the elements and requirements of information distribution, advertising, or sales in this new medium. The content of the course includes an overview of major online services, portals, and developing content aggregators. Students learn how to modify traditional marketing theories and strategies as well as the demands and opportunities unique to the Web. One of these opportunities receives special attention: using server push or other push technologies to develop "shows" or "magazines" online. Prerequisite: MM1111 Design Layout

FRM4344
Special Topics in Fashion & Retail Management
3 Quarter Credits (44 Hrs Lecture)
This course is designed to change on a regular basis. It will look at specific areas of fashion and retail management and will give students an opportunity to look at this area in-depth and detail. Students will learn through lectures, field trips, hands-on experience and experimentation and will create a final project in the specific area of study. Prerequisite: None

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 products and projects, 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: None

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

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

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 animation 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 with texture 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 function of both human and animal species. 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. Prerequisite: Permission of Academic Director/Advisor

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: MA2204 3-D Animation or MA2205 Beginning 3-D Animation

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 otherwise be 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: GA3312 Level Design

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 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: MA2204 3-D Animation

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 developing beginning of the student's senior project. Students prepare a project plan and time line for their senior project. Prerequisite: Permission of Academic Director/Advisor

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: None

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

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

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

GD1134 Digital Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student demonstrates an understanding of electronic illustration. The course explores vector-based graphic applications that are considered to be industry standard. Prerequisite: None

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 paints. 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: GD1134 Digital Illustration

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

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

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

GD2266 Digital typography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course explores the didactic qualities of typography. Sensitivity to typography via traditional methods and
digital technology is explored. Exercises 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 Typography

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: Permission of Academic Director/Advisor

GD4403 Environmental Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students study a range of examples of exhibition/environmental design measured against conventions of 2-D display/informational
systems. Prerequisite: 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

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 and map crucial
industrial and technological developments that are considered to be industry standard. Prerequisite: GD1134 Digital Illustration

GD1125 Introduction to Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the philosophy behind photography, emphasizing conceptual visual
problem solving and quick sketching methods to portray ideas. It also highlights the uses of
photography and image manipulation software relevant to the web design and graphic
design industries. Prerequisite: None

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

GWDA102 Rapid Visualization
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the philosophy behind illustration, emphasizing conceptual visual
problem solving and quick sketching methods to portray ideas. It also highlights the uses of
illustration in the graphic design and advertising industries. Assignments will focus on black and white and color techniques, using contrast, values, composition and function. Prerequisite: FND110 Observational Drawing

GWDA103 Digital Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course advances the students understanding of the computer as an artist tool. Building on previous courses in drawing, concept development and introductory computer aided design, students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results. Prerequisite: FND110 Observational Drawing
GWDA105 Concept Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course emphasizes the conceptualization process of art and its function in solving given problems. The student uses creative problem solving and research techniques, specifically, problem identification, analysis, brainstorming, and idea refinement. Prerequisite: GWDA101 Introduction to Layout Design

GWDA111 Introduction to Layout Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from thumbnails to comprehensives, layout, and the use of grid systems for multi-component layouts. Prerequisite: FND135 Image Manipulation

GWDA112 Typography — Traditional
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction of lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology. Prerequisite: None

GWDA113 Fundamentals of Web Page Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Design, develop, and upload a simple web site using HTML and basic CSS. Web site production concepts such as naming conventions, file organization, and optimization are also covered. Prerequisite: GWDA101 Applications and Industry

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

GWDA123 Programming Logic
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Fundamentals of programming logic. Introductory concepts, structure, decision making, looping, array manipulation, calling methods, and an introduction to object-oriented programming. Prerequisite: None

GWDA132 Information Architecture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An examination of content structures, navigation paths, and asset organization. Prerequisite: GWDA101 Applications and Industry

GWDA201 Audio & Video
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Develop editing skills while communicating messages and telling stories through the introduction of various media and technology. Prerequisite: GWDA202 Interface Design

GWDA202 Interface Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An exploration of the synthesis of visual and information design principles. This course will examine the conceptual and practical design of interfaces. Prerequisite: GWDA111 Introduction to Layout Design

GWDA203 Prepress and Print Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class. Prerequisites: GWDA222 Intermediate Layout Design

GWDA207 Design History
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Examines the places, people, events; historical and cultural factors; and technological innovations that have influenced the development of graphic design as practiced in the 21st Century. Prerequisite: GWDA222 Intermediate Layout Design

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

GWDA212 Typography — Expressive & Experimental
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Emphasis is placed on the expressive potential of typography. How the form of the written letter affects meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools. Prerequisite: GWDA112 Typography — Traditional

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

GWDA222 Intermediate Layout Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process. Prerequisite: GWDA111 Introduction to Layout Design

GWDA223 Intermediate Web Page Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An exploration of methods for styling websites and creating various page layouts. This course will examine the practical application of styling web page content. Prerequisite: GWDA113 Fundamentals of Web Page Scripting

GWDA232 Form and Space
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Form and Space involves the formal understanding and manipulation of the basic-organizing principals of the 3 dimensional worlds. Point, line, plane, mass, volume, density and form are discussed. Students learn to create and discuss 3-D situations using basic hand tools and readily available materials. Form and Space also involves the relationship of perceptual issues to manipulate the 3-D situation. Prerequisite: GWDA223 Intermediate Web Page Scripting

GWDA233 Advanced Web Page Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An exploration of advanced methods for styling websites and creating page layouts. This course will examine the practical application of styling web page content, understanding cross-browser compatibility, and creating designs that display effectively on various devices. Prerequisite: GWDA223 Intermediate Web Page Scripting

GWDA242 Graphic Symbolism
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images. Prerequisite: GWDA113 Fundamentals of Web Page Scripting

GWDA243 Object Oriented Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to JavaScript utilizing the Document Object Model. Prerequisite: GWDA113 Fundamentals of Web Page Scripting
GWDA252 Advanced Layout Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will explore various means of indicating, placing and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type will be developed using page composition software. Prerequisite: GWDA222 Intermediate Layout Design

GWDA253 Authoring for Interaction  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students combine experience design concepts with advanced programming solutions. Emphasis placed on learning object-oriented approaches to developing dynamic/reusable rich media modules combined with data applications. Prerequisite: GWDA113 Fundamentals of Web Page Scripting

GWDA262 Package Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Exploration of the design process in package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Projects will explore materials, structure, aesthetics, production methods, marketing objectives and budgetary constraints. Prerequisite: GWDA232 Form and Space

GWDA263 Web Standards  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Web Standards and Web Accessibility for coding standards and separation of content from design. Emphasis on identifying cross-browser compatibility issues with Web Standards. Prerequisite: GWDA243 Object Oriented Scripting

GWDA272 Corporate Identity  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Development of comprehensive corporate identity systems as well as additional business collateral. Prerequisite: GWDA105 Concept Design

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

GWDA292 Experience Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
An examination of user-centered experience and its relationship to information architecture, interface design, and usability. Prerequisite: GWDA202 Interface Design

GWDA302 Information Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course we will explore the role of visual communication design (graphic design) in communicating information in visual form. Emphasis is placed on competency in research, production, and presentation of advanced-level projects that encompass the use of information design in graphic visual communication. Prerequisite: GWDA282 Collateral Design

GWDA303 Interactive Motion Graphics  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
An introduction to the narrative structure in a time based environment. Prerequisite: GWDA213 Timeline Animation & Interaction

GWDA305 Art Direction  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will examine the role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students’ leadership, communications and negotiation skills. Prerequisite: None

GWDA307 User Experience Design: Research  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
An examination of user design research, concept development and planning techniques for the design of multi-platform interactive experiences. Prerequisite: Permission of Academic Director/Advisor

GWDA308 Business of Graphic Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed. Prerequisite: None

GWDA312 Publication Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Focus on creating a publication: hierarchy, grid, page sequence and spreads. The publication will integrate images, color, texture and typography relative to the subject of the publication. Prerequisite: GWDA252 Advanced Layout Design

GWDA313 Emerging Technologies  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
An examination of concepts and methodologies used in emerging technology. In depth focus on one current emerging technology. Prerequisite: GWDA213 Timeline Animation & Interaction

GWDA315 Contemporary Typography  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
The use of typographic techniques inspired by contemporary type designers will also be explored. Prerequisite: GWDA352 History of Typography

GWDA322 Sequential Illustration  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course will focus on developing familiarity with the various forms of narrative and sequential illustration to include basic storyboarding, single and multi-panel comic strips, comic books, graphic novels, and web comics. Coursework will explore the design process, working methods, and creation of sequential and narrative illustrations. Discussions will focus on the historical development and current trends of visual storytelling as well as touch upon professional practices for cartoonists. Prerequisite: GWDA102 Rapid Visualization

GWDA323 Design Team Pre-Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Real-world web pre-production through small teams. Emphasis on assessing client needs, pre-production assets, project management, and communication. Prerequisite: Permission of Academic Director/Advisor

GWDA332 Life Drawing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an advanced drawing class that builds on the basic drawing skills and concepts. Anatomical and proportional relationships as well as figure drawing will be covered. The general goals of this course are threefold: 1) To give a firm grounding in the study of the 3-D human figure, 2) To further develop drawing skills, techniques, and design concepts. 3) To use perspective as a tool for understanding complicated forms. Prerequisite: GWDA102 Rapid Visualization

GWDA333 Senior Project Pre-Production  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Design and planning of advanced interactive project. Prerequisite: Permission of Academic Director/Advisor

GWDA342 Editorial Illustration  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course, students translate narrative content into visual conceptual imagery though illustrative solutions. These illustrations are then incorporated into page layouts, and other publication design formats. Students research visual solutions and explore appropriate media, imagery, and style—to interpret the author’s point-of-view. Prerequisite: GWDA332 Sequential Illustration

GWDA343 User Experience Design: Project Development  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
An examination of methodologies and techniques of developing multi-platform interactive experiences. Prerequisite: GWDA392 User Experience Design: Prototyping
GWDA352 History of Typography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An exploration of the historical typographic styles from the sixteenth through the twentieth century. Prerequisite: GWDA212 Typography – Expressive & Experimental

GWDA353 Server-Side Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Dynamic web pages through server-side scripting language. Emphasis on forms and content management. Prerequisite: GWDA253 Authoring for Interaction

GWDA362 Font Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An exploration and creation of typographic form. Prerequisite: GWDA352 History of Typography

GWDA363 Client-Side Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Client-side scripting as a method to develop advanced dynamic web applications. Prerequisite: GWDA253 Authoring for Interaction

GWDA372 Content Management Systems
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Database design for dynamic web content management. Emphasis on database concepts, the relational database model, and translating a client's requirements into a working database design. Prerequisite: GWDA243 Object Oriented Scripting

GWDA373 Advanced Server-Side Scripting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Advanced server-side scripting skills and CMS utilization. Prerequisite: GWDA253 Server-Side Scripting

GWDA382 Design for Mobile Devices
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces. Prerequisite: GWDA202 Interface Design

GWDA392 User Experience Design: Prototyping
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An examination of methodologies and techniques of prototyping and usability testing for the design of multi-device interactive experiences. Prerequisite: GWDA307 User Experience Design: Research

GWDA402 Book Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students research illustrative trends and explore media for creating appropriate imagery that interprets an author's point-of-view. In this course, students translate narrative content into visually consistent imagery used to tell a story. Character studies are created to give the student a three-dimensional understanding of each of the various subjects—allowing each character to be drawn at any angle. Character consistency is required. Illustrative solutions are produced to be consistent throughout the book. These illustrative solutions are combined with the narrative into a page layout—book design—format. Prerequisite: None

GWDA403 Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An examination of advanced typographic structures and their relation to time-based media. Prerequisite: GWDA112 Typography – Traditional

GWDA406 Internship
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

GWDA409 Graphic Design Capstone
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students in this course present a comprehensive understanding of their academic experience. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation. Prerequisite: GWDA312 Publication Design

GWDA412 Mixed Media Illustration
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students translate narrative content into visual imagery though illustrative solutions that explore mixed media. Prerequisite: None

GWDA413 Design Team Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Real-world web pre-production through small teams. Emphasis on assessing client needs, utilizing pre-production assets, project management, and communication. Prerequisite: GWDA323 Design Team: Pre-Production

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: MS111 College Algebra

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 course 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: GP1126 Object-Oriented Programming I

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

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

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: Permission of Academic Director/Advisor

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: GP2120 Math for Game Developers II

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

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

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

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

GP2114 Console Programming II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Console Programming II furthers the students' 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: GP2120 Math for Game Developers II
GP3099 Game Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
By successfully completing this course, students will gain an appreciation of the process of game design. Students will design a game that meets the limitation of a 'target platform'. A game design document will be created that illustrates all aspects of game production, which will include game description, game mechanics, and identifying problem areas. Prerequisite: GP2099 Game Preproduction

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

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

GP3212 Advanced Concepts in Programming II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course addresses advanced topics not covered in Advanced Concepts in Programming I. A variety of topics are covered that add to the main game creation pipeline. Experimental ideas, resources, strategies will be explored. Prerequisite: GP3112 Advanced Concepts in Programming I

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

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

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

GP3359 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: GP2230 Physics of Motion, Light & Sound

GP3409 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

GP4011 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

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 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: 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: FS112 Image Manipulation, ID1129 Introduction to AutoCAD

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 to create and develop a project utilizing a building information modeling database. The 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: 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 course 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
INTA222  Human Factors  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course covers the principles and considerations related to human factors, universal design, anthropometrics, ergonomics and the psychological response of users to interior spaces. Prerequisite: None  

INDUSTRIAL DESIGN  

IT1111  Fabrication Techniques  
3 Quarter Credits (22 Hrs Lecture/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs Lab)  
In this course students are introduced to the process of mathematical interpolation and how it is applied to the model making process. Projects in this course are completed with accurate, true to scale specifications. Prerequisite: IT1121 Model Making  

IT1132  Concept Drawing  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students apply drawing techniques to investigate design concepts and represent manufactured objects. One-point and two-point perspective methods are enhanced. Students use a variety of media such as pencil, ink, and markers to simulate a variety of natural and man-made materials in their drawings. Prerequisite: None  

IT1134  Rapid Visualization  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course promotes the skill of drawing quickly by emphasizing visual note taking, generating visual ideas, working from non-visual sources, and establishing a method for accurate freehand and perspective drawing. Prerequisite: None  

IT2241  Human Factors  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course students address human response through interaction with manufactured objects, environments, and systems. The student studies the ergonomic, practical, informational, and aesthetic and safety provisions confronted in the design of these products. The student studies the relationship of human dimensions, user activities, and cognitive decisions on product designs and their applications. Prerequisite: None  

IT2244  History of Industrial Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an introduction to industrial design. As such, it presents an overview of the profession within a historical context. From the Industrial Revolution through the modern age, students research and study various trends, schools of thought, and celebrated industrial designers and their works. Prerequisite: None  

IT2251  Product Design  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students in this course begin to integrate their knowledge, skills, and understanding of the design process to develop designs for simple consumer products. Students use concept sketches, mechanical drawings, and product models to refine form, color, and design detail. Manufacturing and user interface issues are also taken into account. Students prepare and present well-annotated drawings explaining features of proposed design concepts. Layouts are developed capturing design intent and providing the basis for constructing product models. Prerequisite: IT1132 Concept Drawing  

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 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. This course competency. Prerequisite: None  

INTA101  Architectural Drafting  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an introduction to the basic drafting techniques, terminology, and symbols used on drawings, including use of drafting equipment, lettering, plan and elevation construction with an emphasis on proper line weight, quality, and scale. Prerequisite: None  

INTA103  CAD I  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an introduction to the principles and operation of computer-aided drafting to produce floor plans, elevations and other components of construction drawings. Prerequisite: INTA101 Architectural Drafting  

INTA203  CAD II  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will enhance their CAD skills while increasing their speed and problem solving capabilities. Students will gain proficiency in computer-aided drafting through progressively complex applications. Prerequisite: INTA103 CAD I
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 depicting the design intent of product concepts and produce drawings used to construct product models. Prerequisite: None

IT2254 Manufacturing Techniques  
3 Quarter Credits (22 Hrs Lecture/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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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 or INTA103 CAD I

IT3384 Principles of Mechanical Engineering  
3 Quarter Credits (22 Hrs Lecture/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs 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/22 Hrs Lab)  
In this course packaging techniques for product protection and presentation are explored in studio projects. Graphics are applied to finished presentations with regard to marketing considerations. Prerequisite: FS297 Portfolio I

IT4403 Design Studio III  
3 Quarter Credits (22 Hrs Lecture/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: 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

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: FS1122 Image Manipulation or FND135 Image Manipulation

MA2200 Painting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The focus in this course is on mixed media, with additional attention given to the use of traditional paint. Both content and process are explored. Lectures and research assignments on contemporary and master paintings, as well as painting for traditional animation are covered. Problem solving and image creation skills learned here enable computer animation students to more successfully develop 2-D and 3-D animation projects including background painting, 3-D environments, rendering, and lighting. Prerequisites: 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: FS1111 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

MA2241 Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the use of titling in theatrical and broadcast graphics. Techniques for design and implementation are covered. Students produce title sequences and montages integrating image manipulation applications and other image processing support. Prerequisite: FS122 Image Manipulation or MM2205 Editing Techniques

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 project 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 an 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 composting 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 scripting 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: Permission of Academic Director/Advisor

WEB DESIGN & INTERACTIVE MEDIA

MM1111 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. Co-prerequisite: FS102 Fundamentals of Design or GD1134 Digital Illustration

MM1134 Introduction to Video
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to the techniques of video for multimedia designers. Students explore design and lighting techniques for video production. Prerequisite: GD1125 Introduction to Photography
PHOA101 Principles of Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will identify basic photographic tools and their intended purposes, including the proper use of aperture, shutter speed, ISO, focal length, and light metering. Students will analyze photographs and produce their own visually compelling images by employing professional photographic techniques and digital workflow. Prerequisite: None

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

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

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

PHOA112 Photographic Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students demonstrate their ability to define and solve advanced design problems. Students will analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. The students are expected to communicate ideas using symbolism appropriately. Prerequisite: PHOA101 Principles of Photography

PHOA113 Lighting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will be introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image. Prerequisite: PHOA101 Principles of Photography

PHOA115 History of Photography I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The history of photography through the discussion of recognized photographers and their influences on society and provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Students are expected to write papers and review exhibitions. Prerequisite: HUT101 College English

PHOA122 View Camera Theory
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Working individually and in teams, students will utilize large format cameras both in the studio and on location, working with various light sources. Students will develop a frame of reference for their own work by examining the effective and ineffective characteristics in various examples of art and design. Prerequisite: PHOA113 Lighting

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

PHOA202 Studio Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will develop the ability to solve visual communication problems through assignments designed to challenge their skills in lighting, camera operation, and commercial applications. All aspects of studio photography are discussed from lenses to lighting and people to products. This course emphasizes in-camera image production and problem solving. Prerequisite: PHOA122 View Camera Theory or Permission of Academic Department Director/Advisor

PHOA203 Photographic Post-Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students research, develop concepts, and execute digital montage methods to produce creative and surrealistic imagery not possible in the camera moment. Students will apply channels, masks, blending modes, vector tools, selections, filters and layers to photographs. In addition the course will cover post-production techniques, including retouching and compositing. Prerequisite: FND135 Image Manipulation

PHOA205 Advertising / Art Direction
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn photographic techniques directed toward contemporary advertising. In this production-driven class students will explore various client scenarios to produce studio and on-location images. Prerequisite: PHOA233 Advanced Photographic Post-Production

PHOA207 Editorial Photography
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Editorial photography is an exploration of the fiction and non-fiction narrative delivered through a variety of media. The class is devoted to subject research and creative photography. Emphasis is placed on storytelling, the production process and contemporary media output methods. Prerequisite: PHOA233 Advanced Photographic Post-Production or Permission of Academic Department Director/Advisor

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

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

PHOA213 Time-Based Media I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduces students to the technical components integral to time-based media and its relationship to photography. Students expand their knowledge of capturing, downloading, editing, and outputting digital audio and imagery files using time-based media software. Prerequisite: PHOA102 Introduction to Photography Applications
PHOA218 Marketing for Photographers
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Explores professional development tools, including resumes, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals. Prerequisite: PHOA208 Business of Photography

PHOA222 Web Design for Non-Majors
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduces some of the techniques, tools, software applications, and technologies associated with web development and interactive design for web. Students learn how to build a basic website using current HTML standards while incorporating an object-oriented programming language, various multimedia, or other interactive solutions. Prerequisite: PHOA102 Introduction to Photography Applications or DFVA102 Introduction to Filmmaking Applications & Design

PHOA223 Advanced Lighting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Synthesizes previously introduced lighting skills for products and people in both the studio and on location. Emphasis is placed on the creative application of lighting technique and style. Prerequisite: PHOA202 Studio Photography

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

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

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

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

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

PHOA307 Photographic Essay
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Emphasis is placed on digital technologies and sound and video for inclusion into a multimedia package. Students will look at the importance of content and composition in their photography and multimedia projects and how it plays into the structure of a successful story. Prerequisite: PHOA303 Time-Based Media II

PHOA312 Applied Portraiture
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn a variety of advanced portrait techniques including an examination of the professional production process. Marketing and business aspects are also discussed. Prerequisite: PHOA232 Portraiture

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

PHOA322 Special Topics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Topics are based upon important artistic or technological trends and developments within the photo or design industry. Prerequisite: PHOA209 Portfolio I

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

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

PHOA406 Internship
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Permission of Academic Director/Advisor

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

PHOA409 E-Portfolio
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will learn the basic tools for placing their photographs on the Internet and for archiving their portfolio on CD. Students will acquire the skills needed to develop, design and produce basic web pages. Prerequisite: PHOA209 Portfolio I

PHOA419 Portfolio II
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: PHOA409 E-Portfolio
### 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. **Prerequisite:** ID1129 Introduction to AutoCAD, 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. **Prerequisite:** 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. **Prerequisite:** 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 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

**SD3221**  
**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-dimensional. The course includes applied development in their fabrication skills and techniques necessary to produce effective objects and reproductions. **Prerequisite:** SD2221 Fabrication Techniques II

**SD3225**  
**Budget, Prop Houses, Outside Sourcing, and Floor Treatment for a Variety of Spaces.**  
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:** SD3115 Production Studio I: Historical Scene Design

**SD3230**  
**Business & Budget Breakdown**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
This course is intended to expound upon the basic functions, aesthetics, and methods of scene painting 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

**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

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**2012-2013 CATALOG**
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. 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 the art of 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 exhibition 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: None

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. 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 plugins 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 gameplay 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 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: VG3332 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: VG3331 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 a senior project. Class activities include, but are not limited to, project concept development, research, storyboarding, scripting, 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. Prerequisite: VP1111 Electronic Field Production

VP1110
Fundamentals of Screenwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to ideation and short scriptwriting techniques. Prerequisites: VP1101 Fundamentals of Video Production, VP1102 Fundamentals of Editing 1

VP1111
Electronic Field Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students analyze the roles of the members of a news gathering crew. The emphasis is placed on the roles of the Segment Producer, Camera Operator, Sound Engineer and Lighting Technician. Students garner a greater understanding of the roles of each of the ENG's crewmembers and their respective jobs in order to produce a professional-caliber Field Piece. Prerequisites: VP1101 Fundamentals of Video Production; Must be taken concurrently with VP1112 Fundamentals of Editing 2

VP1112
Fundamentals of Editing 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course presents post-production techniques for editing raw footage into a finished program. It includes edit list management, graphics, special effects, job search and career-related skills. Prerequisites: VP1102 Fundamentals of Editing 1; Must be taken concurrently with VP1111 Electronic Field Production

VP1113
Lighting Techniques 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course analyzes the role of the lighting director, lighting technician, and electrician. Emphasis is placed on understanding the video signal's reaction to light, electricity, lighting equipment, and lighting design. Students garner a greater understanding of the role of a lighting technician and their contribution to the visual structure of the project. Prerequisites: VP1101 Fundamentals of Video Production

VP1116
Production Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Space is the most dramatic stylistic entity in moving pictures, and yet, the most neglected. This is a demonstration/discussion course in how the video artist deploys space and fills it. The deployment of space is deconstructed into three categories: 1) the field of the screen, 2) the psychological space of the actor, and 3) the area of experience and geography that the images cover. Additionally, great consideration will be paid to the development of the heart of the moving image: the intensity with which external detail (set decoration, props, and costume) can communicate an intensity of internal pain and joy. Prerequisite: None

VP1121
Narrative Short-Form
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the student to the video camera as a technical and creative tool for narrative video making. Students integrate the principles of lighting and framing 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: None

VP2201 Commercials & Music Videos
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students create a music video or commercial from the idea stage to the final edit master. Special emphasis is placed on defining the roles of the production team and on the execution of tasks culminating the completion of a final project. Aesthetic and utilitarian lighting techniques specific to various media are compared and contrasted. Students learn the fundamental skills required to make appropriate lighting choices under a variety of field conditions. Prerequisites: VP1111 Electronic Field Production, VP1112 Fundamentals of Editing 2

VP2202 Intermediate Editing 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on artistic and technical problems of video editing. Practical experience includes the editing of synchronous sound and picture. Students learn video image manipulation, character generation, and postproduction studio techniques. Prerequisites: VP1112 Fundamentals of Editing 2

VP2203 Post-Production Sound
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses upon the artistic and technical problems of preparing sound in relation to picture. Students learn the terminology and techniques of editing, mixing, and sound design. Prerequisite: VP1103 Production Sound

VP2204 TV Studio 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to live TV studio production. Students learn and practice the proper use of TV studio equipment and participate in a combination of exercises and projects in conceiving, producing, directing, and shooting studio-based television productions. Prerequisites: VP1111 Electronic Field Production, VP1112 Fundamentals of Editing 2

VP2205 The Commercial
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students create a video from the idea stage to the final edit master. Special emphasis is placed on defining the roles of the production team and on the execution of tasks culminating the completion of a final project. Aesthetic and utilitarian lighting techniques specific to various media are compared and contrasted. Students learn the fundamental skills required to make appropriate lighting choices under a variety of field conditions. Prerequisites: VP1103 Production Sound, VP1113 Lighting Techniques I, VP1121 Narrative Short-Form, and VP2221 Directing.

VP2210 Intermediate Screenwriting
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the production of an advanced portfolio project. Prerequisite: VP1121 Narrative Short-Form

VP2212 Intermediate Editing 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course focuses on artistic and technical problems of video editing. Practical experience includes the editing of synchronous sound and footage. Students learn advanced editing techniques, including calibration and phasing. They learn video image manipulation, character generation and post-production studio techniques. Prerequisites: VP2252 Portfolio Post-Production

VP2214 TV Studio 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students produce various types of scripted studio productions. The class emphasizes casting and directing the actor. Prerequisite: VP2204 TV Studio 1

VP2221 Directing
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course analyzes the role of the director and director/producer. Emphasis is placed on the role of the director in the three stages of production, visual design, and communication with actors. Prerequisites: VP1110 Fundamentals of Screenwriting, VP1111 Electronic Field Production

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

VP2225 Portfolio Production 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Taken concurrently with VP2251 Portfolio Production, 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. Students gain the experience they need to enter the field when they graduate. Prerequisite: VP2205 The Commercial, VP2210 Intermediate Screenwriting.

VP2226 Portfolio Production 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Taken concurrently with VP2250 Portfolio Production 1, students develop a project under the supervision of faculty that addresses their particular field of interest: short or long form, documentary, commercial or experimental. Emphasis is placed on the student's practical, organizational, cooperative and technical skills without which no production can be successful. Prerequisites: VP2205 The Commercial, VP2210 Intermediate Screenwriting.

VP2250 Portfolio Production 1
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Taken concurrently with VP2250 Portfolio Production 1, students develop a project under the supervision of faculty that addresses their particular field of interest: short or long form, documentary, commercial or experimental. Emphasis is placed on the student's practical, organizational, cooperative and technical skills without which no production can be successful. Prerequisites: VP2205 The Commercial, VP2210 Intermediate Screenwriting.

VP2251 Portfolio Production 2
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Taken concurrently with VP2250 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. Students gain the experience they need to enter the field when they graduate. Prerequisite: VP2205 The Commercial, VP2210 Intermediate Screenwriting.

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 directed and guided by a faculty member. Prerequisites: VP2202 Intermediate Editing I, VP2250 Portfolio Production 1

VP2254 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
**FOUNDATION STUDIES**

Foundation Studies are important core courses that students are required to take to strengthen fundamental skills. Students should refer to the course listing in their program to identify the Foundation Studies courses that are required for their program.

**FND105**

**Design Fundamentals**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This introductory course will explore the principles of design, and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication. Prerequisite: None

**FND110**

**Observational Drawing**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, through the use of tone light and shadow. Prerequisite: None

**FND120**

**Perspective Drawing**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools with an emphasis on perspective, where the students will draw three-dimensional objects in one-, two-, and three-point perspective. Prerequisite: FND110 Observational Drawing

**FND130**

**Color Fundamentals**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This fundamental course will provide an introduction to the principles of color, and an exploration of color theory as it relates to design. Students will learn how to use color in both traditional and contemporary mediums, and to render color effects for print and electronic production methods. In addition, the psychological and cultural aspects of color will be explored as well as their role in the design process. Prerequisite: None

**FND135**

**Image Manipulation**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to raster-based digital image manipulation, students become acquainted with the concepts, hardware, and software, related to digital image acquisition, image editing, manipulation, color management basics, masking, layering, retouching, scanning and output. Prerequisite: None

**FND150**

**Digital Color Theory**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Introduction to the principles of color and an exploration of color theory as it relates to media. Prerequisite: None

**FS101**

**Fundamentals/Observational Drawing**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a fundamental drawing course where students explore various art and media and learn to use a variety of drawing tools. This course involves the observation and translation of 3-D form into 2-D drawings. Starting with simple shapes and progressing to more complex organic forms, students build drawing skills in composition, line quality, tone, and human anatomy. Prerequisite: None

**FS102**

**Fundamentals of Design**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
The basic elements and principles of graphic design are introduced in this course. The purpose of this course is to develop firm foundation in layout and organize design elements for a variety of visual effects. Prerequisite: None

**FS103**

**Color Theory**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course students explore color theory, including additive and subtractive color. Color and its relationship to composition, through harmony and contrast are explored. Prerequisite: None

**FS111**

**Drawing, Proportion & Perspective**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a fundamental drawing course with an emphasis on perspective. Students draw 3-D objects in one-, two- and three-point perspective. Prerequisite: FS101 Fundamentals/Observational Drawing

**FS122**

**Image Manipulation**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to basic image manipulation skills in a raster-based computer environment. Emphasis is placed on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects, filters, and masks. Prerequisite: None

**FS131**

**Typography I — Traditional**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms are explored. Students hand-render type and are introduced to contemporary typesetting technology. Prerequisite: None

**FS297**

**Portfolio I**
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition from the classroom to the professional world. Students prepare for job interviews by compiling a portfolio. Students demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student selects representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources. Prerequisite: Permission of Academic Director/Advisor

**FS399**

**Internship I**
3 Quarter Credits (39 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 courses are designed to provide students with enriching and diverse learning experiences that are designed to deepen critical thinking skills and creativity during college and beyond. The overall curriculum focuses on developing critical, social, and creative imagination. Drawing upon students’ perspectives and experiences, General Education courses expose them to a wide range of cultural, social, historical, and political contexts, often bridging traditional academic disciplines. Because students will have the opportunity to take an active lead in shaping the culture and politics of the future, students are introduced to myriad points of view, different modes of expression, as well as democratic processes. The General Education curriculum is designed to emphasize depth as well as breadth, challenging students to engage course content with increased rigor and curiosity. The 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 have the opportunity to gain the ability to make connections between diverse ideas and concepts, solve problems and think inventively, while gaining cultural enrichment. The skills and habits of mind learned can lead students to increasingly challenge themselves creatively and intellectually, collaborate with people from different backgrounds, effectively communicate complex ideas, understand their work in an historical continuum and global context and, most importantly, feel empowered to live a life of passion nurturing work they love.

Program Objectives for Those Students Enrolled in an Associate’s Degree Program

1. Communication: Graduates demonstrate 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 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: Transitional English Competence

HU111 Effective Speaking
4 Quarter Credits (44 Hrs Lecture)
This course introduces some of the verbal communication skills that are essential to a successful career. Topics include how to inform, inspire, and persuade an audience. Basic concepts of oral communication are introduced as well as communication theory, speech preparation and delivery. Prerequisite: HU110 College English

HU130 Visual Language & Culture
4 Quarter Credits (44 Hrs Lecture)
This course examines the media revolution where communication through images is as effective as words. Strategies of interpretation and theories of visual logic are introduced. Prerequisite: HU110 College English

HU230 Art History
4 Quarter Credits (44 Hrs Lecture)
This course is a comparative study of the visual arts in different time periods and cultures. It focuses on the chronological progression of techniques and the evolving styles of artistic expression. Prerequisite: HU130 Visual Language & Culture

HU250 Humanities
4 Quarter Credits (44 Hrs Lecture)
This course introduces how to critically evaluate different visual and performing art forms, the similarities and differences in the design elements used in the composition of the arts, and the interrelationships of different disciplines. Students explore the historical and cultural developments that have affected society and artistic expression. Prerequisite: HU110 College English

HU251 Literature
4 Quarter Credits (44 Hrs Lecture)
This course focuses on literary selections. Topics include literary genres: short story, poetry, plays, and the novel. Students review texts critically in discussion and essays, as well as research critical evaluations of literary topics, authors, or selections. Prerequisite: HU110 College English

HU252 Philosophy
4 Quarter Credits (44 Hrs Lecture)
This is an overview of major philosophies from a variety of cultures. This course examines human life, experience, and thought to discover the principles and values for pursuing a more fulfilled existence. The philosophical tradition reflected in humanity’s quest to understand the world and to articulate the large questions of being, knowing, and meaning are explored. Prerequisite: HU110 College English

HU253 Theater
4 Quarter Credits (44 Hrs Lecture)
This course explores the development of theater and performance, as well as presents various periods of dramatic achievement in an interdisciplinary and international context. Topics include the many dimensions of the stage including acting, set design, costume, lighting, direction, and production. Prerequisite: HU110 College English
HU254
Genre Fiction
4 Quarter Credits (44 Hrs Lecture)
Students explore and analyze stories and novels in a specific genre of fiction such as realism, magic realism, mystery, science fiction, children's literature, or the literature of a specific cultural group or time period. The course focuses on in-depth analytical and interpretive skills through research, questioning techniques, and the exploration of secondary texts. Prerequisite: HU110 College English

HU255
Culture & Thinking
4 Quarter Credits (44 Hrs Lecture)
In this course students are exposed to the thinking processes necessary to research, analyze, and synthesize diverse cultural contexts inside and outside the school environment. Cross-cultural communication, questioning techniques, critical and cultural theory, active citizenship, and introductions to local resources such as museums, archives, and cultural and community centers are examined. Students investigate how to take advantage of diverse cultural resources in their surrounding communities. Prerequisite: HU110 College English

Humanities Upper Division

HU310
Creative Writing
4 Quarter Credits (44 Hrs Lecture)
In this course students critically address a piece of writing and poetry both formally and aesthetically as well as create original work using a wide variety of formats. There is an emphasis on developing an understanding of narrative components, structure, and complexity. Students synthesize the critical thinking skills and writing response skills developed in College English. This course is student-based in that discussion, interpretation, and written responses both creative and critical are emphasized. Prerequisite: HU110 College English

HU311
Story Writing
4 Quarter Credits (44 Hrs Lecture)
Students explore the role of author and audience in the role of interactive narrative. Narrative issues such as theme, character conflict, imagery, and story arc are explored through reading, writing, and analysis of short stories. Students search for an interactivity that allows the artist to engage active readers while cultivating a unique storytelling voice. Prerequisite: HU110 College English

HU312
Journalism
4 Quarter Credits (44 Hrs Lecture)
This course introduces the skills and concepts of journalism, including reporting, writing, editing, design, and ethics for print and electronic media. The course focuses on the philosophy of ethical journalism and its function in society. Students build teamwork, writing, and analytical skills while gaining a greater understanding of the structural and business aspects of journalism. Prerequisite: HU110 College English

HU313
Creative Non-Fiction
4 Quarter Credits (44 Hrs Lecture)
In this course students explore in exploring the genre of creative nonfiction through reading, critical analysis, and writing in a workshop-style format. The focus is on defining the genre, examining many of its forms, exploring the trends and patterns in the development of the form as a literary genre, and mastering, through reading, analysis and writing, the elements of creative nonfiction. Prerequisite: HU110 College English

HU330
Ancient Art History
4 Quarter Credits (44 Hrs Lecture)
This course introduces students to the most ancient art periods including Egyptian, Greek, Roman, and Medieval art. Students are exposed to a wide variety of artworks in the context of history, theory, and biography. Prerequisite: HU110 College English

HU331
Renaissance & Beyond
4 Quarter Credits (44 Hrs Lecture)
This course introduces students to the art of the Renaissance, Mannerism, Baroque, Neoclassicism, and Romanticism. Students are exposed to a wide variety of artworks in the context of history, theory, and biography. Prerequisite: HU110 College English

HU332
Modern Art
4 Quarter Credits (44 Hrs Lecture)
Students are exposed to a wide variety of artworks in the context of history, theory, and biography from 1851 to the present. This class introduces the beginnings of modernity through specific art movements including Realism, Cubism, Futurism, Surrealism, Dada, Abstract Expressionism and Pop Art. Prerequisite: HU110 College English

HU333
Contemporary Art
4 Quarter Credits (44 Hrs Lecture)
In this course students are introduced to contemporary art issues, as well as current trends and styles of art. Students explore the social, political, and cultural environments of existing artistic expressions as they relate to current events. Prerequisite: HU110 College English

HU334
Outsider Art
4 Quarter Credits (44 Hrs Lecture)
This course addresses aesthetic, historical, cultural, and political aspects of art forms including the art of visionaries, eccentrics, psychotics, and others who do not look to the history of art as a point of reference. Prerequisite: HU110 College English

HU335
The Novel
4 Quarter Credits (44 Hrs Lecture)
In this course students examine 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

HU336
Myth and Symbol
4 Quarter Credits (44 Hrs Lecture)
Through reading and discussion of the myths and symbols of ancient, preindustrial, and contemporary societies, students focus on diverse systems for organizing human experience. The course works within an interdisciplinary framework drawing from anthropology, psychology, literature, and religion as questions of origins and the hero unfold. Students explore the mythological patterns at work in modern society and artwork. Prerequisite: HU110 College English

HU357
Ethics
4 Quarter Credits (44 Hrs Lecture)
This course examines human life, experience, and thought in order to discover the principles and values for pursuing a more fulfilled existence. Students apply a number of ethics paradigms to a variety of contemporary personal and social issues. Prerequisite: HU110 College English

HU358
Critical Thinking
4 Quarter Credits (44 Hrs Lecture)
In this course students identify and develop skills, processes, and techniques to become effective learners. Students analyze and evaluate ideas and theories, as well as apply creative and critical techniques to problem-solve, make decisions, and evaluate the media. Prerequisite: HU110 College English

HU399
Seminar in the Humanities
4 Quarter Credits (44 Hrs Lecture)
In this course students build on their previous humanities experience to explore more advanced topics. Prerequisite: Any lower division Humanities course
HU430 General Education Capstone
4 Quarter Credits (44 Hrs Lecture)
The capstone course is the culminating event in students’ general education course work. As such, it parallels the final program portfolio course and asks students to explore questions about art, culture, technology, problem-solving, and ethics through a focused selection of readings and seminar-type discussions. Students will pursue a dimension of inquiry that results in a final multimedia presentation and a 2,000 word research paper with a critical point of view on their chosen topic. The final presentation will be open to the public and the research paper will be graded by a faculty committee. Prerequisite: Permission of Academic Director/Advisor

Social & Behavioral Sciences
Lower Division
SB110 World Civilization
4 Quarter Credits (44 Hrs Lecture)
In this course students explore the cultural, intellectual, and political trends that have shaped the historical development of humankind from its origins. Prerequisite: HU110 College English

SB111 Anthropology
4 Quarter Credits (44 Hrs Lecture)
This course introduces cultural anthropology as a subfield of anthropology. Emphasis is on the diversity of cultural patterns throughout the world and the essential humanity of all people. Students investigate a variety of social structures found among peoples of different technological, geographical, historical, and cultural settings. Prerequisite: HU110 College English

SB112 Psychology
4 Quarter Credits (44 Hrs Lecture)
This course introduces the basic concepts, principles, and methods involved in the scientific study and understanding of human behavior. Students focus on topics such as emotion, personality, intelligence, stress and coping, consciousness, sensation, perception, learning, and memory. In addition, students explore physiological, social, developmental, and abnormal psychological processes. Students are exposed to the modern development of depth psychology through creative analysis of dreams. Prerequisite: HU110 College English

SB113 Sociology
4 Quarter Credits (44 Hrs Lecture)
This course explores and analyzes the dynamics and structure of human society. Students examine the fundamental processes and constructs responsible for the societal organization of social behavior through observation, analyses of groups, social change, cultures, norms, institutions, social stratification, and globalization. Students examine current issues in society. Prerequisite: HU110 College English

SB210 U.S. History
4 Quarter Credits (44 Hrs Lecture)
This course examines the history of the United States by exploring the origins of contemporary American culture, its institutions, and its values. Prerequisite: HU110 College English

SB211 Arts & Society
4 Quarter Credits (44 Hrs Lecture)
This course examines the ways the arts (including fine arts, theater, dance, music, digital media, and experimental performance) activate the values and institutions within society. Consideration is paid to the cultural, political, and economic boundaries of the arts as a social force. Students investigate the ways individual artists interact with the government, foundations, and grassroots organizations. The course explores the ways in which art reflects society and society reflects art and in what ways the practice of creating and sharing art can help to enact social change. Prerequisite: HU110 College English

SB212 Cultural Studies
4 Quarter Credits (44 Hrs Lecture)
Students examine how modern societies adapt to their environment (physical, political, sociological). In addition to studying how human behavior varies cross-culturally, students explore ritual, myth, and customs. Prerequisite: HU110 College English

SB213 Music & Society
4 Quarter Credits (44 Hrs Lecture)
After being introduced to basic music theory and music vocabulary, students explore the role of music in different societies. Students analyze how music influences, and is influenced by, language, geography, politics, and other aspects of culture. Prerequisite: HU110 College English

SB214 Belief Systems
4 Quarter Credits (44 Hrs Lecture)
Students explore humanity’s enduring interest in the sacred and their enduring need to explore the relationship between the created order and a creator. Students discuss the questions of faith meaning, purpose, and community, as well as analyze how different cultures have responded to these questions. Prerequisite: HU110 College English

SB215 Government & Politics
4 Quarter Credits (44 Hrs Lecture)
This course introduces skills for understanding and analyzing political and governmental situations in the contemporary world. Government, political institutions and processes, policy problems and solutions, and popular values and participation are examined in terms of political stability and change, ideologies, conflicts, institutions, and issues. Prerequisite: HU110 College English

SB216 Economics
4 Quarter Credits (44 Hrs Lecture)
This course is an introduction to the principles of economics emphasizing an analysis of the economy as a whole. Interrelationships among the consumer, business, and government sectors are explored from American and international economic perspectives. Prerequisite: HU110 College English

SB217 Health & Society
4 Quarter Credits (44 Hrs Lecture)
In this course students examine current health issues as they relate to everyday living such as prescription and non-prescription drugs, physical fitness, reproduction, sexually transmitted diseases, and the effects of environmental pollution. Students evaluate society’s socioeconomic influence on individual health and emotional well-being. Prerequisite: HU110 College English

Social & Behavioral Sciences
Upper Division
SB301 Cognitive Psychology
4 Quarter Credits (44 Hrs Lecture)
Cognitive psychology studies the fundamental basic processes of thought, cognitive functioning as it relates to brain structure, memory accuracy and capacity, intelligence, perception, neurological development, visual imagery, attention span, problem solving, reasoning, decision making, language and communication. There are many real world applications cognitive psychology has within any given profession and understanding the fundamental basics of cognition. Concepts discussed in this course will bring to light the connection between brain functioning and every day activities with regard to school, career, and cognitive interaction with the world around us. Prerequisite: SB112 Psychology

SB310 Cyber Theory
4 Quarter Credits (44 Hrs Lecture)
This course examines the intersection of technology and humanity through history, literature, philosophy, and art. Students investigate the monumental changes brought about in social relations by the introduction of new technologies. Specific attention is given to the computer and the dawn of the information age. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB311 Magic & Ritual
4 Quarter Credits (44 Hrs Lecture)
This course introduces students to the powerful roles played by ritual and magic in various cultures. Magical systems such as Tarot, dream divination, and astrology are explored. Students examine the impact of dreams and rituals, as well as the notions of an ordinary world through the lens of synchronicity and the magic of daily life. Students analyze their own personal rituals and tend to the power of dreams through art-making, dialogue, and writing. Prerequisite: Any Lower-Division Social and Behavioral Sciences course
SB312 Physical Anthropology
4 Quarter Credits (44 Hrs Lecture)
This course introduces physical anthropology as a subfield of Anthropology that centers on the biological adaptation of humans and nonhuman primates. It focuses on patterns of human biological variation and evolution. Prerequisite: SB111 Anthropology

SB313 World Conflict
4 Quarter Credits (44 Hrs Lecture)
Students explore the concepts of cooperation, competition, and conflict on a variety of levels. Specific areas of the world illustrate the effects of natural resources, religion, population, technology, and politics on human cooperation. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB314 Film & Society
4 Quarter Credits (44 Hrs Lecture)
This course examines twentieth century culture and society through film. Students critically analyze how cultural and social conflicts are portrayed and worked out in popular films, and examine how motion pictures create a window into modern society. Students explore how to read films as cultural texts to better understand history and culture manifestations. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB315 Spanish Language & Culture
4 Quarter Credits (44 Hrs Lecture)
Students explore Spanish culture and the cultures of the countries historically colonized by Spain. This is a survey of the political, social, and cultural development of Spain and exploration of its past colonies. Migration of Spanish language and culture is examined. The Spanish language is introduced as appropriate to understanding culture. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB316 French Language & Culture
4 Quarter Credits (44 Hrs Lecture)
In this course students are introduced to French civilization and its historical culture. This is a survey of the philosophical, artistic, political, social, and literary development of the French nation. This course introduces the French language through conversational activities, music, idiomatic expressions, and proverbs. American and French nuances and differences are investigated along with France's gastronomic culture. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB317 Language & Culture
4 Quarter Credits (44 Hrs Lecture)
In this course students are introduced to the language and culture of a specific people. In addition to gaining a grasp of basic vocabulary and grammar, students explore the artistic, political, philosophical, and technical contributions of that culture. Prerequisite: Any Lower-Division Social and Behavioral Sciences course

SB320 Theories of Personality
4 Quarter Credits (44 Hrs Lecture)
The study of personality deals with questions about what influences (internal and external, biological and learned) help determine our thoughts, emotions and behavior. This course will review various representative theories from traditional psychoanalytic and trait theories to contemporary cognitive-behavioral investigations. Prerequisite: SB112 Psychology

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

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: College Math Competence

MS111 College Algebra
4 Quarter Credits (44 Hrs Lecture)
In this course students examine quantitative relationships and employ problem-solving strategies. Prerequisite: College Math Competence

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: College Math Competence

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: College Math Competence

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: College Math Competence

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 fundamental concepts in calculus. Topics include polynomials, trigonometric, exponential, and logarithmic functions. The course covers limits, derivatives, integration and applications of calculus. Prerequisite: Any Lower-Division Mathematics course

MS312
Linear Algebra & Geometry
4 Quarter Credits (44 Hrs Lecture)
This course is an introduction to linear algebra and its application to geometry. Topics include 2-D and 3-D vectors, matrix theory, linear transformations, determinants, and solving linear equations. These topics are applied to concepts in analytic geometry. Prerequisite: Any Lower-Division Mathematics course

MS320
Transformational Geometry
4 Quarter Credits (44 Hrs Lecture)
Students review the classical geometric concepts of dimension, curve, shape, solid, and line-and-arc construction. Coordinate systems bridge geometry and algebra and provide a foundation for exploring computer-based geometry. The course also includes a survey of contemporary geometrical concepts: symmetry, projection, transformation, tessellation, L-system, and fractal. Prerequisite: Any Lower-Division Mathematics course

MS332
Astronomy
4 Quarter Credits (44 Hrs Lecture)
Students are introduced to the macroscopic physical universe including our planetary system, star systems and lifecycles, and theories of origin. Techniques of measurement, dating, and scale are discussed. Prerequisite: Any Lower-Division Mathematics course

MS333
Physiology/Kinesiology
4 Quarter Credits (44 Hrs Lecture)
In this course students investigate the human body and its major systems, as well as how the body grows, moves, and functions. Prerequisite: Any Lower-Division Mathematics course

MS334
Environmental Science
4 Quarter Credits (44 Hrs Lecture)
This course investigates humanity's interaction with the natural environment. Students explore science, ethics, and behavior. Students use political, economic, and scientific models to analyze current issues and examine the future of the environment and the effect they can have on it. Prerequisite: Any Lower-Division Mathematics course

MS398
Seminar in Mathematics
4 Quarter Credits (44 Hrs Lecture)
In this course students build on their previous math experience to explore more advanced topics. Prerequisite: Any Lower-Division Mathematics course

MS399
Seminar in Science
4 Quarter Credits (44 Hrs Lecture)
In this course students build on their previous science experience to explore more advanced topics. Prerequisite: Any lower division Science course

Transitional Studies

Transitional English and Math Courses
The Art Institute is committed to student success. We recognize that students come with varying skills and academic 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
3 Credits - Non-Degree 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
3 Credits - Non-Degree 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.

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 not 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 completed 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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<tr>
<td>SP 13</td>
<td>April 1, 2013</td>
<td>April 8, 2013</td>
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## MID-QUARTER CALENDAR*

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<th>START DATE</th>
<th>LAST DATE TO ADD/DROP</th>
<th>LAST DATE TO WITHDRAW</th>
<th>LAST DAY OF CLASSES</th>
</tr>
</thead>
</table>

## CAMPUS HOLIDAYS*

- **Thanksgiving Day** Thursday, November 22, 2012
- **Day after Thanksgiving Day** Friday, November 23, 2012
- **December Holiday** Monday, December 24, 2012
- **Christmas Day** Tuesday, December 25, 2012
- **New Year's Holiday** Monday, December 31, 2012
- **New Year's Day** Tuesday, January 1, 2013
- **Martin Luther King Day** Monday, January 21, 2013
- **President's Day** Friday, February 22, 2013
- **Good Friday** Friday, March 29, 2013
- **Memorial Day** Monday, May 27, 2013

* All of The Art Institute calendar dates are subject to change.
ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS – DIPLOMA, ASSOCIATE’S, BACHELOR’S DEGREES

An applicant must be a high school graduate, possess a recognized high school equivalency (GED - General Education Diploma) or have an associate’s degree (of at least two full academic years) that fully transfers to a bachelor’s or higher degree from a recognized accredited institution. Students can meet the High School graduation requirement by submitting an official academic transcript that shows at a minimum a completed two-year program that is acceptable for full credit toward a bachelor’s degree at the school from which the two-year degree was earned.

Applicants to a graduate program may present a bachelor’s degree as a form of proof of graduation from high school. Accreditation requirements must adhere to EDMC’s list of acceptable accreditation.

A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

The military document DD214 is NOT an acceptable means of proving high school/GED completion.

Students who have conflicting documentation in their file regarding completion of a high school diploma must have this situation resolved before the conclusion of the student’s first quarter or semester with consultation of EDMC’s Academic Compliance Department as needed.

To meet admissions requirements, an applicant must provide documentation supporting one of the following:

a) an official High School Transcript that indicates student is a graduate.
b) a recognized equivalent of a high school diploma such as a GED (General Education Diploma) diploma.
c) an official college transcript documenting completion of an Associate’s degree from an accredited institution whose accreditation is recognized by the Council for Higher Education Accreditation.
d) documentation of a homeschooling program at the secondary level as allowed under the state’s rules in which the homeschooling program occurred.
e) documentation of a state authorized examination that the state recognizes as the equivalent of a high school diploma, such as the California High School Proficiency Exam.
f) an official credential evaluation with High School transcript that certifies that the student completed the equivalent of a high school diploma from a non-U.S. educational institute.
g) Applicants who are unable to provide documentation of having completed a high school diploma or GED due to a natural disaster destroying the records or the institution having been closed may submit the following for consideration in addition to completing an attestation of High School Diploma or GED completion:
   • Confirmation from the state recognizing that the institution lost its records to a natural disaster. If the state cannot confirm, confirmation can be obtained from a recognized authority as approved by the VP of Academic Compliance.
   • Confirmation from the state recognizing that the institution has closed and that the records are not attainable.

The Department of Education may require certain selected students to provide additional documentation of high school graduation (or the equivalent) to the institution.

Proof of completion of a High School diploma that cannot be obtained by any of the criteria outlined in this document must be approved by the VP of Academic Compliance in writing.

Students must provide one of the forms of proof of graduation listed above within their first quarter 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 Art Institute 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 -

Policies and Procedures
Students must write a statement format examples of life drawing and/or related portfolio consisting of a digital or demo reel students for the MFA in Computer Animation indicating the completion of a bachelor's degree program at The Art Institute of California — San Francisco campus only.

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 class work. 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 class work. 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 efficiently work through the material.

ADMISSIONS REQUIREMENTS
• MASTER OF FINE ARTS
(The Art Institute of California — San Francisco campus only)
Students seeking admission to the Master of Fine Arts (MFA) in Computer Animation degree program at The Art Institute of California — San Francisco campus 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 Art Institute 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 predetermination 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).

The following chart is used for the English Language Proficiency Policy, which states that regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to The Art Institute whose first language is not English must demonstrate competence in the English language before admission to or enrollment in any course or program of study, excepting for admission and enrollment to an approved English as a Second Language (ESL) program or by special agreement between an EDMC and a partner institution relating to collaborative studies. Any such agreement must be approved by the appropriate Academic Affairs office in The Art Institute education system. Demonstration that English is an applicant’s first language can be satisfied if the applicant submits a diploma from a secondary school or post-secondary school in a system in which English is the official language of instruction. If English is not the applicant’s native or first language, the applicant must demonstrate sufficient command of the English Language by providing evidence that he or she meets one of the English language proficiency standards listed below.

Minimum Acceptable Proof of English Language Proficiency Standard
(See please page 138 for table)

Undergraduate (diploma, associate and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:
• Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters;
• U.S. High School Diploma or GED administered in English;
• Equivalent of a U.S. High School Diploma from a country in which English is the official language (equivalency must be verified by a recognized evaluator of international credits);
• Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of “C” or higher.

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.
Minimum Acceptable Proof of English Language Proficiency Standard:

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>Diploma</th>
<th>AS/BS</th>
<th>Grad.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>480</td>
<td>500</td>
<td>550</td>
</tr>
<tr>
<td>i-BT (internet based test)</td>
<td>54-55</td>
<td>61</td>
<td>79-80</td>
</tr>
</tbody>
</table>

**TOEFL Equivalent/Alternative English Language Programs/Test**

- American College Testing (ACT) English: 17
- EF International Language Schools: C1
- ELS Language Schools: Level 108
- IEP: 40
- Michigan English Language Assessment Battery (Also known as the MELAB or Michigan Test): 73
- Pearson: 80
- Scholastic Aptitude Test (SAT) Verbal Score**: 420
- Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section: 453*
- TOEIC (Academic Test): 650
- I.E.L.T.S. (A Cambridge University Exam): Level 5.5

* The scale for The Prueba Aptitud Academica has changed and now closely reflects the SAT.
** As of April 2005, the SAT verbal test is replaced with the SAT critical reading test.

The Art Institute of California, a college of Argosy University, with locations in Hollywood, Los Angeles, Orange County, Sacramento, and San Francisco are authorized under federal law to admit nonimmigrant students. The Art Institute of California — Silicon Valley, a campus of Argosy University is pending approval to enroll nonimmigrant students.

**AUDIO PRODUCTION PROGRAM REQUIREMENTS**

To be accepted into the Audio Production program, in addition to the general admissions 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 “nature” or “city” as a theme, create a collage by tearing images from a magazine and pasting them on a sheet of paper.
5. 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 or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The Art Institute will not retaliate against persons bringing foreword allegations of harassment or discrimination.

The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the Non-Discrimination Policy: Human Resources Generalist, The Art Institute of California — Hollywood, a campus of Argosy University, 5250 Lankershim Blvd., North Hollywood, CA 91601, 818-299-5100; Human Resources Generalist, The Art Institute of California — Inland Empire, a campus of Argosy University, 674 East Brier Drive, San Bernardino, CA 92408, 909-915-2100; Human Resources Generalist, The Art Institute of California — Los Angeles, a campus of Argosy University, 2900 31st Street, Santa Monica, CA 90405, 310-752-4700; Human Resources Generalist, The Art Institute of California — Orange County, a campus of Argosy University, 3601 West Sunflower Avenue, Santa Ana, CA 92704, 714-830-0200; Human Resources Generalist, The Art Institute of California — San Diego, a campus of Argosy University, 2850 Gateway Oaks Dr., Ste. 100, Sacramento, CA 95833, (916) 830-6520; Human Resources Generalist, The Art Institute of California — San Francisco, a campus of Argosy University, 7650 Mission Valley Road, San Diego, CA 92108, 858-598-1200; Human Resources Generalist, The Art Institute of California — San Francisco, a campus of Argosy University, 1170 Market Street, San Francisco, CA 94102, 415-865-0198; Human Resources Generalist, The Art Institute of California — Silicon Valley, a campus of Argosy University, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.
FINANCIAL INFORMATION

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.

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.

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form is available for download at www.artinstitutes.edu/curriculum/ of their choice. For more information, call Campus. To enter, a student must fulfill all program entry requirements for the program:

- A copy of your current high school transcript
- A short essay (maximum of 250 words) legibly handwritten or typed in English that addresses why you’d like to study culinary at The Art Institutes

Entry Materials received for each of the participating Art Institutes schools will be reviewed by a panel of qualified judges to determine which students will advance as finalists to the Cook-Off Competition (as described below) for each participating Art Institutes school. The judges will apply the following criteria equally: (i) presentation, (ii) creative use of ingredients, (iii) ease of preparation, (iv) quality of essay in conveying the entrant’s desire to study the culinary arts, and (v) academic performance as reflected in the entrant’s current transcript.

The First Place Winner at each participating Art Institutes school earns a US$4,000 tuition scholarship to that school. The First Place Winner from each participating Art Institutes school has an opportunity to receive a VIP tour of the Food Network and Cooking Channel Studios, Kitchens and Facilities at Chelsea Market as well as a dining experience at a Food Network Star’s restaurant in New York City. A Second Place Winner is also chosen at each participating Art Institutes school and earns a US$1,000 tuition scholarship to that school. For more information, visit www.aicompetitions.com.

THE ART INSTITUTE SCHOLARSHIP COMPETITION (The Art Institute of California, Inland Empire, Los Angeles, Sacramento, San Diego and San Francisco campuses 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 campus. Details may be obtained by calling The Art Institutes campus of your choice or at www.artinstitutes.edu.

THE ART INSTITUTE OF CALIFORNIA — ORANGE COUNTY SCHOLARSHIP COMPETITION (The Art Institute of California, Orange County campus 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 Campus 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 Campus. 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 The Art Institute of California, Orange County Campus Admissions Representative at 888.549.3055 or www.ocscholarship.com.

INTERNATIONAL SCHOLARSHIP COMPETITION (The Art Institute of California, Orange County campus only)

Winners of The Art Institute of California, Orange County Campus International Scholarship Competition will earn $5,000 (first place) and ($2,500 (second place) scholarship to The Art Institute of California, Orange County Campus. To enter, the student must graduate by June 2011 or be a past graduate of a foreign institution or equivalent to a U.S. high school. For more information, call an The Art Institute of California, Orange County Campus Admissions Representative at 888.549.3055 or www.ocscholarship.com.

HIGH SCHOOL GRADUATE SCHOLARSHIP COMPETITION (The Art Institute of California, Orange County campus only)

If you are a U.S. high school graduate or equivalent prior to January 31, 2011, you may enter to win The Art Institute of California, Orange County Campus Graduate Scholarship competition. First Place Winner: $10,000 tuition scholarship to The Art Institute of California, Orange County Campus. Second Place Winner: $5,000 tuition scholarship to The Art Institute of California, Orange County Campus. For more information, call an The Art Institute of California, Orange County Campus Admissions Representative at 888.549.3055 or go to www.ocscholarship.com.

THE ART INSTITUTES STORYTELLERS PHOTOGRAPHY COMPETITION

The Art Institutes Storytellers Photography Competition affords an opportunity for prospective students interested in studying Photography at one of The Art Institutes schools to earn a tuition scholarship. This competition is open to prospective students interested in The Art Institutes Photography programs. There are two categories in the competition: (i) high school seniors (ii) high school graduates (general prospective students). Current Art Institutes students are not eligible to participate. A prospective student entering the competition will be asked to submit six photos that tell a story on a single theme. Local level first place winner at each participating location in the High School Seniors Category receives a $3,000 scholarship and progresses to the national competition for the chance to earn the grand prize of a $10,000 scholarship/year or up to $40,000. Local level first place winner at each participating location in the High School Graduate Category receives a $1,000 scholarship and progresses to the national competition with a chance to earn a $10,000 scholarship. For more information, visit www.aicompetitions.com.

THE ART INSTITUTES AND AMERICANS FOR THE ARTS POSTER DESIGN COMPETITION

The Art Institutes and Americans for the Arts Announces Scholarship Competition affords an opportunity for (i) high school seniors and (ii) high school graduates interested in studying design to earn a tuition scholarship to attend one of The Art Institutes schools. This competition is also open to those qualifying students interested in other programs as long as the competition rules are followed and entry requirements are met. Entrants must create an original poster design that supports the contest theme “You Can Create Tomorrow.” The national first-place winner’s work will be featured in a calendar produced by The Art Institutes. Each local first place winner in the high school senior category at each participating Art Institutes school will be awarded a $3,000 tuition scholarship to the Art Institutes school he/she represented in the Competition. Each local second place winner in the high school senior category at each participating Art Institutes school will be awarded a $1,000 tuition scholarship to the Art Institutes school he/she represented in the Competition. For more information, visit www.aicompetitions.com.

NATIONAL ART HONOR SOCIETY SCHOLARSHIP (The Art Institute of California, Inland Empire, Los Angeles, Orange County and San Diego campuses 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 campus of the student’s choice or 1-800-275-2440 or at www.artinstitutes.edu.

THE ART INSTITUTE PASSION FOR FASHION COMPETITION

The Art Institutes Passion for Fashion Competition honors high school seniors for their creative talent and commitment to the pursuit of an education and a career in the fashion industry. The competition, sponsored by The Art Institutes, provides the opportunity for fashion-savvy teens throughout the U.S., Canada and Puerto Rico to compete for the chance to earn up to a half-tuition scholarship to study Fashion Design or Fashion Marketing & Merchandising and Fashion Retail Management. Local winners for each participating school in these categories will each earn a $3,000 tuition scholarship to the school they represent in the competition. Local first place winners from each category will move on to the national competition. The top three winners will earn additional scholarships in the national level of the competition with the Grand Prize Winner earning a half-tuition scholarship. For more information, please visit www.aicompetitions.com.

EVELYN KEEDY MEMORIAL SCHOLARSHIP (The Art Institute of California, Los Angeles and Orange County campuses only)

High school seniors who demonstrate dedication to their education and a desire for a creative career may apply for the Evelyn Keedy Memorial Scholarship through The Art Institutes. A $30,000 tuition scholarship is awarded each year to a worthy high school senior enrolled at one of the over 45 eligible Art Institute campus locations. Details and applications may be obtained by contacting The Art Institute campus of the student’s choice or 1-800-275-2440 or at www.artinstitutes.edu.
SKILLSUSA CHAMPIONSHIP
(The Art Institute of California, Inland Empire, Los Angeles, Orange County and San Diego campuses 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. Students of 3-D imaging/animation and the video production fields will be awarded $10,000 tuition scholarships. Each Art Institute has a limited number of scholarship spots, so students are permitted to choose their Art Institute campus location on a first-come, first-served basis. For more information about SkillsUSA, please visit their Web site at www.skillsusa.org.

THE SCHOLASTIC ART & WRITING AWARDS COMPETITION
(The Art Institute of California, Inland Empire, Los Angeles, Orange County and San Diego campuses only)
Four $10,000 tuition scholarships are awarded by The Art Institutes to the Scholastic National Award recipients on a first-come, first-served basis. Information may be obtained from Scholastic, Inc. at 1-212-343-6100 or from their Web site at www.scholastic.com/artandwriting.

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 earn a $5,000 tuition scholarship to The Art Institute campus 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, Inland Empire, Los Angeles, Orange County and San Diego campuses only)
C-CAP Scholarship is a portfolio and essay-based competition open to Community College students who are completing an Associate's degree and looking to transfer and complete a Bachelor's degree. The winner of this scholarship receives $5,000 tuition scholarship per Art Institutes location. However, each entrant receives a recurring tuition scholarship for $1000 upon acceptance and a second $1000 after they complete their first year. There is a portfolio and essay component required to apply for this scholarship. The portfolio section is worth 25% and the essay is worth 25%. The essay will answer the question: “How do you see art impacting the world in your future and how do you see yourself contributing professionally?” The scholarship entries are due in by November 28, 2011 with winners notified by December 19, 2011. Students must be in an accepted status by December, 2012. The latest class start that the scholarship can be used for is January, 2013. Students must be enrolled for a minimum of 11 credits to use the scholarship. For more information regarding this scholarship, please contact an admissions representative at the campus of your choice.

TUITION AND FEES
A complete list of current tuition and fees can be found in the Addendum to the 2012-2013 Catalog. The Addendum can be obtained from the Admissions and Academic Affairs departments at your campus location.

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 Gl Education Enhancement Program component. The Yellow Ribbon program 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 college 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.

Military Discount
The Art Institute campuses offer our service men and women a special tuition discount and fee waiver program. If your VA benefit (including Chapter 33) does not cover your tuition costs and you are on active duty, in the National Guard, or are an eligible spouse, The Art Institutes will discount your scheduled tuition by 10% as well as waiving all application and registration fees.

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.

Book Process
Students in need of purchasing books for their classes will need to sign an authorization form either approving or not approving the use of excess Title IV funds, if applicable, to cover the cost of books and supplies. If the purchase of books and supplies should exceed the amount of the student’s credit balance after all aid pays in, the remaining amount due will be posted to the student’s account and the student will be responsible for making alternative payment arrangements. Students who do not authorize and who have excess Title IV funding due to receiving funds from a Pell Grant will receive the lesser amount of either the amount of their Pell Grant excess or their full credit balance amount, for the term in question, within seven days of the start of the term. Students who do not authorize and who are receiving excess Title IV funds but do not have a Pell Grant will receive a stipend within the later
of the term begin date or 14 days of the date of their credit balance on their ledger card.

**FINANCIAL AID PROGRAMS**

The Art Institute of California 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.

**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 campus 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 Subsidence 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 institute 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/statements 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**

Return of Federal Title IV Aid

In compliance with Federal regulations, the college will determine how much federal student financial assistance the student has earned or not earned when a student withdraws from school.

The college will calculate the percentage and amount of awarded federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the college will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five days or more, it will reduce the term length and if scheduled break is before the student’s last date of attendance (LDA), it will also reduce the calendar days completed.

If the student received more than the amount of federal student financial assistance earned, the difference will be returned to the federal student financial assistance programs from which funds were received in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant. SEOG funds will be returned to the aid source within 45 days of the date that the college determines that the student has withdrawn.

If more federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The college will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the federal financial assistance funds to be received.
If federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:
- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The college will notify the student as to the amount owed and how and where it should be returned.

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 prior to the starting date indicated on the Enrollment Agreement will be considered a student.

1. The school 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. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
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 seven 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.

Refund Policy After Matriculation, All Quarters
In the event of withdrawal by the student or termination by The Art Institute during any quarter of study:
1. Prepaid tuition and fees for any period beyond the student’s current quarter will be refunded in full.
2. The school shall determine the date of withdrawal within thirty days after the last date of attendance and shall pay the refund within thirty days of making that determination. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
3. The student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing. The notification date shall be the student’s last date of attendance. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty days of the first scheduled day of class in the quarter in which the student was expected to return.
4. In the event of a fully documented extreme illness or personal emergency that makes it impracticable for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute. The Art Institute reserves the right to apply any student payment, or any refund due a student, to any student financial liability.
6. Each academic quarter is 11 weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.

Kit Return Policy
Students who leave The Art Institute during the first three weeks of the quarter may return unused/unopened portions of the starting kit and/or individual components of the starting kit within 7 days of your last date of attendance of the quarter.

Withdrawal Definitions
A student may voluntarily withdraw from The Art Institute by notifying the Office of the Registrar in person or in writing. The refund policies outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from the college. 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 the last day of attendance.
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 described above.

ADJUSTMENT OF CHARGES
If a student withdraws from the program after the first day of instruction, The Art Institute may retain earned tuition and fees up to the 60 percent point in the term. This calculation is as follows:

Refund Policy All Students
When a student totally withdraws from The Art Institute, The Art Institute will retain tuition and fees 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.

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 costing $4,000, housing $1,500, and meals $1,200, for a total of $6,700. Let’s assume that the starting kit costs $1,000 and the student returns $600 of the starting kit as described in the kit return policy. The amount of tuition and fees paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the student participates, is $6,700 - $600 = $6,100.

If the student withdraws to arrive at the adjusted amount paid by Title IV funds, the calculation is as follows:

- Adjusted tuition and fees paid by the student = $6,100
- 60% of the term = 0.6 x 12 weeks = 7.2 weeks
- The calculation of refunds is based upon the last day of attendance within the quarter.

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.

MID-QUARTER SESSION
I. Refund Policy after Matriculation, All Quarters
This academic mid-quarter start is approximately 5 and ½ weeks in duration.
II. Adjustments of the Tuition and Fee Charges
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 up to 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 numbers 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 ½ 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 their program of study during Session 1 of a term and do not provide written notice of intent to continue in Session 2 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 enrolled, but choose not to take the second-session class must notify the campus 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 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.

Refund Policy for Online Course Withdrawal
Students who withdraw from a Session I or Session II online course after the add/drop period are treated the same way as if they withdrew from a residential class. Session II classes begin the day after the Session I classes end and run five weeks. The ending date of the second session may not coincide with the ending date of the on-ground classes.

ACADEMIC PLACEMENT

PLACEMENT 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.

Exclusions 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.

TRANSPORTATIONAL STUDIES COURSES

Transitional Studies courses are designed to help build and strengthen the foundation skills. It is advised that all Transitional Studies courses should 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 general education courses. Competence in Transitional English is demonstrated by successfully passing the ACCUPLACER English Test, or completing HU090 “Transitional Studies English” within three (3) attempts and with a grade of C or better.

Transitional Studies Math must be completed prior to attempting any mathematics courses. Competence in Transitional Math is demonstrated by successfully passing the ACCUPLACER Math Test, or completing MATH090 Transitional Studies Math within three (3) attempts and with a grade of C or better.

ADVANCED STANDING

Course credits may be awarded for advanced course credit, proficiency examination, or proficiency for prior experiential learning (The Art Institute of California — Hollywood, The Art Institute of California — Inland Empire, The Art Institute of California — Los Angeles, The Art Institute of California — Sacramento, The Art Institute of California — San Diego, The Art Institute of California — San Francisco and The Art Institute of California — Silicon Valley 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 accredited by an accrediting association that is recognized by the U.S. Department of Education.

Credit will be given for designated Advanced Placement classes in which the student scores a three (3) or above on the Advanced Placement Test. Also, credit will be given for designated international baccalaureate classes in which the student scores a four (4) or above on the Higher Level (HL) International Baccalaureate Test. Official grades must be on file. All advanced course credit must be applied for and approved prior to matriculation (defined as the first day of scheduled attendance) at The Art Institute. The Art Institute reserve the right not to accept any advanced course credit applications and the transfer credit.
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 CREDIT

Contact the office of The Dean of Academic Affairs for all matters related to Transfer Credit and Program Change.

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS

Associate’s Degree Graduates to Bachelor’s Degree Programs: A serious attempt will be made to ensure that all associate’s degree credits earned by graduates of an Art Institutes school will transfer to the corresponding bachelor’s degree program within the system. Such graduates will attain upper division status. However, differing state and accrediting regulations may require additional courses at the associate’s degree level. If the associate’s degree transferred by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the associate’s degree level.

Associate’s degree credits earned by graduates of an Art Institutes school for which there is no corresponding bachelor’s degree program, will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. All conditions in the following associate’s degree credits to associate’s/bachelor’s degree program procedure apply.

Allowable Total Transfer of Credit

Students must earn a minimum of 25 percent of the total program credits required for graduation in residency. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses. Due to regulatory considerations, at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

Grades of Transfer Credits

Only courses with earned graded of “C” (2.0) or better will be considered for transfer Credit.

Course Descriptions

The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at an Art Institutes school. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

Grades of Transfer Credits

Courses with earned graded of “C” (2.0) or better will be considered for transfer credit.

Portfolios

Requests for testing out of specific classes approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

Class Proficiency Test

Requests for testing out of specific classes approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

Portfolio Review

Requests for portfolio review, and/or relevant work experience documented by appropriate student skill development sequences are to be observed to assure appropriate student skill development.

Portfolio Review

Requests for portfolio review, and/or relevant work experience documented by appropriate student skill development sequences are to be observed to assure appropriate student skill development.
appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

TRANSFER CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTES SCHOOL

NOTE: Transfer credit after matriculation must be completed prior to the student’s final term of study.

Concurrent Enrollment: Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institutes school full-time schedule, after a student’s matriculation at an Art Institutes school may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Approval Needed
Requests for concurrent enrollment in a course at another college or university while the student is on full-time status at an Art Institutes school (according to the US Department of Education’s definition of the term) must be approved by the General Education Director, the Department Director, or the Dean of Academic Affairs prior to enrollment in the course.

Full-time Status
The student must be enrolled full-time at an Art Institutes school at all times during the concurrent enrollment at another college or university.

One Course Limit
Only one course per quarter in concurrent enrollment will be accepted.

Grading
The concurrent enrollment course must be passed with a grade of “C” or better. The student’s record at an Art Institutes school will reflect a “TR” grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline
Credit will be awarded for the course when documentation is produced that the course was successfully completed.

Allowable Total Transfer of Credit
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses. Due to regulatory considerations, at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Transcripts
Official Transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

Transfer Credit Upon Re-Entry to the Institution:
Requests for transfer of credit from accredited institutions of higher education, for a course taken while a student was not in attendance at an Art Institutes school, but after a student’s initial matriculation at the school may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Grading
The course(s) must be passed with a grade of “C” or better. The student’s record at an Art Institutes school will reflect a “TR” grade. The grade will not be factored into the GPA or the CGPA.

CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL

A student petitioning to transfer from one program to another within The Art Institute of California must obtain approval from the Department Director of the department from which the student is transferring. The student’s coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

The Art Institute of California, a college of Argosy University, offers Master of Fine Arts, Bachelor of Fine Arts, Bachelor of Science, Associate of Science, and Diploma programs and is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, an accrediting agency recognized by the United States Department of Education. However, the fact that a university is accredited is not necessarily an indication that credits earned at that university will be accepted by another institution. In the U.S., higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of California is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute of California is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of California will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of California may be transferable into that school’s program.

If you are considering transferring to either another Art Institute or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible. The Art Institute of California does not imply, promise, or guarantee transferability of its credits to any other institution.

TRANSFERRING TO ANOTHER ART INSTITUTE

Students wishing to transfer from one Art Institutes school 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 school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress.

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

(Hollywood, Inland Empire, Los Angeles, Sacramento, San Diego, San Francisco and Silicon Valley campuses 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 of 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

(Hollywood, Inland Empire, Los Angeles, Sacramento, San Diego, San Francisco and Silicon Valley campuses 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
(Hollywood, Inland Empire, Los Angeles, Sacramento, San Diego, San Francisco and Silicon Valley campuses 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
(Hollywood, Inland Empire, Los Angeles, Sacramento, San Diego, San Francisco and Silicon Valley campuses only)

For prior experiential learning, The Art Institute will recognize a maximum of 25 quarter credits of the 180 quarter credits necessary to receive a bachelor’s degree. For the calculation of these credits, no more than 25 quarter 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
(San Francisco campus 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 each contain 55 quarter credits. Each Diploma program includes 4 quarter credits in General Education.

The Art Institute offers Diploma programs in Fashion Retailing and Web Design & Interactive Communications, which last just over one academic year and each contain 47 and 48 quarter credits, respectively. These Diploma program do NOT include credits in General Education.

The Art Institute offers Associate of Science degree programs, which last 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 campus 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 41 quarter credits for the Art of Cooking Diploma and Baking & Pastry Diploma programs; a maximum of 35 quarter credits for Fashion Retailing; and a maximum of 36 quarter credits for Web Design & Interactive Communications.

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 institute calendar, curriculum, and course schedules. When size and curriculum permit, courses may be combined to contribute to the level of interaction among students. From time to time instructional activities may occur at an off-campus location appropriate for the particular activity. Days of attendance will vary for students according to their program of study, and may change from quarter to quarter.

HOMEWORK

In addition to regular attendance at scheduled classes, each student will be required to devote additional time each week outside the classroom to study and work on assigned projects.

SCHEDULE ADJUSTMENT PERIOD

During the Schedule Adjustment Period students may add or drop courses, or change sections. The Schedule Adjustment Period begins on Monday of the first week of the quarter and concludes at the end of the first class day of the second week. No 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 the college. If a continuing student attends a class and withdraws from the college during the Schedule Adjustment Period, the student is financially responsible for all registered courses based on the Refund Policy on page 142.
WITHDRAWAL FROM THE ART INSTITUTE
Students who do not attend any courses by the end of the Schedule Adjustment Period will be withdrawn from The Art Institute of California. Students who voluntarily withdraw from their program of study must complete the required paperwork, obtaining all required signatures, and return it to the Registrar’s Office.

Students who withdraw from their program of study 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 their program of study and are approved to return are required to sign a new enrollment agreement and are subject to the current tuition rate as printed on their new enrollment agreement.

POLICIES FOR STUDENTS WHO BEGIN AT MID-QUARTER

MID-QUARTER SESSIONS
A mid-quarter start is available for all programs. The mid-quarter academic term is approximately five and ½ weeks in duration.

SCHEDULE ADJUSTMENT PERIOD
The schedule adjustment period begins on the first day of the mid-quarter session start (fourth day of Week 6) and concludes at the end of the day on the following Monday (first day of Week 7). During this time students may add or drop courses, or change sections. If you drop or add one or more courses, your financial aid eligibility may change. Please see a financial aid officer before adding or dropping a course. Tuition will be charged based on registered credits at the end of this period. Students will be responsible for all charges regardless of attendance.

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

2. Students enrolled for a second-session course who remain in school, but choose not to take the second-session course must notify the Institute that they will not take that course prior to the end of the drop/add period for the mid-session start. If they do that, they will be “unregistered” from the course, and will not be charged for it. Failure to do so will result in a W grade (which will apply to the Academic Progress policy) and being charged for the course.

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 courses, 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 college and graduated/completed within 150% of the normal time to complete the program, as published in the catalog, must be made available to current and prospective students. Students may obtain this information in the Admissions Office.

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 5½ weeks later. The second session begins the following day and runs for 5½ 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 Art Institute the subsequent quarter.

Students withdrawing from their program of study before the end of their online course will either receive a "W" or "WF" grade based upon the same deadlines stated above. However, if a student withdraws after their first session online course ends, they will receive a final letter grade in that course.

ONLINE ORIENTATION
Students wishing to take an online course must complete an online orientation to familiarize themselves with the platform that will be used in the virtual classroom. Students not completing the orientation prior to the quarterly deadline published by Academic Affairs will not be allowed to participate in the online course.

TECHNICAL SUPPORT
Students have access to 24-hour technical support via a toll-free number throughout the course to assist them should they have any problems. Students also have access to email through The Art Institute of Pittsburgh – Online Division Web site, www.aionline.edu, to address any questions or concerns that arise.

ONLINE FACULTY
Faculty members who teach online courses possess equivalent academic credentials and experience as faculty who teach the same course on ground. In addition, all faculty members who teach online are required to successfully complete a six-week online training course. In many cases, faculty members who teach online courses teach the same courses on ground in 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.

ACADEMIC ASSESSMENT
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)

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.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY
Effective for quarters beginning on or after April 1, 2012

I. Purpose/Scope
The Satisfactory Academic Progress Policy ensures that all students enrolled in certificate, diploma, and undergraduate degree programs are maintaining satisfactory academic progress towards a successful completion of their academic programs. The criteria and standards contained in this policy are set to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy complies with requirements of accrediting commission(s) along with federal regulatory guidelines.

II. Policy Guidance
A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the Dean of Academic Affairs or Registrar's Office.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:
- Maintain a minimum cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Dean of Academic Affairs or Campus Registrar within four (4) business days of determination.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at the Institute.

The Satisfactory Academic Progress Policy contains the following information:
- Criteria for Honors Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
  - Academic/Financial Aid Warning
  - Procedure for Appealing Academic/Financial Aid Dismissal
  - Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
  - Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues
Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in the loss of financial aid and academic dismissal. Please meet with academic advisor if you are having attendance concerns, feel you are failing a course or courses or before withdrawing from a course or courses to determine how that will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program without attempting more than 150% of the credits in the program.

While the terms Academic/Financial Aid Warning, Academic/Financial Aid Dismissal, and Academic/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honors Designations
To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarterly basis and upon graduation.

Quarter Honors Designations (at the completion of a quarter)
Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

- **Quarter GPA**
- **Honors Designation**

| 4.0 | President’s Honor List |
| 3.7-3.99 | Dean’s Honor List |
| 3.5-3.69 | Honor Roll |

Honors Designation at Graduation
Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. Transitional studies courses are not considered when evaluating honors designations.

Milestones and Evaluation Points for Satisfactory Academic Progress
Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate and Diploma programs.

NOTE TO ALL VETERANS: If you receive VA Educational Benefits, please note there are some additional Satisfactory Progress Requirements to Receive VA Educational Benefits. Please see Page 154.

Certificate and Diploma Programs:
1. At the end of the first quarter, students must attain a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50.00%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP). If the student was dismissed from the same Transitional Studies course attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the termination.
4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the maximum timeframe for Federal financial aid can happen at any time.
5. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor concerning their exact requirements.
6. Transitional Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the maximum timeframe allowable to earn the certificate or diploma in the incremental completion rate as attempted credits and, if successful, earned credits.
7. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is dismissed and there is no right to appeal the termination.
8. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.
9. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on Academic/Financial Aid Dismissal.
10. Compliance with SAP is reviewed every quarter for Certificate and Diploma programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

Unless otherwise noted, Academic/Financial Aid Dismissals can be appealed. Please see the Appeal Process below.

**UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY - DIPLOMA PROGRAMS**

<table>
<thead>
<tr>
<th>Certificate/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>Academic/Financial Aid Warning</td>
<td></td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt; 1.5 and/or 50.00%</td>
<td>Academic/Financial Aid Warning (if 1st time)/ Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
<td></td>
</tr>
<tr>
<td>End of Third Quarter And every quarter thereafter</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid Warning (if 1st time)/ Academic/Financial Aid Dismissal (if on Warning)</td>
<td></td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
<td>Academic/Financial Aid Dismissal</td>
<td></td>
</tr>
<tr>
<td>Transitional Studies</td>
<td>At Any Time</td>
<td>3x Attempted Failures</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
</tbody>
</table>

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic/Financial Aid Dismissal with no right to appeal the dismissal.
Degree Programs:
Degree programs are evaluated after a student has attempted three quarters and sixth quarters including portions of a quarter during the first six quarters. After the sixth quarter, the student is evaluated at the end of each quarter. While grades, GPAs, and Incremental Completion Rates are made available at the end of a student’s quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Dismissal. Please note that if your ICR and/or GPA is at the minimum or you are close to the minimum, you may need to pass most or all of your courses during the next three quarters. While you are making SAP, we recommend that you meet with your academic advisor.

2. At the end of the second academic year, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Failure to meet these standards will result in Academic/Financial Aid Warning unless the student was on Financial Aid Warning the previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.

4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. Placement into Transitional Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the transitional study course(s) do not count in determining the maximum time frame allowable to earn the degree and do not count in the incremental completion rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same Transitional Study upon a third attempt.

6. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is dismissed and there is no right to appeal the dismissal.

7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation or on Academic/Financial Aid Dismissal.

8. For Degree programs, compliance with SAP is reviewed every academic year during a student’s first two years and then quarterly thereafter. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

   Unless otherwise noted, Academic/Financial Aid Dismissals may be appealed. Please see the Appeal Process below.

A student enrolled in Transitional Studies courses must be able to pass the same Transitional Studies course after three attempts or that student will be placed on Academic/Financial Aid Dismissal.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

Procedure for Appealing Academic/Financial Aid Dismissal
A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Dean of Academic Affairs or an Appeals Committee will review the student’s appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Dean of Academic Affairs or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final.

Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Academic Year</td>
<td>&lt; 1.00 and/or 33.3%</td>
<td>Academic/Financial Aid Dismissal</td>
<td></td>
</tr>
<tr>
<td>End of Second Academic Year</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid Dismissal</td>
<td></td>
</tr>
<tr>
<td>End of Seventh Quarter and Thereafter</td>
<td>&lt; 2.0 and/or 66.67%</td>
<td>Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
<td></td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
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<tr>
<td>Transitional Studies</td>
<td>At Any Time</td>
<td>3x Attempted Failures</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
</tbody>
</table>

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic/Financial Aid Dismissal with no right to appeal the dismissal.
Illness of an immediate family member where the student is the primary caretaker
Illness of an immediate family member where the family member is the primary financial support
Abusive or intimate partner
Divorce proceedings
Previously undocumented disability
Work-related transfer during the period
Change in work schedule during the period
Natural disaster
Family emergency
Financial hardship such as foreclosure or eviction
Loss of transportation where there are no alternative means of transportation
Documentation from a Professional Counselor
A doctor documented illness of the student for a significant period of time
Military deployment

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible).

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timing and duration of the mitigating circumstance, and the student’s ability to avoid the circumstance. Any consideration of the conditions outside of the list provided should be discussed with the Art Institute Vice President of Academic Affairs. Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters to adjust to college life.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student’s circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student’s appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must document and maintain as part of the appeals process a concrete plan for how a student will complete his remaining coursework by the next measurement point as well as how the student’s progression will be monitored. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one (1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters. The Academic Plan must be reviewed with the student to ensure that designated Academic Plan is being met and the student is on track to achieve the success measures within the approved timeframe. There cannot be a change to the academic plan once approved by the student and the institution. Failure to meet the established goals approved in the appeal will result in Academic/Financial Aid Dismissal.

Registars will ensure that Academic Advisors or Academic Department Directors have notified students in writing that they are in Academic Warning/Financial Aid Warning, Academic/Financial Aid Probation/Financial Aid Probation, or Academic/Financial Aid Dismissal with a student signed SAPP Prediction Calculation Form or other local documentation.

A student denied an appeal must sit out one year before being eligible to apply for re-entry. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her to not meet the minimum standards of the Satisfactory Academic Progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances and demonstrate that he or she will be able to meet satisfactory academic progress if re-admitted.

If the appeal is granted, the re-entering student will be placed on Academic/Financial Aid Probation at the start of his or her quarter of return. The student must meet the standards of Satisfactory Academic Progress by the end of his or her first quarter if in a diploma program and up to the second quarter if in a degree program (but only if there is a documented Academic Plan between the Institution and the student) to continue in the program. The agreed upon academic plan must result in thresholds of minimums and be sufficient for the student to realistically meet the next evaluation point. The student may be asked to retake courses previously failed in order to raise both the CGPA and ICR. If a student was initially denied a re-entry appeal and sat out for one year before attempting to re-enter, the student must submit a second appeal for consideration for re-entry. If the second re-entry appeal is denied, no additional appeals may be allowed and the student is permanently academically dismissed.

Upon the Appeals Committee decision, the student is notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic/Financial Aid Dismissal can no longer attend school nor get Title IV at the Institution.

Academic/Financial Aid Dismissal Appeals not Allowed

A student may appeal any cause but does not pass the same Transitional Studies course three times is dismissed and there is not a right to appeal the dismissal.

Additional Appeal Procedures

While an appeal can be made for Maximum Time Frame, the Institution and the Art Institute Vice President of Academic Affairs must review the appeal.

If a student who has successfully appealed an Academic/Financial Aid Dismissal is later again dismissed, the student can file one additional appeal as long as the appeal is based on different mitigating circumstances from any previous appeal, the new mitigating circumstance occurred after the previous successful appeal, the student is showing significant Satisfactory Academic Progress, and mathematically the student can meet the next SAP evaluation points requirements.

In addition to the Institution’s Review of the Appeal, it must also be reviewed by the Art Institute Vice President of Academic Affairs.

Explanations of Related Issues

Calculation of CGPA

A student’s cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points.

Transitional Studies Courses

Many Art Institutes require academic assessments. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate. While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted no more than three times. Failure to pass the courses within the attempts permitted will result in dismissal from the Institution and there is no right to appeal the dismissal.

Repeated Courses and Grades

As courses are retaken, only the highest grade will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade Incomplete (I) is calculated as if it is an F for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.
Transfer Credits from another Postsecondary Institution
Credits from transfer courses are calculated in the maximum allowable credits and incremental completion rate requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student’s CGPA.

Change of Program
Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate’s program to a bachelor’s program in the same major is not considered a change of major. Courses that apply to the second major will be recorded as earned credit and will affect the student’s CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student’s academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

Transfers from another Art Institute
A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

Grading System
At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student’s academic transcript, which is updated each quarter. The criteria for determining a student’s grade shall be as follows (on a percentage of total point basis):

**Note: The Art Institute of York and Ai Indianapolis utilize the 0.3 incrementals rate requirements as credits attempted but not earned. Students with incomplete grades will receive an ‘I’ if a grade change is not submitted by the end of the second week of the following term. The grade ‘I’ indicates Incomplete and is calculated as if it is an ‘F’ until it is changed to another grade and the course will be included as course credit attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.**

THE METRICS OF SAP

ACADEMIC GRADING SYSTEM
The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.4**</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.4**</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.4**</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0 *</td>
</tr>
</tbody>
</table>

*=F does compute in GPA and CGPA and does count as credit attempted. **Note: The Art Institute of York and Ai Indianapolis utilize the 0.3 instead of 0.4 for quality points for plus grades in a legacy program.

Students receive grades at the end of each quarter including midquarter. The grade

OTHER GRADE CODES WORTH ZERO QUALITY POINTS:

| CR = Credit through examination | Credits Earned/TR grade. This does not affect CGPA. They do impact ICR and MTF. |
| I = Incomplete                 | Affects ICR/MTF/CGPA (Computes as an F)                                  |
| S = Suspension                 | Affects ICR/MTF/CGPA (Computes as an F)                                  |
| NP = Not passing/Fail          | Does not affect ICR/CGPA. This grade designation is utilized to indicate that a student did not acceptably complete a non credited course |
| P = Proficiency Credit by Exam or Portfolio | This does not affect CGPA. They do impact ICR and MTF. |
| PA = Pass                      | This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA |
| RE = Remedial Course           | This code will appear for remedial courses taken at schools utilizing the Campus Vue Student Information System (SIS). This code will be followed by the course grade. Does not affect ICR/MTF/CGPA/SCGPA |
| SP or SA = Satisfactory/Pass   | This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA |
| T = Termination from course    | Affects ICR/MTF/CGPA (Computes as an F)                                  |
| TR = External Transfer Credit  | Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF. |
| U = Unsatisfactory             | Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA |
| WV = Waiver                    | Commonly used when waiving a Transitional courses and does not affect ICR/MTF/CGPA |
| WX = Course was registered for but never attended | Self-explanatory and does not affect ICR/MTF/CGPA |
**Changed Grade**
When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

**Calculations**
The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute. Transitional study courses do not count in this calculation.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hour value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:
A = 4 grade points x 4 credit hours
   = 16 grade points earned
B = 3 grade points x 3 credit hours
   = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:
16 grade points + 9 grade points = 25 total grade points
25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.57, which is rounded to 3.6.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semesters at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. Example: 1.95 = 2.0, 1.94 = 1.90) Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

<table>
<thead>
<tr>
<th>TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM</th>
<th>=</th>
<th>TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT STATUS CHANGES AND SAP**

**Transfer Students**
Transfer credits from other post-secondary institutions applied to the current program of study are used to calculate attempted credits remaining and remaining credits to graduate. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be 180 X 1.5 = 270 credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student's CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation of academic misconduct or transfer student that transfers out of an unaffiliated institution cannot transfer or be considered a New student if they had a break in enrollment) at another Art Institute until he or she has been granted an appeal at the original school and will be considered a New student.

A second change in status is specifically approved for the specific student by the Dean, students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to that program.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to that program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the “CHANGE OF MAJOR” adjustment factor would be those credits from the previous major that we will NOT count in the student’s current major.

**The 150% MTF** is determined as follows (transitional study credits do not count in this calculation):

<table>
<thead>
<tr>
<th>EARNED CREDITS in the New Program</th>
<th>+</th>
<th>ATTEMPTED CREDITS in the New Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer CREDITS Accepted</td>
<td></td>
<td>Change of Major Adjustment Factor for Earned Credits</td>
</tr>
<tr>
<td>minus</td>
<td></td>
<td>Change of Major Adjustment Factor for Earned Credits</td>
</tr>
</tbody>
</table>

The 150% MTF: Only the attempted and transferred courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

Second Degree
When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student's new program CGPA calculation.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds
Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans’ Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Services Office for details.

Special Satisfactory Academic Progress Policy Provisions for California VA Students
To stay in-school all students, including those receiving veteran benefits, must meet the requirements in this SAP policy. In addition, in order for veterans to continue to receive VA benefits they must meet these additional requirements:

- Students enrolled in diploma and degree programs and receiving VA benefits in California have additional Education Points. These are not for purposes of determining academic standing but, rather, are for purposes of determining continued eligibility to receive VA benefits.
- At the end of the second quarter, and every quarter thereafter, students in certificate programs...
and diploma programs 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.

- At the end of the third quarter, and every quarter thereafter, students enrolled in Associate Degree programs 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.

**GRADUATE PROGRAMS SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

(The Art Institute of California, San Francisco campus only)  
Revised: September 29, 2011

Minimum Standards for Graduate  
Academic/Financial Aid Progress  
and Consequences for Failing to Meet Minimum Standards

The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic 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 and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA), and incremental completion rate (ICR) within a maximum time frame (MTF). Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 3.0, 66.67% ICR, pass the Thesis Committee review, meet portfolio or other requirements as outlined by the student’s degree program, and completion of the program in no more than 150% of total program credits and 5 years beginning with the first day of class.

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non Attendance are not included in determining SAP. While the terms Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the statuses apply to all students whether receiving financial aid or not.

**Satisfactory Academic Progress Policies in the Pre-Thesis/Capstone Stage.**

1. At the end of the first quarter, students must achieve a grade point average of at least 3.0 and an ICR 66.67%. If a student fails to meet this milestone he/she will be placed on academic warning/financial aid warning.

2. For all quarter evaluations a student must achieve a minimum CGPA of 3.00 and an ICR of 66.67%. A student not achieving these minimum standards (and has not reached the thesis/capstone stage of his/her program) is placed on academic warning/financial aid warning for the next quarter. If a student who is already on academic warning/financial aid warning fails to achieve these milestones, s/he will be academically dismissed from the graduate program.

3. The student has one quarter to improve his or her cumulative grade point average (CGPA) or ICR to the mandatory level of at least 3.0 CGPA or ICR 66.67%. If a student fails to do so, the result is dismissal from the graduate program.

Note: If a student is on academic/financial aid warning for failing to meet the ICR and CGPA requirement, it will be very difficult for him/her to meet the CGPA and ICR milestones of 3.0 and 66.67%. In some cases the student may have to successfully complete all the courses attempted. A student should consult with his/her academic advisor or academic counselor on the exact requirements.

**Achieving grades below a “B” during Pre-Thesis/Capstone Stage.**

1. Students in the pre-thesis stage of their programs who receive a course grade of “B” or less (excluding the grade of “W”), will be placed on Academic Warning/Financial Warning for the next quarter. The student will not be allowed to continue to the thesis/capstone stage of his program until the student retakes the course and passes with a grade of “B” or better in the subsequent term. If the student is unable to achieve a grade of “B” or higher upon re-taking the course, the student will be dismissed.

2. A student may not have more than one instance of a grade less than “B” during the entire program (excluding the grade of “W”). Upon achieving a second course grade that is less than a “B”, the student will be dismissed.

**Passing the Mid-program Assessment/Approval to Thesis/Capstone Stage.**

1. A mid-program assessment (typically, within the first three quarters of each student's program) of each student takes place to determine whether they will be accepted into the Thesis/Capstone stage of the program. This assessment occurs separately from a particular class and involves faculty from throughout the department. Students must successfully complete their mid-program assessments (as determined by the program director) prior to being accepted into the Thesis/Capstone stage of their programs. Unacceptable assessments will result in academic warning/financial aid warning for the following quarter.

2. The student has one quarter to resubmit and successfully complete the mid-program assessment. If at the second attempt, the student's assessment is still unacceptable, the result is an immediate dismissal from the graduate program.

**Allowable Academic/Financial Aid Probation.**

Students may be on an academic warning/financial aid warning status once and academic probation/financial aid probation only once, after successful appeal during their enrollment. The student cannot earn a grade below B while on probation or the student will be terminated from the program with no further right to appeal. Students not meeting the minimum SAP requirements will be notified in writing by the campus registrar and a meeting with the Dean of Academic Affairs. Students on academic warning/financial aid warning or academic/financial aid probation status are eligible for financial aid.

**Thesis/Capstone Stage.**

Thesis/Capstone stage of any graduate program refers to the point at which a graduate student has assembled and is working with an approved thesis committee on the written and/or project portion of his or her thesis. This stage usually commences after the mid-program review but may vary per program.

1. There are no academic appeals for dismissals allowed during the thesis stage.

2. If a student is in the thesis/capstone stage of the program and his or her cumulative grade point average falls below a 3.0 and 66.67% ICR, the result is immediate dismissal from the graduate program.

3. If a student is in the thesis/capstone stage of the program, the student may not receive a grade less than a “B.” The result of a grade lower than a “B” is immediate dismissal from the graduate program.

4. At the end of the program, each student is required to make a thesis presentation to the thesis committee.

5. Students have a maximum time limit of five years to complete their programs from the first day of attendance and 150% of the program length in credit hours whichever is less, to complete their programs.

**Appeal Process for Academic Probation/Financial Aid Probation.**

The process to appeal allows 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 and retained. The result of the appeal (appeal granted or appeal denied) must be provided to all students and maintained in the Student Information System as well as the student’s academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student’s situation has changed that will allow he or she to meet SAP according to a written academic plan.

If the student’s appeal is granted, he or she will be placed on Academic Probation/Financial Aid Probation for one quarter due to the shorter length of the program. Students are eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period will result in a permanent dismissal.

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 may then request an additional appeal for reinstatement but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph
including describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the institute. Students cannot be on academic probation/financial probation more than once during their enrollment. The result of the appeal (whether granted or denied) will be provided in writing to the student and recorded in the student's academic file by the school.

**Mitigating Circumstances for Appeal.** Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- 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.

Documentation from the SAP program or professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that student issues may be accommodated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student’s ability to meet satisfactory academic progress with accommodations from the institution.

Students are NOT allowed to appeal dismissals for violating the 150% completion rate.

**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.

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### GRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

**Milestones and Evaluation Points for Satisfactory Academic Progress Grid**

<table>
<thead>
<tr>
<th>Pre-Thesis/Capstone Stage</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; 3.0 and 66.67%</td>
<td>Warning</td>
<td></td>
</tr>
<tr>
<td>End of every Quarter</td>
<td>&lt; 3.0 and 66.67%</td>
<td>Warning (if 1st time)/ Dismissal (if on Warning Before)</td>
<td></td>
</tr>
<tr>
<td>Every Quarter</td>
<td>Achieved a Grade of less than ‘B’ in a course (Excluding ‘W’)</td>
<td>Warning. Note: Student will not be allowed to continue to the Thesis/Capstone Stage until the course is retaken and passed with a grade of ‘B’ or higher.</td>
<td></td>
</tr>
<tr>
<td>Every Quarter</td>
<td>Failure to achieve a Grade of ‘B’ or higher on a retaken course.</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Every Quarter</td>
<td>Second Course earning less than a ‘B’</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Mid Program Assessment</td>
<td>Depending on Program</td>
<td>Failure to Provide an acceptable mid program assessment.</td>
<td>Warning (if first time) Dismissed, if second unsuccessful submission</td>
</tr>
<tr>
<td>Thesis/Capstone Stage</td>
<td>Every Quarter during Thesis/Capstone Stage.</td>
<td>&lt; 3.0 and 66.67%</td>
<td>Dismissal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Earns a Grade lower than a ‘B’</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Throughout the entire Program</td>
<td>Length of the Program</td>
<td>Exceeds the 5 year time limit to complete the program including Thesis</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Anything in excess of 150% MTF</td>
<td></td>
<td></td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*Note: Graduate students can only be on Academic Affairs Warning/Financial Aid Warning and Academic Affairs Probation/Financial Aid Probation once during their enrollment.*
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 their program of study. 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 The Art Institute 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.

RETTAKING COURSEWORK POLICY
Effective July 1, 2011, the Department of Education amended the full-time enrollment status definition for programs at term-based institutions. In a standard term-based program, students who retake previously completed coursework are considered eligible for additional Title IV assistance, even if the students will not receive credit for that coursework in addition to credits already received. To comply with this provision and to assist students with managing appropriate FSA loan balances, EDMC has implemented the following policy on retaking coursework for standard term and non-term based programs.

Standard Term-based Programs
Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some EDMC’s Educational Systems have limitations on how many times students can retake failed courses before they are dismissed from the institution. Please refer to the school’s SAP Policy.

For standard term-based programs, EDMC’s policy will allow financial aid to cover a single repetition of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds for one retake of any previously passed course only if they meet one of the following conditions:
- Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed within a given time period of graduation.
- Required by a student’s academic and financial plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination.
- For students who need a specific grade or G.P.A. to practice upon graduation.

The student must have completed the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student’s enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

Non-term Based Programs
Student’s coursework is divided into payment periods based on the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdraw from a course will not earn credits for the payment period and academic year. Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

INTELLECTUAL PROPERTY POLICY

Introduction
As a creative community of teachers, artists and scholars, The Art Institute is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of The Art Institute itself, which supports this creative and scholarly work.

I. Purpose and Scope
This document expresses The Art Institute’s policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of The Art Institute – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute. This Policy governs in all circumstances, unless The Art Institute has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between The Art Institute and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. law.

II. Terminology
The following terms are used throughout the Policy and are defined as follows:
A. Copyright - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).
B. Commissioned Work - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.
C. Independent Academic Effort or Creative Activity - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.
D. Institutional Employee - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or...
who is working under an Institution contract, either expressed or implied.

E. Intellectual Property - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans; (ii) academic policies, theorems, theories, symbols, and other indications of source, sponsorship, or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) intellectual property applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials, class notes, musical works (including any accompanying words); dramatic works (including any accompanying music), pantomimes and choreographic works, pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings, architectural works, and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.

F. Patent - A United States patent is a grant which gives the patent the right to exclude others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

G. Sponsored Work - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

H. Student - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as “special status students” - e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.

I. Substantial Institutional Resources - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not “commonly provided”, is considered a use of “Substantial Institutional Resources.” This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of “Substantial Institutional Resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

J. Trademark and Service Mark - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party’s goods or services from those of others.

K. Work - The term “Work” as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.

L. Work Made for Hire - A “Work Made for Hire” is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment. Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as an answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. Examples of works made for hire include software programs created within the scope of an employee’s duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

III. The Rights of the Creator of Intellectual Property

A. Faculty, Staff and Student Works


Subject to the exceptions noted in this Policy, as a general rule, The Art Institute does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and students.

2. Exceptions to the General Rule.

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

(a) The Intellectual Property is developed as a Sponsored Work.

(b) The Intellectual Property is developed as a Commissioned Work.

(c) The Intellectual Property is developed using Substantial Institutional Resources.

(d) The Intellectual Property is developed by the creator within the scope of his or her employment with The Art Institute and constitutes a Work Made for Hire.

(e) The Intellectual Property is developed by a creator who is assigned, directed or funded by The Art Institute to create the Intellectual Property.

(f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2 (a) through (f) above, the Intellectual Property shall be owned by The Art Institute (or by The Art Institute and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by The Art Institute under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by The Art Institute’s President, and to execute any document deemed necessary by The Art Institute to perfect legal rights in The Art Institute and enable The Art Institute to file applications for registration when desired.

3. Ownership Rights in Specific Types of Works

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

(a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by The Art Institute. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to The Art Institute.

(b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by The Art Institute as Works Made for Hire or otherwise.
B. Independent Contractor Works

As a general rule, The Art Institute will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If The Art Institute does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties’ agreement.

IV. Institution’s Usage Rights

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, The Art Institute shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of The Art Institute. Where practicable, The Art Institute will use best efforts to cite the creator of the Work if The Art Institute exercises such usage rights.

V. Institution’s Marks

Intellectual Property comprised of or associated with The Art Institute’s Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the “Marks”) belongs exclusively to The Art Institute and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute and its affiliates, and to prevent the illegal or unapproved use of The Art Institute’s Marks. No Institution Mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute. However, faculty, staff, and Students may identify their status or professional affiliation with The Art Institute as appropriate, but any use of The Art Institute’s Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, The Art Institute. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute’s Marks without The Art Institute’s prior written permission and compliance with the licensing policies of The Art Institute. All requests for use of Institution Marks must be submitted in writing to an officer designated by the President. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise The Art Institute’s Marks.

VI. Substantial Use of Institution Resources

Although “Substantial Institutional Resources” is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of The Art Institute, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of “substantial use” from time to time and implement any changes or clarification to the definitions which The Art Institute deems necessary in order to establish an appropriate standard.

VII. Review Scheme

Questions concerning this Intellectual Property Policy should be addressed to the Dean of Academic Affairs.

VIII. Reservation of Rights

The Art Institute reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. The Art Institute agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

IX. Effective Date

This Policy supersedes any preexisting Intellectual Property policy of The Art Institute and will remain in effect until modified or revoked by The Art Institute. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with The Art Institute changes or terminates.

X. Governing Law

This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.

STUDENT LIFE

More detailed information regarding Student Life can be found in the Student Handbook available in the Student Affairs department at your campus 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 of California is 25 or fewer students. Class size, however, will not exceed 35 students in lab sessions and 55 students in lecture sessions. Use of instructional equipment is 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 of California cannot guarantee availability 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 of California is not responsible for loss or damage of student property, including artwork or discs.

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

The Art Institute of California — Inland Empire campus occupies approximately 85,000 between two buildings located above an environmentally protected canyon. There is on-campus and on-street parking. The Art Institute of California — Inland Empire campus was designed specifically to be a modern career-focused campus. Air conditioning and overhead lighting are in all offices, common areas, classrooms, and labs. The facilities at The Art Institute of California — Inland Empire campus include a student book and supply store, student lounge, computer labs, multimedia and animation labs, six kitchens, library resource center, administrative offices, and classrooms. Labs, studios, hallways, and classrooms have student work display boards. The campus’ facilities and equipment fully comply with all federal, state, and local ordinances and regulations, including those regarding fire safety, building safety, and health. These facilities are accessible to handicapped individuals.

The Art Institute of California — Los Angeles campus 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 campus maintains an art supply store for the convenience of students. Equipment provided at The Art Institute of California — Los Angeles campus includes projection equipment, editing decks, PCs and Macintosh computers, printers, and equipped kitchens.

The Art Institute of California — Orange County campus occupies approximately 93,000 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 campus maintains an art supply store for the convenience of students. Equipment provided at The Art Institute of California — Orange County campus is specific to the program of study. This includes, but is not limited to: projectors, editing decks, PCs and Macintosh computers, printers, and equipped kitchens.

The Art Institute of California — Sacramento campus occupies approximately 50,000 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 campus 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 Diego campus occupies approximately 115,000 square feet. In addition to classrooms, studios, laboratories, offices, two student lounges, a library, and an exhibition gallery, The Art Institute of California — San Diego campus maintains an art supply store for the convenience of students. Equipment provided at The Art Institute of California — San Diego campus is specific to study. This includes but is not limited to projectors, editing decks, PC and Macintosh computers, printers and kitchen equipment.

The Art Institute of California — San Francisco campus occupies approximately 85,000 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 campus maintains an art supply store for the convenience of students. Equipment provided at The Art Institute of California — San Francisco campus 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 — Silicon Valley campus occupies approximately 53,000 square feet. The campus is located in a 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. Core 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 STUDY 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.

I. PROCEDURE TO INSPECT EDUCATION RECORDS
Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/
her records should submit a written request to the 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 institute may require the presence of an Art Institute official during the inspection and review of a student’s records. Certain limitations exist on a student’s right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. In addition, the term “education record” does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. DISCLOSURE OF EDUCATIONAL RECORDS
The 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 in the following circumstances:
1. To The Art Institute officials who have been determined by The Art Institute to have legitimate educational interests in the records. An Art Institute official is:
   (a) a person employed by The Art Institute to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another Art Institute official.
   (b) a person employed by or under contract to The Art Institute to perform administrative duties for The Art Institute 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 Art Institute.
5. To accreditors of The Art Institute or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another Art Institute in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by The Art Institute 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 Art Institute 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 Art Institute’s rules or policies. (The Art Institute, in such instances, may only disclose the name of the perpetrator — not the name of any other student, including a victim without consent — 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 Art Institute governing the use or possession of alcohol or a controlled substance if The Art Institute 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.

III. RECORD OF REQUESTS FOR DISCLOSURE
Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to 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 have in requesting or obtaining the information. This record may be inspected by the student.

IV. 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 at the campus:
Office of the Registrar / The Art Institute of California — Hollywood, a campus of Argosy University, 5250 Lankershim Boulevard, North Hollywood, CA 91601, 818-299-5245
Office of the Registrar / The Art Institute of California — Inland Empire, a campus of Argosy University, 674 East Brier, San Bernardino, CA 92408
Office of the Registrar / The Art Institute of California — Los Angeles, a campus of Argosy University, 2900 31st Street, Santa Monica, CA 90405-3035, 310-752-4700
Office of the Registrar / The Art Institute of California — Orange County, a campus of Argosy University, 3601 West Sunflower Avenue, Santa Ana, CA 92704-7931, 714-830-0200
Office of the Registrar / The Art Institute of California — Sacramento, a campus of Argosy University, 2850 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, 916-830-6320.
Office of the Registrar / The Art Institute of California — San Diego, a campus of Argosy University, 7650 Mission Valley Road, CA 92108.


Office of the Registrar / The Art Institute of California — Silicon Valley, a campus of Argosy University, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400

Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. CORRECTION OF EDUCATIONAL RECORDS

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the 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 his/her 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 will 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 institute.

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

SECTION I. GUIDING PRINCIPLES

The Art Institute recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, 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 Institute’s mission.

SECTION II. SCOPE

This Student Conduct Policy applies to all students and student organizations at The Art Institute.

SECTION III. REACH

The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at College-sponsored activities, student organization sponsored events or in College Housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of each campus, the Policy also shall apply off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

SECTION V. DISCIPLINARY OFFENSES

The offenses listed below are given as examples only. The Art Institute may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty
   a) Plagiarism
   b) Cheating on assignments or examinations
   c) Engaging in unauthorized collaboration on academic work
   d) Taking, acquiring or using test materials without faculty permission
   e) Submitting false or incomplete records of academic achievement;
   f) Altering, forging or misusing a College academic record;
   g) Fabricating or falsifying data, research procedures, or data analysis;
   h) Deceiving the College and/or its officials.

2. Illegal or Unauthorized Possession or Use of Weapons
   a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or college sponsored functions, except where possession is required by law.

3. Sexual Assault or Nonconsensual Contact
   a) Any form of unwanted sexual attention or unwanted sexual contact

4. Threatening, Violent or Aggressive Conduct
   a) Assault, battery or any other form of physical abuse of a student or college employee
   b) Fighting or physical altercation
   c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
   d) Any conduct that threatens the health or safety of another individual one’s own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student

5. Theft, Property Damage and Vandalism
   a) Theft, attempted theft, vandalism/ damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
   b) Extortion
   c) Setting fires, tampering with fire safety and/or fire fighting equipment

6. Disruptive or Disorderly Conduct
   a) Disruptive Behavior such as, interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)
a) Disruptive Classroom Conduct, such as,
   i. Engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
   ii. Use of cell phones and pagers during scheduled classroom times
b) Disorderly Conduct, such as,
   i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials.
   ii. Breach of peace on college property or at any college-sponsored or supervised program.
   iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute and/or its reputation.

7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol
   a. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the college.
   b. Being under the influence of illegal or controlled substances on college property or at any college function.
   c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
   d. Being under the influence of alcohol on college property or at any college function is also prohibited.

8. Verbal Assault, Defamation and Harassment
   a. Verbal abuse of a student or college employee.
   b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
   c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

9. Hazing
   a. Any form of “hazing” and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. “Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.
   b. Willfully providing college officials with false, misleading or incomplete information.
   c. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

10. Falsification
   a. Willfully providing college officials with false, misleading or incomplete information.
   b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

11. Abuse of The Art Institute disciplinary system, including but not limited to:
   a) Failure to obey the summons of a disciplinary body or college official.
   b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.
   c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
   d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
   e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
   f) Failure to comply with the sanctions imposed by the student conduct policy.
   g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

12. Unauthorized Use or Misuse of College Facilities
   a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

13. Violation of Federal or State Laws
   a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions.

14. Insubordination
   a) Persistent or gross acts of willful disobedience or defiance toward college personnel.
   b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties.
   c) Failure to exit during fire drill.
   d) Failure to identify oneself when on college property or at a college-sponsored or supervised functions.
   e) Failure to identify oneself when on college property or at a college-sponsored or supervised functions.

15. Violations of College Rules
   a) Violations by guest of a student on college property.
   b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
   c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area.
   d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook.

16. Failing to conform to the provisions of the code of conduct, as defined by the college.

The above list is illustrative only, and The Art Institute may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS

The Art Institute may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school’s standards and expectations.
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action.
   a) Notice of for violation.
   b) Notice of for violation.
   c) Notice of for violation.
   d) Notice of for violation.
3. Disciplinary Sanctions: The student will be required to complete an educational service and/or counseling, or have restricted privileges.
4. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing.
5. Suspension: Separation of the student from college for a pre-determined period of time.
6. Expulsion: The student will be expelled from The Art Institute immediately.

The student will not be permitted to

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continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.

7. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary material or replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

**SECTION VII. DISCIPLINARY PROCEDURES**

**Complaint**

Any member of The Art Institute community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.

2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute determines that the circumstances do not warrant disclosure of some or all of the facts.

**Search of Student's Property**

Students have no expectation of privacy in their personal property while on campus. The Art Institute reserves the right to search the contents of students’ personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and includes searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

**Notification and Determination of violations that warrant Disciplinary Hearing**

In some cases, involving serious violations, the Chief Conduct Officer or delegate, hereby referred to as “Hearing Officer”, in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.

3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.

4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.

   a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion

   b. The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommendation if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel’s conclusions, any sanctions, and the student’s right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student’s privacy rights.

**Disciplinary Panel**

A Disciplinary Panel may consist of members of the college Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

**Administrative Interim Suspension**

Students may be administratively suspended on an interim basis when:

1. serious allegations are being investigated
2. serious allegations are pending before a disciplinary panel
3. in advance of a disciplinary panel hearing;
4. when a student potentially poses a threat of harm to himself, others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. It must be delivered to the student in writing. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but is to a tool to separate potential adversaries until a reasoned decision can be made.

**SECTION VIII. APPEAL PROCEDURES**

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute policies and procedures.

- **During an appeal**, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision.

- The student must write a letter of appeal in the student’s own words, addressed to the President of The Art Institute or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student’s receipt of the decision.
Students should provide documentation to support the allegations of the appeal.

The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.

The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.

The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.

Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.

Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render the final decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

THE ART INSTITUTE NO HARASSMENT POLICY

The Art Institute is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- Submission to or rejection of such conduct is used as a basis for an academic decision; or
- 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.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Other 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 suggestive 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, genetic marker or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the “Student Grievance Procedure”). Students who have been subjected to sexual violence should also review the Policy Concerning Sexual Violence (and Programs and Procedures Regarding Sexual Assault, available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, 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 subsequent harassment and 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.

THE ART INSTITUTE POLICY CONCERNING SEXUAL VIOLENCE

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The Art Institute. Complaints of sexual violence should be made to the Human Resources Generalist, The Art Institute of California — Hollywood, a campus of Argosy University, 5250 Lankershim Blvd., North Hollywood, CA 91601, 818-299-5100; Human Resources Generalist, The Art Institute of California — Inland Empire, a campus of Argosy University, 674 East Brier Drive, San Bernardino, CA 92408, 909-915-2100; Human Resources Generalist, The Art Institute of California — Los Angeles, a campus of Argosy University, 2900 31st Street, Santa Monica, CA 90405, 310-752-4700; Human Resources Generalist, The Art Institute of California — Orange County, a campus of Argosy University, 3601 West Sunflower Avenue, Santa Ana, CA 92704, 714-830-0200; Human Resources Generalist, The Art Institute of California — Sacramento, a campus of Argosy University, 165
Argosy University, 2850 Gateway Oaks Dr., St. 100, Sacramento, CA 95833, (916) 830-6320; Human Resources Generalist, The Art Institute of California — San Diego, a campus of Argosy University, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400.

2. Providing an escort to ensure the alleged victim can move safely between classes and activities.

3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes.

4. Providing referral to counseling services or providers.

5. Providing academic support services, such as tutoring.

6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

**DISCIPLINARY ACTIONS AND SANCTIONS**

On-campus disciplinary procedures against students will be in accordance with The Art Institute published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Art Institute’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Students who have been subjected to sexual violence are encouraged to review the No Harassment Policy, the Non-Discrimination Policy, the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment and the Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office).

**THE ART INSTITUTE STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Human Resources Generalist, The Art Institute of California — Hollywood, a campus of Argosy University, 5250 Lankershim Blvd., North Hollywood, CA 91601, 818-299-5100; Human Resources Generalist, The Art Institute of California — Inland Empire, a campus of Argosy University, 674 East Brier Drive, San Bernardino, CA 92408, 909-915-2100; Human Resources Generalist, The Art Institute of California — Los Angeles, a campus of Argosy University, 2900 31st Street, Santa Monica, CA 90405, 310-752-4700; Human Resources Generalist, The Art Institute of California — Orange County, a campus of Argosy University, 3601 West Sunflower Avenue, Santa Ana, CA 92704, 714-830-0200; Human Resources Generalist, The Art Institute of California — Sacramento, a campus of Argosy University, 2850 Gateway Oaks Dr., St, 100, Sacramento, CA 95833, (916) 830-6320; Human Resources Generalist, The Art Institute of California — San Diego, a campus of Argosy University, 7650 Mission Valley Road, San Diego, CA 92108, 858-598-1200; Human Resources Generalist, The Art Institute of California — San Francisco, a campus of Argosy University, 1170 Market Street, San Francisco, CA 94102, 415-865-0198; Human Resources Generalist, The Art Institute of California — Silicon Valley, a campus of Argosy University, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The Human Resources Generalist or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence 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. When evaluating complaints of sexual harassment, the Human Resources Generalist or the Dean of Academic Affairs will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Human Resources Generalist or the Dean of Academic Affairs may be appealed by either the complainant or the accused by petitioning the President’s Office of The Art Institute. The written appeal must be made within 20 calendar days of the receipt of the determination letter from Human Resources Generalist or the Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President’s decision shall be final.

5. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or The Art Institute Academic Catalog.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at http://www.ed.gov/ocr.

**ARBITRATION**

Every student and The Art Institute agrees that any dispute or claim between the student 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 a student’s enrollment or attendance at The Art Institute whether such dispute arises before, during, or after the 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. This policy, however, is not intended to modify a student’s right, if any, to file a grievance with any state educational licensing agency.

Either party may elect to pursue arbitration upon written notice to the other party. Such notice must describe the nature of the controversy and the remedy sought. If a party elects to pursue arbitration, it should initiate such proceedings with JAMS, which will serve as the arbitration administrator pursuant to its rules of procedure. JAMS can be contacted as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.
CAMPUS SECURITY

The Art Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Affairs office during regular business hours.

In addition to the annual security report, maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at Student Affairs office. The Art Institute will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

The Art Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

SERVICES AVAILABLE TO STUDENTS

ACADEMIC ADVISING SERVICES

Academic advising is provided by Academic Advisors, Faculty, Academic Department Directors, and the Dean of Academic Affairs. Campus personnel are available to advise students in personal and other nonacademic areas. Advising services are provided on an individual and small group basis to help students deal with concerns or problems so that they may maximize their Art Institute experience.

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 on-campus 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 of California 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 equal access to services, programs and activities at The Art Institute of California. Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at (see address below) of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Student Services.

Disabilities Services Coordinator / The Art Institute of California — Hollywood, a campus of Argosy University, 5250 Lankershim Boulevard, North Hollywood, CA 91601, 818-299-5245

Disabilities Services Coordinator / The Art Institute of California — Inland Empire, a campus of Argosy University, 674 East Brier, San Bernardino, CA 92408.

Disabilities Services Coordinator / The Art Institute of California — Los Angeles, a campus of Argosy University, 2990 31st Street, Santa Monica, CA 90405-3035, 310-752-4700.

Disabilities Services Coordinator / The Art Institute of California — Orange County, a campus of Argosy University, 3601 West Sunflower Avenue, Santa Ana, CA 92704-7931, 714-830-0200.

Disabilities Services Coordinator / The Art Institute of California — Sacramento, a campus of Argosy University, 2850 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, 916-830-6320.

Disabilities Services Coordinator / The Art Institute of California — San Diego, a campus of Argosy University, 7650 Mission Valley Road, CA 92108.

Disabilities Services Coordinator / The Art Institute of California — San Francisco, a campus of Argosy University, 1170 Market Street, San Francisco, CA 94102-4928, 415-865-0198.
Disabilities Services Coordinator / The Art Institute of California — Silicon Valley, a campus of Argosy University, 1120 Kifer Road, Sunnyvale, CA 94086, 408-962-6400

Complaints will be handled in accordance with the campus’ Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

RESIDENTIAL LIFE & HOUSING SERVICES
The Art Institutes are available to assist with student housing in two ways. Campus-sponsored housing is available for enrolled students. The Residential Life & Housing Departments coordinate a variety of activities in campus-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-campus-sponsored housing. Independent housing is available in the vicinity of each campus, but is limited. The Art Institute does not guarantee assistance to students in locating non-campus-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.

Notice of The Art Institute of California’s Policies to Comply with the Higher Education Opportunity Act of 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law.

A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can file criminal charges that can result in fines and imprisonment.

The Art Institute’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. The Art Institute’s policies prohibit use of the EDMC computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files), without permission.
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