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**CATALOG ADDENDUM
REVISIONS TO 2009/2010 CATALOG**

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Admissions Requirements

In order to matriculate at The Art Institute of Charlotte, a student must provide proof of graduation from a high school that is approved by The Art Institute of Charlotte.

Proof of graduation can be in one of the following forms:

- a) An official high-school transcript
- b) General Educational Development (GED) test scores
- c) An official transcript from a nationally or regionally accredited postsecondary school recognized by the U.S. Department of Education that demonstrates completion of an associate's**, bachelor's, master's, or higher degree
- d) An equivalent exam approved in the laws or regulations of a specific state in lieu of the GED
- e) Completion of 150 word essay

The Art Institute of Charlotte utilizes a placement test to assess students' preparedness to take college-level English, math, and computer applications. Applicants must complete placement testing prior to acceptance. Minimum scores on the SAT or ACT may be used in lieu of the placement test. Exceptions will be made for the following:

- A minimum SAT score of 500 - Verbal, 500 - Math
- A minimum ACT score of 19 on applicable sections
- An earned associate's or a bachelor's degree
- Transfer credits for 100-level English and math

The schedule for placement testing is as follows:

- Placement testing is available daily. All placement tests can be scheduled through the Admissions department.

Student Right to Know Act

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program, as published in the catalog, must be made available to current and prospective students. You may obtain this information in the Admissions Office.

Credit for Advanced Placement (AP) Courses

If you participated in AP programs during your secondary school career and passed the applicable examinations, you may be eligible for credit for equivalent courses at The Art Institute of Charlotte. Students must earn a score of 3 or higher on an AP exam. Official copies of AP score reports must be submitted to the Admissions office as part of the application process. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Transferability of Credits

The Art Institute of Charlotte is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, associate's degrees, and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1.202.336.6780.

The Art Institute of Charlotte is licensed to award certificates by the North Carolina State Board of Community Colleges and licensed to award Associate and Bachelor degrees by the Board of Governors of the University of North Carolina. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the United States higher education systems, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The goal of The Art Institute of Charlotte 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 Charlotte 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 Charlotte 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 Charlotte may be transferable into that school's program.

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

Art of Cooking – Certificate

60 Credits, Five 11-week quarters, or 55 weeks

<i>Course No.</i>	<i>Course Name</i>	<i>Credit</i>
CUL107	Concepts & Theories of Culinary Techniques	3
CUL109	Fundamentals of Classical Techniques	6
CUL110	Supervision & Career Development	3
CUL115	American Regional Cuisine	6
CUL119	Menu Management	3
CUL120	Latin Cuisines	3
CUL133	Introduction to Baking and Pastry Techniques	6
CUL203	Garde Manger	6
CUL215	Nutritional Cooking	3
CUL219	Sustainable Purchasing & Controlling Costs	3
CUL228	World Cuisines	3
CUL233	European Cuisines	3
CUL234	A La Carte & Service*	6
CUL235	Asian Cuisines	3
CUL236	Food & Beverage Operation	3

* Minimum of 90 field experience hours for the quarter

Baking & Pastry – Certificate

60 Credits, Five 11-week quarters, or 55 weeks

<i>Course No.</i>	<i>Course Name</i>	<i>Credit</i>
CUL107	Concepts & Theories of Culinary Techniques	3
CUL109	Fundamentals of Classical Techniques	6
CUL110	Supervision & Career Development	3
CUL115	American Regional Cuisine	6
CUL119	Menu Management	3
CUL133	Introduction to Baking and Pastry Techniques	6
CUL134	Artisan Breads and Baking Production	6
CUL135	Advanced Patisserie and Display Cakes	6
CUL136	European Cakes and Tortes	3
CUL137	Chocolate, Confections and Centerpieces	3
CUL215	Nutritional Cooking	3
CUL219	Sustainable Purchasing & Controlling Costs	3
CUL234	A La Carte & Service*	6
CUL236	Food & Beverage Operation	3

* Minimum of 90 field experience hours for the quarter

Culinary Arts – Associate of Applied Science

90 credits, six 11-week quarters, or 66 weeks

<i>Course No.</i>	<i>Course Name</i>	<i>Credit</i>
CUL103	Computer Literacy for Culinary	1

CUL106	Fundamentals of Classical Cooking Techniques	6
CUL107	Concepts & Theories of Culinary Techniques	3
CUL115	American Regional Cuisine	6
CUL120	Latin Cuisine	3
CUL122	Management by Menu	3
CUL132	Introduction to Pastries & Plated Desserts	6
CUL140	Management, Supervision, & Career Preparation	3
CUL203	Garde Manger	6
CUL213	Food and Beverage Operations Management	2
CUL219	Sustainable Purchasing & Controlling Costs	3
CUL221	A La Carte*	6
CUL225	Cuisines of Europe and the Mediterranean	3
CUL226	Cuisines of Asia	3
CUL227	Classical Cuisines	3
CUL231	Contemporary Cuisine	6
CUL232	Capstone	3

* Minimum of 90 field experience hours for the quarter

AAS General Education Requirements

General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
HUM101	Introduction to Humanities	4
MAT100	College Math	4

GE Social and Behavioral Sciences Electives

(Choose 1)

HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4

Related Studies

RS099	Student Success Seminar	0
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Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Culinary Arts Management – Bachelor of Arts

180 credits, twelve 11-week quarters, or 132 weeks

Course No.	Course Name	Credit
CUL106	Fundamentals of Classical Cooking Techniques	6
CUL107	Concepts & Theories of Culinary Techniques	3
CUL115	American Regional Cuisine	6

CUL120	Latin Cuisine	3
CUL122	Management by Menu	3
CUL132	Introduction to Pastries & Plated Desserts	6
CUL140	Management, Supervision, & Career Preparation	3
CUL203	Garde Manger	6
CUL213	Food and Beverage Operations Management	2
CUL219	Sustainable Purchasing & Controlling Costs	3
CUL221	A La Carte*	6
CUL225	Cuisines of Europe and the Mediterranean	3
CUL226	Cuisines of Asia	3
CUL227	Classical Cuisines	3
CUL231	Contemporary Cuisine	6
CUL232	Capstone	3
CUL331	Leadership & Organization Management	3
CUL332	Applied Technology in the Food Service Industry	3
CUL336	Advanced Beverage Management, Oenology and Viticulture	3
CUL340	Human Resource Management & Labor Relations	3
CUL341	Quality Service and Management	3
CUL342	Marketing Applications in the Food Service Industry	3
CUL345	Catering and Event Management	3
CUL350	Legal Issues in Foodservices	3
CUL395	Property & Facilities Management	3
CUL420	Innovation and Entrepreneurship	3
CUL430	Senior Culinary Practicum	8
CUL432	Global Management & Operations in the Hospitality Industry	3
CUL434	Managerial Accounting & Financial Management	3
CUL449	Management Externship	3
Culinary Electives (<i>Choose 4</i>)		
CUL102	Sanitation & Safety	3
CUL108	Dimensions of Culinary Education	3
CUL136	European Cakes and Tortes	3
CUL137	Chocolate, Confections and Centerpieces	3
CUL333	Exploring Wines & the Culinary Arts	3
CUL334	Spirits, Beers, & Brews	3
CUL337	Personal Chef	3
CUL338	Food Styling & Photography	3
CUL344	Retirement Community Management	3
CUL396	Culinary Management in Food Retailing	3
CUL428	History and Culture of Food	3
CUL453	Ethnic Cuisine	3

* Minimum of 90 field experience hours for the quarter

BA General Education Requirements

General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

General Education Electives

GE Humanities and Fine Arts Electives
(Choose 4 – One must be a literature course)

ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4
ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM101	Introduction to Humanities	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

GE Social and Behavioral Sciences Electives
(Choose 3 – One must be a history course)

ECON201	Economics	4
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

GE Natural Sciences and Mathematics Electives
(Choose 3)

MAT201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4
SCI311	Science of Sound	4

Related Studies

RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Culinary Arts Course Descriptions

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

CUL 102*
SANITATION AND SAFETY
(33CH/33LE)

3 quarter credit hours

Sanitation and Safety introduces the student to food and environmental sanitation and safety in a food production area. Attention is focused on food borne illnesses and their origins and on basic safety procedures followed in the foodservice industry. This course is approved by the Federal Food and Drug Administration (FDA) and is recognized by 95 percent of state and local jurisdictions that require training and certification.

(Prerequisites: None)

CUL103**COMPUTER LITERACY FOR CULINARY**

(22CH/11LE, 11LB)

1 quarter credit hour

In this course, students examine basic computer applications used in the hospitality industry, including basic computer hardware and software, word processing, and spreadsheet and menu applications.

(Prerequisites: None)

CUL 106**FUNDAMENTALS OF CLASSICAL COOKING TECHNIQUES**

(110CH/22LE, 88LB)

6 quarter credit hours

The fundamental concepts, skills, and techniques involved in basic cookery are covered in the course. Students learn the preparation of stocks, broths, glazes, soups, thickening agents, the grand sauces, and emulsion sauces. Lectures and demonstrations teach organizational skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, starch cookery, and meat, fish, and poultry cookery are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques.

(Prerequisite: None)

CUL107†**CONCEPTS & THEORIES OF CULINARY TECHNIQUES**

(33CH/33LE)

3 quarter credit hours

The fundamental concepts, theories, and techniques involved in basic cookery are covered in this course. Through discussions and lectures, the how's and why's of culinary procedures, techniques, concepts, and applications are introduced.

(Prerequisite: None)

CUL108***DIMENSIONS OF CULINARY EDUCATION**

(33CH/33LE)

3 quarter credit hours

Dimensions of Culinary Education profiles the hospitality industry and provides a sense of its scope. The primary issues of particular concern to students are addressed and include education, career opportunities and the experience required to pursue those opportunities, and the advantages and disadvantages of working in the hospitality industry. Students develop their communication skills, learn to present and assimilate information logically, make decisions, develop effective study habits, use available resources, improve interpersonal relationships, and increase their professional performance.

(Prerequisites: None)

CUL109†**FUNDAMENTALS OF CLASSICAL TECHNIQUES**

(110CH/22LE, 88LB)

6 quarter credit hours

The fundamental concepts, skills, and techniques involved in basic cookery are covered in the course. Students learn the preparation of stocks, broths, glazes, soups, thickening agents, the grand sauces, and emulsion sauces. Lectures and demonstrations teach organizational skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, starch cookery, and meat, fish, and poultry cookery are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques.

(Prerequisite or Co-requisite: CUL107 Concepts & Theories of Culinary Techniques)

CUL110†**SUPERVISION & CAREER DEVELOPMENT**

(33CH/33LE)

3 quarter credit hours

This is a multifaceted course that focuses on managing people from the hospitality supervisor's viewpoint, and developing job search skills. The management emphasis is on techniques for increasing productivity, controlling labor costs, time management, and managing change. It also stresses effective communication and explains the responsibilities of a supervisor in the food service industry. Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on students assessing their marketable skills, developing a network of contacts, generating interviews, writing a cover letter and resume, preparing for their employment interview, presenting a professional appearance, and interview follow-up.

(Prerequisites: None)

CUL115†

AMERICAN REGIONAL CUISINE

(110CH/22LE, 88LB)

6 quarter credit hours

American Regional Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. Each of the following regions is considered: New England, the Mid-Atlantic, Florida, the Central Plains, the Southwest, the Rocky Mountains, California, the Pacific Northwest, and Hawaii. The course reinforces the knowledge and skills learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills, mise en place, timelines, plate presentation, organization, and teamwork in a production setting are introduced and accentuated.

(Prerequisite: CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL119†

MENU MANAGEMENT

(33CH/33LE)

3 quarter credit hours

The course prepares future food service managers with a clear picture of the role of the menu within food service operations. This course covers topics ranging from menu development and pricing, menu uses in production, service and evaluations. It also includes layout and design. Students will benefit because the understanding that menus are crucial to the success of any foodservice operation, i.e. a planning tool, control document, and a merchandising method for reaching patrons.

(Prerequisite: None)

CUL120†

LATIN CUISINE

(55CH/11LE, 44LB)

3 quarter credit hours

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. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

(Prerequisite: CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL122

MANAGEMENT BY MENU

(33CH/33LE)

3 quarter credit hours

This course prepares students for food service management positions through exploring and defining the important role of menu planning within operations. Topics covered include menu development, menu layout, pricing, evaluation, and facilities design and layout. Students are shown the critical role menus play in food service operations as a planning tool, source of operational information, and a merchandising method for reaching patrons.

(Prerequisite: None)

CUL132

INTRODUCTION TO PASTRIES & PLATED DESSERTS

(110CH/22LE, 88LB)

6 quarter credit hours

Students prepare a variety of cakes and icings and learn to apply a variety of decorating styles and techniques. A variety of creams, custards, puddings, and sauces are studied and prepared. Selection and use of various chocolates used in baking and decorating are examined. Emphasis also is placed on dessert plating and presentation. The student must pass a practical exam.

(Prerequisite: None)

CUL133†**INTRODUCTION TO BAKING & PASTRY TECHNIQUES**

(110CH/22LE, 88LB)

6 quarter credit hours

This course is a combination of theory, lecture, demonstration, and hands-on production to provide an introduction to baking and pastry techniques for use in a commercial kitchen. Special focus is placed on the study of ingredient functions, product identification, and weights and measures as applied to baking and pastry techniques. Instruction is provided on the preparation of yeast-raised dough mixing methods, roll-in dough, pie dough, basic cake mixing methods, fillings, icings, pastry cream, and finishing techniques. Emphasis is also placed on dessert plating and presentation. Students must pass a practical exam.

(Prerequisite: None)

CUL134†**ARTISAN BREADS AND BAKING PRODUCTION**

(110CH/22LE, 88LB)

6 quarter credit hours

Building on previous knowledge from Baking, students learn to mix, shape, bake, store, and distribute handmade breads and rustic-style rolls. Students also learn production speed and increase their proficiency in meeting production deadlines with quality products. Emphasis will be placed on increased use of traditional fermentation methods, such as pre-ferments and sourdough starters as well as specialty flours and equipment, and methods that emphasize flavor, texture, and appearance as well as techniques that increase shelf life.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL133 Introduction to Baking & Pastry Techniques)

CUL135†**ADVANCED PATISSERIE AND DISPLAY CAKES**

(110CH/22LE, 88LB)

6 quarter credit hours

Building on previous knowledge, students learn the preparation and decoration of display pieces and classical and contemporary wedding cakes. Topics covered will include chocolate, sugar, and marzipan; finishing techniques using an air brush, and use of molds and templates. Students will prepare, cost, and price three-dimensional decorations, centerpieces, cakes for special events, and wedding cakes. Topics to be covered will include: small cakes decorated as a whole; cakes finished in molds or rings, and items that can be used for cakes, desserts, or individual pastries. Students will use specialized equipment, practice new presentation methods, and focus on fresh products, simplicity of style, and ease of production.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL133 Introduction to Baking & Pastry Techniques)

CUL136†***EUROPEAN CAKES & TORTES**

(55CH/11LE, 44LB)

3 quarter credit hours

Students will build on methods previously learned in Introduction to Pastry and Baking Techniques and apply those skills into new products to create more elaborate tortes and gateau using complex finishing methods by applying glazes, using decorative sponges, and building multi-component cakes. Topics to be covered include comparison of classical and modern preparations, classical cakes; glazed, iced, molded, and cream-filled tortes, and bombes.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL133 Introduction to Baking & Pastry Techniques)

CUL137†***CHOCOLATE, CONFECTIONS & CENTERPIECES**

(55CH/11LE, 44LB)

3 quarter credit hours

This course introduces students to the principles involved in tempering chocolate, creating chocolate sculptures, forming simple centerpieces, and preparing chocolates and other confections with soft, hard, and liquid centers. Students learn to use both traditional and contemporary production methods in creating confections by hand and with special equipment. Efficient methods to increase productivity in this highly specialized field will be highlighted.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL133 Introduction to Baking & Pastry Techniques)

CUL140**MANAGEMENT, SUPERVISION, & CAREER PREPARATION**

(33CH/33LE)

3 quarter credit hours

This is a multifaceted course that focuses on managing people from the hospitality supervisor's viewpoint, and developing job search skills. The management emphasis is on techniques for increasing productivity, controlling labor costs, time management, and managing change. It also stresses effective communication and explains the responsibilities of a supervisor in the food service industry. Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on students assessing their marketable skills, developing a network of contacts, generating interviews, writing a cover letter and resume, preparing for their employment interview, presenting a professional appearance, and interview follow-up.

(Prerequisite: None)

CUL203†

GARDE MANGER

(110CH/22LE, 88LB)

6 quarter credit hours

This course provides students with skills and knowledge of the 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 introduced. Students must pass a written and practical exam.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL213

FOOD AND BEVERAGE OPERATIONS MANAGEMENT

(22CH/22LE)

2 quarter credit hours

This course addresses front-of-the-house operations and is designed to provide students with an introduction from a managerial perspective of providing exceptional service to increasingly sophisticated and demanding guests. Survey of the world's leading wines classified by type, as well as other distilled beverages. Topics covered include the management and training of personnel to be responsible, professional alcohol servers, product knowledge, the income statement, job descriptions, sales forecasting and cost control. The students will produce a complete dining room and bar operation manual. This project should be saved on diskette or jump drive, as it will be used during Capstone or the development of a business plan.

(Prerequisite: None)

CUL215†

NUTRITIONAL COOKING

(55CH/11LE, 44LB)

3 quarter credit hours

This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and sources of nutrients, including carbohydrates, fats, vitamins, minerals, and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fats. Students also focus on the principles of planning wholesome, nutritionally balanced meals using traditional foods and ingredients. Students will plan, analyze, and prepare menus that meet nutritional guidelines.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series)

CUL219†

SUSTAINABLE PURCHASING & CONTROLLING COSTS

(33CH/33LE)

3 quarter credit hours

This course introduces the student to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an introduction to the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, and food, beverage, and labor cost controls.

(Prerequisite: MAT095 Developmental Math)

CUL 221

À LA CARTE

(110CH/22LE, 88LB)

6 quarter credit hours

Introduces students to the A La Carte kitchen, emphasis is on "a la minute" method of food preparation, plus dining room service standards.

Industry terminology, correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and a la carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food are further explored and examined in light of today's understanding of food, nutrition and presentation. Prior work experience or field study experience requires supervised, verifiable experience in the culinary field with a minimum of 90 work hours in food production. Students are responsible for securing the field experience site and may seek assistance through The Institute. Field Experience is a semi-structured and supervised situation in which students receive basic training and directed work experience in selected entry-level positions consistent with career preference. Emphasis is on job competence, performance, professionalism and work relations. Documentation must be completed during the course.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques, CUL132 Introduction to Pastries & Plated Desserts or Permission of Academic Department Director)

CUL225**CUISINES OF EUROPE & THE MEDITERRANEAN**

(55CH/11LE, 44LB)

3 quarter credit hours

Students prepare, taste, serve, and evaluate traditional regional dishes of Europe and the Mediterranean. Emphasis is placed on ingredients, flavor profiles, preparation, and techniques.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL226**CUISINES OF ASIA**

(55CH/11LE, 44LB)

3 quarter credit hours

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. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL227**CLASSICAL CUISINES**

(55CH/11LE, 44LB)

3 quarter credit hours

Students study and execute variations on classic preparations. The study of classical sauces is emphasized. Classical Haute Cuisine menus are studied, and students examine a comparison of classical versus modern preparations.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL228†**WORLD CUISINES**

(55CH/11LE, 44LB)

3 quarter credit hours

This course emphasizes both the influences and ingredients that create the unique character of selected World cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Spain, Middle East, Turkey, Greece, Africa and India. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL231**CONTEMPORARY CUISINE**

(110CH/33LE, 77LB)

6 quarter credit hours

This course celebrates the culinary styles, restaurants, restaurateurs, and chefs currently in the industry spotlight. Their style, substance, and quality are discussed and examined. During the hands-on production aspect of the class, students have the opportunity to be exposed to specialty produce and products.

(Prerequisites: CUL132 Introduction to Pastries & Plated Desserts, CUL203 Garde Manger, CUL221 A La Carte, or Permission of Academic Department Director)

CUL232**CAPSTONE***(33CH/33LE)**3 quarter credit hours*

Through competencies developed with previous related-studies coursework, students develop a complete business plan for a minimum 100-seat restaurant. The project includes market analysis and marketing strategy, an operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing of standardized recipes, and menu and facilities design. Students have the assistance of a chef/instructor to facilitate the completion of the capstone restaurant project. This course requires a grade of “C” or greater to meet graduation requirements.

(Prerequisites: Permission of Academic Department Director)

CUL233†**EUROPEAN CUISINES***(55CH/11LE, 44LB)**3 quarter credit hours*

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. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL234†**A LA CARTE & SERVICE***(198CH/33LE, 165LB)**6 quarter credit hours*

Introduces students to the A La Carte kitchen, emphasis is on “a la minute” method of food preparation, plus dining room service and standards. Industry terminology, correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and a la carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food are further explored and examined in light of today’s understanding of food, nutrition and presentation. Prior work experience or field study experience requires supervised, verifiable experience in the culinary field with a minimum of 90 work hours in food production. Students are responsible for securing the field experience site and may seek assistance through The Institute. Field Experience is a semi-structured and supervised situation in which students receive basic training and directed work experience in selected entry-level positions consistent with career preference. Emphasis is on job competence, performance, professionalism and work relations. Documentation must be completed during this course.

(Prerequisite: CUL132 Introduction to Pastries & Plated Desserts or Permission of Academic Department Director)

CUL235†**ASIAN CUISINES***(55CH/11LE, 44LB)**3 quarter credit hours*

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. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

(Prerequisite: Sanitation Certificate or successful completion of TAPS series, CUL106 Fundamentals of Classical Cooking Techniques or CUL109 Fundamentals of Classical Techniques)

CUL236†**FOOD & BEVERAGE OPERATION***(33CH/33LE)**3 quarter credit hours*

This course addresses front-of-the-house operations and is designed to provide students with an introduction from a managerial perspective of providing exceptional service to increasingly sophisticated and demanding guests. Survey of the world’s leading wines classified by type, as well as other distilled beverages. Topics covered include the management and training of personnel to be responsible, professional alcohol servers, product knowledge, the income statement, job descriptions, sales forecasting and cost control. The students will produce a complete dining room and bar operation manual. This project should be saved on diskette or jump drive, as it will be used during Capstone or the development of a business plan.

(Prerequisite: None)

CUL331**LEADERSHIP & ORGANIZATION MANAGEMENT***(33CH/33LE)**3 quarter credit hours*

This class covers leadership, organizational management and culture, and the relationship to current organizations. Operating businesses in today's market means possessing the skills to communicate, critically analyze, and grow beyond the management role in order to bring an operation to its highest level of success. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are the hallmarks of the course.

(Prerequisites: CUL140 Management, Supervision, & Career Preparation)

CUL332**APPLIED TECHNOLOGY IN THE FOOD SERVICE INDUSTRY***(44CH/22LE, 22LB)**3 quarter credit hours*

This course concentrates on current technology and technological issues for the future as they apply to the foodservice industry. Students learn to use a Point-of-Sale system as a foodservice management tool and analyze reports that are generated with the POS system.

(Prerequisites: None)

CUL333***EXPLORING WINES AND THE CULINARY ARTS***(33CH/33LE)**3 quarter credit hours*

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

(Prerequisites: None)

CUL334***SPIRITS, BEERS, & BREWS***(33CH/33LE)**3 quarter credit hours*

This is an introductory course that provides the student with a basic understanding of the main types of spirits, beers, and saké used in the hospitality industry. Emphasis is given to methods of production, raw materials, origin, and other factors as they affect price, quality and style. Students are exposed to the terminology pertinent to the industry.

(Prerequisites: None)

CUL336**ADVANCED BEVERAGE MANAGEMENT, OENOLOGY AND VITICULTURE***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course, students learn about opportunities in beverage management and emerging trends and challenges in managing a bar, lounge, or foodservice establishment. Advanced concepts in wine storage, purchasing, and wine as an investment are discussed. Students study the science of wine making including cultivation, harvesting, fermenting, aging, bottling, shipping, and marketing of wine and other distillates. Through research and tastings, students develop an appreciation of the different types of wine and learn the common criteria by which wines in the different regions of the world are evaluated. *(Prerequisites: CUL213 Food and Beverage Operations Management)*

CUL337***PERSONAL CHEF***(33CH/33LE)**3 quarter credit hours*

In this course, students will learn the fundamentals of being a personal chef including the writing of menus, shopping lists, equipment lists, and preparation in limited space. There will be a major emphasis placed on oral presentation, the marketing of oneself, and the preservation of good

will. The interview process will be covered and practiced via mock interviews. Portfolios will be developed and used for the final interview. Menus will be researched, planned, and cooked based on hypothetical scenarios.

(Prerequisites: None)

CUL338***FOOD STYLING & PHOTOGRAPHY**

(44CH/22LE, 22LB)

3 quarter credit hours

This class is designed to learn to make food look beautiful under hot lights. Students learn from experienced seasoned veterans in food photography as they study food manipulation and how the camera views such pieces of art. Students will learn about balance, harmony and special techniques used with these types of props and photography.

(Prerequisites: None)

CUL340**HUMAN RESOURCE MANAGEMENT & LABOR RELATIONS**

(33CH/33LE)

3 quarter credit hours

This course covers the wide spectrum of Human Resources in which foodservice professionals interact. The class includes examinations of employment laws, recruitment and selection, compensation, evaluation, training, labor issues, retention, employee safety, diversity, and ethics. Students gain an understanding of how to create an environment where employees can thrive and advance in their skills and add productivity to hospitality operations.

(Prerequisites: CUL140 Management, Supervision, & Career Preparation)

CUL341**QUALITY SERVICE AND MANAGEMENT**

(33CH/33LE)

3 quarter credit hours

This class will examine the role of service in the food service industry and explore how to give quality customer service. Service systems and training programs in quality operations will be examined through the use of case studies and hypothetical scenarios. The course will cover employee training and development from both a strategic and operational perspective.

(Prerequisites: CUL213 Food and Beverage Operations Management)

CUL342**MARKETING APPLICATIONS IN THE FOOD SERVICE INDUSTRY**

(33CH/33LE)

3 quarter credit hours

This class covers theories behind successful marketing strategies and plans. The student develops a marketing plan to target foodservice consumers. The menu is examined as the primary marketing tool and the class produces various types of advertisements and promotional pieces for a hypothetical foodservice establishment.

(Prerequisites: None)

CUL344***RETIREMENT COMMUNITY MANAGEMENT**

(33CH/33LE)

3 quarter credit hours

This course is designed to explore the emerging field of the retirement communities and ever expanding senior population. Emphasis will be placed on demographics, segmentation of assisted living communities, nutritional, legal, and medical concerns, private and public companies serving this market.

(Prerequisites: None)

CUL345**CATERING AND EVENT MANAGEMENT**

(33CH/33LE)

3 quarter credit hours

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: Permission of Academic Department Director)

CUL350**LEGAL ISSUES IN FOODSERVICES**

(33CH/33LE)

3 quarter credit hours

Students in this course study the regulations and statutes governing the foodservice industry. The course is designed to give the student an overview of legal issues arising in the foodservice environment using both a historical perspective and present-day applications. Students analyze foodservice cases and use problem-solving techniques to determine possible outcomes.

(Prerequisites: CUL140 Management, Supervision, & Career Preparation)

CUL395**PROPERTY & FACILITIES MANAGEMENT**

(44CH/22LE, 22LB)

3 quarter credit hours

This course introduces the various engineering systems commonly associated with the hospitality industry: Heating, ventilating, air-conditioning, plumbing, electrical, emergency systems, housekeeping, risk management, waste management, water systems, energy management, and cost and operating efficiencies. Emphasis is placed on preventive maintenance programs, safety regulations, building requirements, and energy conservation.

(Prerequisites: None)

CUL396***CULINARY MANAGEMENT IN FOOD RETAILING**

(33CH/33LE)

3 quarter credit hours

The course presents the current intricacies of product marketing as it applies to Home Meal Replacement and shelf-stable products. This includes product production, selling and marketing concepts, marketing-mix factors, decision-making on product distribution, clientele and purchasing processes, market segmentation and competition, and environmental forces that affect the areas of the deli, bakery, health food arena and gourmet food stores.

(Prerequisites: None)

CUL420**INNOVATION AND ENTREPRENEURSHIP**

(33CH/33LE)

3 quarter credit hours

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

(Prerequisite: Permission of Academic Department Director)

CUL428***HISTORY AND CULTURE OF FOOD**

(33CH/11LE, 22LB)

3 quarter credit hours

This course provides students with a sound foundation in the history and culture of food. Students focus on the chronological evolution of food history and culture from prehistory to present day. Particular emphasis is placed on critical discoveries and noted events in food history with the main group project tailored toward developing menus from notable periods in food history. Students wishing to probe deeper into specific periods or geographic regions are provided with supplemental research information.

(Prerequisites: CUL111 American Regional Cuisines, CUL225 Cuisines of Europe & the Mediterranean, CUL226 Cuisines of Asia, CUL227 Classical Cuisines)

CUL430**SENIOR CULINARY PRACTICUM**

(183CH/33LE, 150LB)

8 quarter credit hours

This is a practical capstone course in which students demonstrate Culinary Arts skills and the management theories of Culinary Arts Management.

Students collaborate on a theme, menu, staffing schedule, marketing plan, budget and procurement schedule, and prepare and serve a multicourse, à la carte dinner to the public in the dining lab during each quarter. This is the final project of the Bachelor's degree program in Culinary Arts Management.

(Prerequisites: Permission of Academic Department Director)

CUL432
GLOBAL MANAGEMENT & OPERATIONS IN THE HOSPITALITY INDUSTRY

(33CH/33LE)

3 quarter credit hours

This course is designed to review the previous Culinary Arts Management courses and apply principles and theories to the global marketplace. The globalization of the Hospitality Industry has created an increasing need for competent and qualified managers of international hospitality operations. The class examines the social, cultural, political, and economic environment within which international hospitality operators compete for survival and growth.

(Prerequisites: Permission of Academic Department Director)

CUL434
MANAGERIAL ACCOUNTING & FINANCIAL MANAGEMENT

(33CH/33LE)

3 quarter credit hours

In this course, students examine the uses of internal accounting information to make business decisions in the management of a foodservice operation. Students discuss topics such as cost concepts and behavior, planning and controlling costs using budget techniques, and cost-volume analysis. *(Prerequisites: CUL219 Sustainable Purchasing & Controlling Costs)*

CUL449
MANAGEMENT EXTERNSHIP

(98CH/8LE, 90IN)

3 quarter credit hours

This course is designed to allow students to observe and participate in the supervisory operation of a successful foodservice business. Students apply their professional skills in an effort to gain experience to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality management skills.

(Prerequisites: Permission of Academic Department Director)

CUL453*
ETHNIC CUISINE

(33CH/33LE)

3 quarter credit hours

This course is an in-depth study of the various ethnic cuisines of the world. Advanced hands-on techniques are utilized in the production of ethnic menus. Students will research, prepare a menu, recipes, and job assignments for fellow classmates based on various ethnic cuisines, including but not limited to soul food, American Indian food, Alaskan Indian food, kosher cuisine, vegetarian cuisine, Hindu cuisine, Muslim cuisine, as well as Anglo Saxon religious foods. Hands-on experience is attained in the preparation of menus for various cultural events in each of the ethnic studies. Cultural implications in the preparation of foods and the selection of menus are emphasized. Plate presentation, mise en place, organization, and utilizing the fundamental techniques of cooking are reinforced at all times.

(Prerequisites: CUL231 Contemporary Cuisine)

† *Certificate program classes are by Permission of Academic Department Director.*

**Course electives for Bachelor program.*

Digital Filmmaking & Video Production – Associate of Applied Science

90 Credits, six 11-week quarters, or 66 weeks

Course No.	Course Name	Credit
DFP102	Fundamentals of Video Production	3
DFP103	Intermediate Video Production	3

DFP104	Fundamentals of Audio Production	3
DFP105	Fundamentals of Editing	3
DFP106	Lighting	3
DFP108	Conceptual Story Telling	3
DFP201	Digital Cinematography	3
DFP202	Fundamentals of Scriptwriting	3
DFP203	Fundamentals of Producing/Directing	3
DFP204	Intermediate Audio	3
DFP205	Intermediate Editing	3
DFP209	Electronic Field Production	3
DFP210	Studio Production	3
DFP217	Fundamentals of Web Design	3
DFP222	DVD Authoring	3
DFP237	Motion Graphics I	3
DFP303	Short Media Production	3
DFP305	Advanced Editing	3
DFP314	Portfolio	3
GD113	Color Theory	3
GD121	Image Manipulation	3
PH101	Principles of Photography	3

AAS General Education Requirements
General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
HUM101	Introduction to Humanities	4
MAT100	College Math	4

GE Social and Behavioral Sciences Electives
(Choose 1)

HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4

Related Studies

RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Digital Filmmaking & Video Production – Bachelor of Arts
180 credits, twelve 11-week quarters, 132 weeks

Course No.	Course Name	Credit
DFP100	Survey of Digital Filmmaking	4
DFP102	Fundamentals of Video Production	3

DFP103	Intermediate Video Production	3
DFP104	Fundamentals of Audio Production	3
DFP105	Fundamentals of Editing	3
DFP106	Lighting	3
DFP108	Conceptual Storytelling	3
DFP201	Digital Cinematography	3
DFP202	Fundamentals of Scriptwriting	3
DFP203	Fundamentals of Producing/Directing	3
DFP204	Intermediate Audio	3
DFP205	Intermediate Editing	3
DFP209	Electronic Field Production	3
DFP210	Studio Production	3
DFP217	Fundamentals of Web Design	3
DFP222	DVD Authoring	3
DFP237	Motion Graphics I	3
DFP300	Scriptwriting	3
DFP302	Media Business Practices & Law	4
DFP303	Short Media Production	3
DFP304	Sound Design	3
DFP305	Advanced Editing	3
DFP306	Multi Camera Production	3
DFP307	Fundamentals of Animation	3
DFP308	Motion Graphics II	3
DFP310	Senior Project Preparation	3
DFP311	Audio Post Production	3
DFP312	Acting & Directing	3
DFP400	Senior Project Production	3
DFP402	Compositing	3
DFP410	Senior Project Post Production	3
DFP412	Media Delivery Systems & Distribution	3
DFP415	Portfolio Preparation	3
DFP420	Media Production	3
DFP425	Senior Portfolio & Defense	3
GD113	Color Theory	3
GD121	Image Manipulation	3
PH101	Principles of Photography	3
Digital Filmmaking Electives (<i>Choose 2</i>)		
DFP235	Team Production	3
DFP431	Digital Documentary Production	3
DFP432	Special Effects for Digital Filmmaking	3
DFP433	Advanced Sound Design	3
BA General Education Requirements		
General Education Core Courses		
Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4
General Education Electives		
GE Humanities and Fine Arts Electives		
<i>(Choose 4 – One must be a literature course)</i>		
ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4

ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM101	Introduction to Humanities	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

GE Social and Behavioral Sciences Electives

(Choose 3 – One must be a history course)

ECON201	Economics	4
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

GE Natural Sciences and Mathematics Electives

(Choose 3)

MAT201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4
SCI311	Science of Sound	4

Related Studies

IN402	Internship	2
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Digital Filmmaking & Video Production Course Descriptions

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

DFP100
SURVEY OF DIGITAL FILMMAKING & VIDEO PRODUCTION

(44CH/44LE)

4 quarter credit hours

This course will present a survey of the Digital Filmmaking & Video Production industries. It will focus on entry-level jobs and career paths, as well as the responsibilities and skills necessary for success. Students will also explore media's impact on society and gain an overview of the program.

(Prerequisites: None)

DFP102**FUNDAMENTALS OF VIDEO PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

Students will study the technical terms of video production and learn to operate basic video production equipment using typical industry techniques.

(Prerequisites: None)

DFP103**INTERMEDIATE VIDEO PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course introduces the student to the digital video camera as a technical and creative tool for communication. Students will recognize the principles of visual design for motion pictures, develop their ability to evaluate the visual potential of locations, interpret the technical requirements of motion picture photography, and operate professional video cameras.

(Prerequisites: DFP102 Fundamentals of Video Production)

DFP104**FUNDAMENTALS OF AUDIO**

(44CH/22LE, 22LB)

3 quarter credit hours

This course addresses the principles of recording sound and covers the study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. The role of sound in media production is explained and exemplified.

(Prerequisites: None)

DFP105**FUNDAMENTALS OF EDITING**

(44CH/22LE, 22LB)

3 quarter credit hours

This course introduces the student to the editing of visuals and sound. The course covers using video recorders and players and the techniques of dubbing, assembling, and inserting visuals from source to record.

(Prerequisites: None)

DFP106**LIGHTING**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, 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 will be addressed.

(Prerequisites: None)

DFP108**CONCEPTUAL STORYTELLING**

(44CH/22LE, 22LB)

3 quarter credit hours

The course 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.

(Prerequisites: None)

DFP201**DIGITAL CINEMATOGRAPHY**

(44CH/22LE, 22LB)

3 quarter credit hours

This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions will cover the general

concepts and principles of camera moves and lighting techniques. Focus will be placed on applying lighting techniques to create the desired visual effects.

(Prerequisites: DFP105 Fundamentals of Editing)

DFP202**FUNDAMENTALS OF SCRIPTWRITING**

(44CH/22LE, 22LB)

3 quarter credit hours

Students explore the writing and creative elements needed to create scripts. Emphasis is on format, structure, and character development. They will also acquire knowledge of all elements from research to proposal to treatment to script.

(Prerequisites: DFP108 Conceptual Storytelling)

DFP203**FUNDAMENTALS OF PRODUCING & DIRECTING**

(44CH/22LE, 22LB)

3 quarter credit hours

It is an art in itself to organize and direct digital filmmaking & video production. This course focuses on the production processes and performances from the perspectives of a producer and director and develops the student's talent for this unique form of art.

(Prerequisites: DFP103 Intermediate Video Production)

DFP204**INTERMEDIATE AUDIO**

(44CH/22LE, 22LB)

3 quarter credit hours

This course 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.

(Prerequisites: DFP104 Fundamentals of Audio)

DFP205**INTERMEDIATE EDITING**

(44CH/22LE, 22LB)

3 quarter credit hours

This course will focus on the postproduction experience using non-linear editing software. Students can learn to utilize creative problem-solving skills through editing. Approach, pace, tone, and rhythm of sequences are explored.

(Prerequisites: DFP105 Fundamentals of Editing)

DFP209**ELECTRONIC FIELD PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

Students are immersed in the process of professional video field production in two styles: ENG (Electronic News Gathering) and EFP (Electronic Field Production). News encompasses on-the-spot coverage and storytelling in a spur-of-the-moment reporting format. The class will also examine EFP single-camera location shooting as expressed in documentaries, corporate projects, or commercials.

(Prerequisites: DFP102 Fundamentals of Video Production, DFP105 Fundamentals of Editing)

DFP210**STUDIO PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course 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. Students will produce their own studio multi-camera program.

(Prerequisites: DFP102 Fundamentals of Video Production, DFP105 Fundamentals of Editing)

DFP217**FUNDAMENTALS OF WEB DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

Focused on the design of web pages, this course covers the fundamentals of encoding techniques and designing features for web pages. Students can learn to construct a web page with dynamic media content.

(Prerequisites: GD121 Image Manipulation)

DFP222**DVD AUTHORIZING**

(44CH/22LE, 22LB)

3 quarter credit hours

An introduction to creating interactive DVD titles. This course will focus on production techniques of DVD authoring, proofing, and pre-mastering.

(Prerequisites: DFP205 Intermediate Editing, GD121 Image Manipulation)

DFP235***TEAM PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

A special topic production course in which students work in teams to plan, design, develop and execute a media production project. Guided by a faculty member, students set up realistic production goals and work toward full achievement of such goals. Emphasis is placed upon the complete production process, team interactivities, the psychology of work group cooperation and accomplishments. This is a capstone portfolio class.

(Prerequisites: Permission of Academic Department Director)

DFP237**MOTION GRAPHICS I**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, 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. Students not only produce graphics but also apply them to media content design.

(Prerequisites: DFP205 Intermediate Editing, GD121 Image Manipulation)

DFP300**SCRIPTWRITING**

(44CH/22LE, 22LB)

3 quarter credit hours

Students write two polished scripts in two different areas or genres for subsequent production courses. The business side of the different scripting fields is also explored.

(Prerequisites: DFP202 Fundamentals of Scriptwriting)

DFP302**MEDIA BUSINESS PRACTICES & LAW**

(44CH/22LE, 22LB)

4 quarter credit hours

This course covers the multiple facets of media business. Topics of learning include business plans, production budgets, business proposals, business contracts, business ethics, government regulations, copyright and other business laws, etc. Course materials are covered through lecture, discussion, research, writing, and presentation.

(Prerequisite: DFP203 Fundamentals of Producing and Directing)

DFP303**SHORT MEDIA PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course 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, and dramatic content for multiple delivery platforms.

(Prerequisites: DFP209 Electronic Field Production)

DFP304**SOUND DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

This course 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.

(Prerequisites: DFP204 Intermediate Audio)

DFP305**ADVANCED EDITING**

(44CH/22LE, 22LB)

3 quarter credit hours

Focused on advanced editing systems and methods, this course enables students to process audio and video elements in media content and organize such content for total effect and final delivery. Students apply a comprehensive set of critical and evaluative skills to make sound judgment calls and sophisticated editing decisions.

(Prerequisites: DFP205 Intermediate Editing)

DFP306**MULTI CAMERA PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

Synchronizing multiple cameras and equipment, students work in teams to execute a production, typically of a live performance or function. Emphasis is placed on operating multiple pieces of equipment simultaneously and working as a production team.

(Prerequisites: DFP210 Studio Production)

DFP307**FUNDAMENTALS OF ANIMATION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course introduces the basic concepts and techniques of animation. Students will focus on the basics of 2D animation and, using 2D animation software, generate a 10-second 2D animation work.

(Prerequisites: DFP237 Motion Graphics I)

DFP308**MOTION GRAPHICS II**

(44CH/22LE, 22LB)

3 quarter credit hours

Explore the disciplines used in finalizing a digital film or video project using compositing software. The class reinforces compositing concepts, techniques and vocabulary from previous classes and introduces more sophisticated tools and techniques. Technical skills utilized will include advanced compositing techniques, typography, animation, and design.

(Prerequisites: DFP237 Motion Graphics I)

DFP310**SENIOR PROJECT PREPARATION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course initiates a three-quarter long comprehensive project which will be integral to students' final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, digital film in a chosen genre. Committee and/or faculty will approve the project content and genre of the digital film. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

(Prerequisites: DFP302 Media Business Practices & Law)

DFP311**AUDIO POST PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

This postproduction audio class requires students to bring together appropriate sonic elements for a final production. This will include Foley, automatic dialogue replacement, editing of music, and sound sweetening. Once all the sound is locked, the student will mix down to a final audio format, which can then be incorporated with picture into an industry standard format.

(Prerequisites: DFP204 Intermediate Audio)

DFP312**ACTING & DIRECTING***(44CH/22LE, 22LB)**3 quarter credit hours*

This course exposes students to the role and responsibilities of a director in helping actors bring their characters to life. Acting fundamentals will be studied through classroom exercises, assignments, observations, and critiques. In addition, this course helps students understand the process of reading a script, conceiving a vision, and communicating it to cast members to enhance performance.

(Prerequisites: DFP203 Fundamentals of Producing & Directing)

DFP314**PORTFOLIO***(44CH/22LE, 22LB)**3 quarter credit hours*

This course allows each student to determine and design the final organization and presentation of the graduation portfolio. Each student is expected to verbally present the portfolio and address audience questions as a format of defense.

(Prerequisite: Permission of Academic Department Director)

DFP400**SENIOR PROJECT PRODUCTION***(44CH/22LE, 22LB)**3 quarter credit hours*

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 classes determined by the instructor.

(Prerequisites: DFP310 Senior Project Preparation)

DFP402**COMPOSITING***(44CH/22LE, 22LB)**3 quarter credit hours*

Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscoping, match moving, keying, and layering to finalize their multiple source projects.

(Prerequisites: DFP308 Motion Graphics II)

DFP410**SENIOR PROJECT POST PRODUCTION***(44CH/22LE, 22LB)**3 quarter credit hours*

This course concludes the three-quarter long comprehensive project begun in Senior Project Preparation and created in Senior Project Production. Students will employ cumulative skills to post produce a significant, sophisticated digital film in a chosen genre.

(Prerequisites: DFP400 Senior Project Production)

DFP412**MEDIA DELIVERY SYSTEMS AND DISTRIBUTION***(44CH/22LE, 22LB)**3 quarter credit hours*

This course 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.

(Prerequisites: DFP222 DVD Authoring)

DFP415**PORTFOLIO PREPARATION***(44CH/22LE, 22LB)**3 quarter credit hours*

In this first portfolio course, students will assess personal strengths to establish a career goal and decide how to organize their digital filmmaking and video production work in a graduation portfolio. Guided by a faculty or a team of faculty, each student assembles a preliminary portfolio and identifies areas for more work and/or content enhancement.

(Prerequisites: Permission of Academic Department Director)

DFP420**MEDIA PRODUCTION WORKSHOP**

(44CH/22LE, 22LB)

3 quarter credit hours

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.

(Prerequisites: DFP209 Electronic Field Production)

DFP425**SENIOR PORTFOLIO & DEFENSE**

(44CH/22LE, 22LB)

3 quarter credit hours

Built on the preliminary collection of work from Portfolio Preparation, this course allows each student to determine and design the final organization and presentation of the graduation portfolio. Each student is expected to verbally present the portfolio and address audience questions as a format of defense. This course requires a grade of "C" or above in order to pass or receive credit.

(Prerequisites: DFP415 Portfolio Preparation)

DFP431***DIGITAL DOCUMENTARY PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

In this special topic course, students work in teams to produce a digital documentary film. Using an original or adapted script, students must plan out the whole process of production but may choose to produce one or more episodes of the long-form work.

(Prerequisites: Permission of Academic Department Director)

DFP432***SPECIAL EFFECTS FOR DIGITAL FILMMAKING**

(44CH/22LE, 22LB)

3 quarter credit hours

Built upon advanced editing and compositing skills, this course focuses on designing and creating special effects for digital film and video. Special effect elements are employed to enhance storytelling and the overall communication process.

(Prerequisites: DFP308 Motion Graphics II)

DFP433***ADVANCED SOUND DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

This course explores the methods and techniques adopted by digital film and television production professionals in the final design and multi-track mixing process. Students will focus on automated dialogue replacement, sound effects creation, and the final layering and mixing process.

(Prerequisites: DFP304 Sound Design)

**Course electives for Bachelor program.*

Fashion Retailing – Certificate

48 Credits, four 11-week quarters, or 44 weeks

Course No.	Course Name	Credit
FM122	Forecasting Trends	3
FM202	Visual Merchandising I	3

FM203	Merchandise Marketing	3
FM204	Retail Management	3
FM212	Buying I	3
FM213	Textiles	3
FM222	Buying II	3
FM232	Event Promotion	3
FM233	Garment Production	3
FM307	Survey of Fashion Designers	3
FM309	Principles of Advertising	3
FM311	Consumer Behavior	3
FM338	Apparel Evaluation	3
FM420	Special Topics in Fashion Marketing	3
FM432	Professional Selling	3
RS204	Principles of Marketing	3

Fashion Marketing – Associate of Applied Science

90 credits, six 11-week quarters, or 66 weeks

Course No.	Course Name	Credit
FM103	Fashion Product Knowledge	3
FM111	History of Art and Fashion	3
FM114	Fashion Presentation	3
FM121	Fashion Industry Survey	3
FM122	Forecasting Trends	3
FM123	Fashion Coordination	3
FM202	Visual Merchandising I	3
FM203	Merchandise Marketing	3
FM204	Retail Management	3
FM212	Buying I	3
FM213	Textiles	3
FM223	Entrepreneurship	3
FM232	Event Promotion	3
FM233	Garment Production	3
FM235	Portfolio	3
FRM4073	Fundamentals of Web Design	3
GD101	Drawing & Perspective	3
GD102	Fundamentals of Design	3
GD113	Color Theory	3
GD121	Image Manipulation	3
GD125	Art & Design Concepts	3

AAS General Education Requirements

General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
HUM101	Introduction to Humanities	4
MAT100	College Math	4

GE Social and Behavioral Sciences Electives

(Choose 1)

HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4

HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4

Related Studies

IN201A	Internship	3
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Fashion Marketing & Management – Bachelor of Arts
180 credits, twelve 11 week quarters, 132 weeks

Course No.	Course Name	Credit
FM103	Fashion Product Knowledge	3
FM111	History of Art and Fashion	3
FM114	Fashion Presentation	3
FM121	Fashion Industry Survey	3
FM122	Forecasting Trends	3
FM123	Fashion Coordination	3
FM200	Fashion Sketching	3
FM202	Visual Merchandising I	3
FM203	Merchandise Marketing	3
FM204	Retail Management	3
FM211	Visual Merchandising II	3
FM212	Buying I	3
FM213	Textiles	3
FM222	Buying II	3
FM223	Entrepreneurship	3
FM232	Event Promotion	3
FM233	Garment Production	3
FM307	Survey of Fashion Designers	3
FM309	Principles of Advertising	3
FM311	Consumer Behavior	4
FM312	Business Law	4
FM328	Fashion Styling	3
FM338	Apparel Evaluation	3
FM411	Portfolio	3
FM432	Professional Selling	3
FRM4003	Human Resource Management	3
FRM4013	Product Development	3
FRM4043	Public Relations & Promotion	3
FRM4053	Principles of Marketing Research	3
FRM4073	Fundamentals of Web Design	3
GD101	Drawing & Perspective	3
GD102	Fundamentals of Design	3
GD113	Color Theory	3
GD121	Image Manipulation	3
GD125	Art & Design Concepts	3
GD223	Photography Techniques	3

RS204	Principles of Marketing	3
RS308	Business Accounting	3
Fashion Electives (<i>Choose 2</i>)		
FM319	Cosmetic Marketing	3
FM410	Direct Marketing	3
FM420	Special Topics in Fashion Marketing	3
FM421	Fashion Journalism	3

BA General Education Requirements
General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

General Education Electives
GE Humanities and Fine Arts Electives
(Choose 4 – One must be a literature course)

ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4
ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM101	Introduction to Humanities	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

GE Social and Behavioral Sciences Electives
(Choose 3 – One must be a history course)

ECON201	Economics	4
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

GE Natural Sciences and Mathematics Electives
(Choose 3)

MAT201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4

SCI311	Science of Sound	4
Related Studies		
IN402	Internship	2
RS090	Computer Applications	0
RS099	Student Success Seminar	0
Developmental Studies		
ENG090	Developmental English	4
MAT095	Developmental Math	4

Fashion Marketing & Management Course Descriptions

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

FM103

FASHION PRODUCT KNOWLEDGE

(44CH/22LE, 22LB)

3 quarter credit hours

Students study fashion industry terminology as a basis for understanding product knowledge in the fashion retail industry. Attention is given to non-textile items such as trims, silhouettes, accessories, and finishes. Origins of terminology are explored in relation to social and cultural environments.

(Prerequisites: None)

FM111

HISTORY OF ART AND FASHION

(44CH/22LE, 22LB)

3 quarter credit hours

Students explore the development of clothing from the ancient world to the present and examine the influences of art periods on fashion. Theatrical and special effects costuming in the various periods are studied. Additional focus is placed on the design characteristics, markets, and lifestyles of leading designers from 1900 to present.

(Prerequisites: None)

FM114

FASHION PRESENTATION

(44CH/22LE, 22LB)

3 quarter credit hours

Students learn to incorporate the principles and elements of design in order to arrange images and text creatively through the use of marker renderings, a grid system for multi-component layouts, and computer software. Design projects include theme, concept boards, fashion catalogs, and direct mailers. NOTE: Fashion majors must complete this course before enrolling in GD 125 Art and Design Concepts.

(Prerequisites: None)

FM121

FASHION INDUSTRY SURVEY

(44CH/22LE, 22LB)

3 quarter credit hours

This survey course gives students an overview of the fashion industry and various careers within the industry. Students explore domestic and foreign markets as well as consumer characteristics which influence the market. Students research specific work environments in the local market leading to the selection of a potential work-internship site.

(Prerequisites: None)

FM122†

FORECASTING TRENDS

(44CH/22LE, 22LB)

3 quarter credit hours

This course explores how fashion professionals analyze, plan, and project fashion trends. Students learn forecasting and complete an analysis of its importance and how it relates to all fashion industries. Students also examine current trends in both domestic and foreign markets.

(Prerequisites: GD121 Image Manipulation)

FM123**FASHION COORDINATION**

(44CH/22LE, 22LB)

3 quarter credit hours

Students explore the aesthetics of fashion and the responses evoked by color theme, style, and design. The course includes an overview of body shapes and silhouettes appropriate for various shapes. Students also learn the basics of copywriting as a vehicle for generating an aesthetic response in consumers.

(Prerequisites: GD102 Fundamentals of Design)

FM200**FASHION SKETCHING**

(44CH/22LE, 22LB)

3 quarter credit hours

The ability of potential designers to be able to sketch their ideas prior to producing is essential in the world of fashion. This class is designed to develop techniques which will enable the student to communicate ideas, moods, and details of a garment, while learning body proportions and the use of croquis.

(Prerequisites: FM121 Fashion Industry Survey, GD101 Drawing and Perspective)

FM202†**VISUAL MERCHANDISING I**

(44CH/22LE, 22LB)

3 quarter credit hours

Students are introduced to visual merchandising techniques as applied to retail interiors and exteriors. Emphasis is placed on understanding the philosophy and psychology of visual presentations as well as the impact of visuals on the retail industry. Students will actively observe, critique, and design visual presentations.

(Prerequisites: FM121 Fashion Industry Survey)

FM203†**MERCHANDISE MARKETING**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, students examine the concept of advertising and salesmanship. Emphasis is placed on the principles and procedures of advertising, selling techniques, and steps in the sales process.

Students explore e-commerce and virtual shopping environments and applications of technology in the retailing industry.

(Prerequisites: FM121 Fashion Industry Survey)

FM204**RETAIL MANAGEMENT**

(44CH/22LE, 22LB)

3 quarter credit hours

Students obtain the requisite management skills to make decisions successfully, set goals, and train, direct, and motivate employees. Attention is given to the value of diversity and of developing sensitivity to the needs of various groups and individuals. Leadership styles are explored within the context of management needs at varying levels.

(Prerequisites: FM121 Fashion Industry Survey)

FM211**VISUAL MERCHANDISING II**

(44CH/22LE, 22LB)

3 quarter credit hours

Students participate in hands-on, practical application of the principles of visual merchandising. Students study and execute two-dimensional and three-dimensional visual presentations in the classroom as they relate to the retail environment.

(Prerequisites: GD121 Image Manipulation, FM202 Visual Merchandising I, FM121 Fashion Industry Survey)

FM212†**BUYING I***(44CH/22LE, 22LB)**3 quarter credit hours*

This course presents an analysis of the buyer's role in department and specialty stores and resident buying offices. Students thoroughly examine the buyer's merchandising responsibilities and study buying practices including research, planning, and forecasting. The research and planning in this course constitute the foundation for work in Buying II.

(Prerequisites: MAT100 College Math, FM121 Fashion Industry Survey)

FM213†**TEXTILES***(44CH/22LE, 22LB)**3 quarter credit hours*

This course explores textiles from fiber to finished fabric. Characteristics of the final product are addressed in relation to its intended use. Students also examine textile sources and the fundamental operations of the textile industry.

(Prerequisites: FM121 Fashion Industry Survey)

FM222†**BUYING II***(44CH/22LE, 22LB)**3 quarter credit hours*

This course gives the student strategies and formulas necessary to develop and implement a six-month buying plan. Buying concepts examined include vendor sourcing, consumer research, industry fluctuation, and timing. Related technologies are also included. This course builds on the research and planning completed by the student in Buying I.

(Prerequisites: FM121 Fashion Industry Survey, FM212 Buying I)

FM223**ENTREPRENEURSHIP***(44CH/22LE, 22LB)**3 quarter credit hours*

This course explores multiple aspects of developing and operating a startup business. Emphasis is placed on aspects of the retail environment including location, demographics, layout, marketing, and business planning.

(Prerequisites: FM121 Fashion Industry Survey; FM212 Buying I)

FM232†**EVENT PROMOTION***(44CH/22LE, 22LB)**3 quarter credit hours*

This course includes a study of the role of event promotion in projecting a company's image and in reaching its target market. Students engage in the process of planning an event and receive evaluation.

(Prerequisites: FM121 Fashion Industry Survey)

FM233†**GARMENT PRODUCTION***(44CH/22LE, 22LB)**3 quarter credit hours*

This course explores the manufacturing process within the fashion industry and analyzes the quality of design, materials, and construction techniques used in commercially produced apparel and accessories. Comparisons are made of manufacturing processes, sizing standards, principles of fit, and pricing in relation to the target customer in various markets. Students develop a specialized collection of apparel and prepare all technical information necessary for sourcing and production.

(Prerequisites: FM121 Fashion Industry Survey, GD121 Image Manipulation)

FM235**PORTFOLIO***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course, students synthesize ideas and projects from former classes to create a comprehensive portfolio. Lab and work time are supplemented by visiting lecturers, demonstrations, and discussions where appropriate. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results. Additionally, students present and defend the portfolio to a professional audience. This course requires a grade of “C” or above in order to graduate.

(Prerequisites: Must be taken in final quarter of program, FM121 Fashion Industry Survey)

FM307†**SURVEY OF FASHION DESIGNERS**

(44CH/22LE, 22LB)

3 quarter credit hours

This course examines the work of the great names and creative geniuses of fashion, past and present. The history of fashion interpretation from Charles Frederick Worth to the most current designers is examined.

(Prerequisites: FM121 Fashion Industry Survey)

FM309†**PRINCIPLES OF ADVERTISING**

(44CH/22LE, 22LB)

3 quarter credit hours

This course is an examination of the creative process, from strategy to execution of advertising and promotional material. Students are required to develop the strategies, media plans, and draft executions of advertising and promotional materials.

(Prerequisites: FM121 Fashion Industry Survey, RS204 Principles of Marketing)

FM311†**CONSUMER BEHAVIOR**

(44CH/44LE)

4 quarter credit hours

This course examines the cultural, social, and individual variables involved in consumer behavior. It also reviews how they are incorporated into the buyer decision processes and marketing practices.

The student is involved in designing, administering, and analyzing consumer behavior information and the effect of the information on the consumer choice and use of products and services.

(Prerequisites: FM121 Fashion Industry Survey, FM204 Retail Management)

FM312**BUSINESS LAW**

(44CH/22LE, 22LB)

4 quarter credit hours

This course is a study of the organization and role of business enterprises in society and their relationships in government. It examines how the legal environment is influenced by changing social and ethical values. The course addresses how the legal environment affects the fashion and retail industry. Topics include agency, antitrust, law of contracts, sales and warranties, equal opportunity, labor law, product liability, debtor and creditor rights, and property rights.

(Prerequisites: FM121 Fashion Industry Survey)

FM319***COSMETIC MARKETING**

(44CH/22LE, 22LB)

3 quarter credit hours

This course introduces the historical usage of cosmetics, fragrances, and toiletries and the transition from household recipes to marketable retail products. It describes types of suppliers, vendor's retailers, and auxiliary services involved in producing and marketing the products of the industry.

(Prerequisites: FM121 Fashion Industry Survey, RS204 Principles of Marketing)

FM328**FASHION STYLING**

(44CH/22LE, 22LB)

3 quarter credit hours

An introductory survey course exploring the skills required for this growing specialty in the fashion industry. The stylist creates the visual fashion story, whether it is for art, photography, video, window display, advertising, promotions, or fashion shows.

(Prerequisites: FM121 Fashion Industry Survey, FM123 Fashion Coordination)

FM338†**APPAREL EVALUATION***(44CH/22LE, 22LB)**3 quarter credit hours*

Students learn to analyze construction standards and techniques used in the production of garments for the ready-to-wear industry. Research serves as the foundation for developing skills in garment specifications, assembly, and finishing.

(Prerequisites: FM121 Fashion Industry Survey, FM213 Textiles)

FM410***DIRECT MARKETING***(44CH/22LE, 22LB)**3 quarter credit hours*

This course utilizes a decision making approach to techniques for developing, executing, and evaluating direct marketing programs. A concentration in catalog development is explored, along with other forms of non-store retailing, such as electronic retailing, direct mail, multi-level marketing, telemarketing, and the internet.

(Prerequisites: FM121 Fashion Industry Survey, RS204 Principles of Marketing)

FM411**PORTFOLIO***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course, students synthesize ideas and projects from former classes to create a comprehensive senior portfolio. Lab and work times are supplemented by visiting lecturers, demonstrations, and discussions where appropriate. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results. Additionally, students present and defend the portfolio to a professional audience. This course requires a grade of "C" or above in order to graduate.

(Prerequisites: Permission of Academic Department Director)

FM420†***SPECIAL TOPICS IN FASHION MARKETING***(44CH/22LE, 22LB)**3 quarter credit hours*

This course is a comprehensive exploration of the requirements for success in planning, developing, and managing new products. This course involves a particular aspect of marketing not covered in other marketing courses. The interests of both the student and the instructor determine the specific topics of this course.

(Prerequisites: None)

FM421***FASHION JOURNALISM***(44CH/22LE, 22LB)**3 quarter credit hours*

The purpose of this course is to expose the student to fashion writing and its impact on the fashion industry. Topics include extensive fashion vocabulary, review of different types of trend reports, press release kits, and advertising.

(Prerequisites: FM121 Fashion Industry Survey, FM232 Event Promotion)

FM432†**PROFESSIONAL SELLING***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course, students study and apply the fundamentals of personal selling, sales training methods, motivating salesmen, simulation of sales techniques, behavioral aspects of persuasion, social, ethical and legal responsibilities, activities performed by the sales executive, sales demonstrations, expense accounts, and the sales interview.

(Prerequisites: FM121 Fashion Industry Survey)

FRM4003**HUMAN RESOURCE MANAGEMENT***(44CH/22LE, 22LB)*

3 quarter credit hours

In this course the student gains an understanding as to how a business must utilize a centralized management hierarchy in order to facilitate an efficient operation. This course explains the Human Resource (HR) environment and how acquiring resources for a productive business will lead to successes. Additional topics include labor regulations, collective bargaining, employee discipline and promotion, and promoting safety and health in the workplace.

(Prerequisites: FM121 Fashion Industry Survey)

FRM4013
PRODUCT DEVELOPMENT

(44CH/22LE, 22LB)

3 quarter credit hours

This course examines the role of product development in the apparel supply chain. Also covered are consumer markets, business planning, and the technical aspects of design, production planning, and production distribution.

(Prerequisites: FM121 Fashion Industry Survey, RS204 Principles of Marketing)

FRM4043
PUBLIC RELATIONS & PROMOTION

(44CH/22LE, 22LB)

3 quarter credit hours

In this course students learn the process of the public relations machine. Public Relations and Promotions cover the profession, the processes, and the theory of creating a good public identity through relations and promotions tactics within a given market.

(Prerequisites: FM121 Fashion Industry Survey)

FRM4053
PRINCIPLES OF MARKETING RESEARCH

(44CH/22LE, 22LB)

3 quarter credit hours

In this course students learn how using marketing research tools can better your business endeavors. Topics covered include the role and value of marketing research, the technology involved in marketing research, how to design a marketing research project, gathering and collecting accurate data, and data preparation, analysis, and reporting the results.

(Prerequisites: FM121 Fashion Industry Survey, FM411 Portfolio)

FRM4073
FUNDAMENTALS OF WEB DESIGN

(44CH/22LE, 22LB)

3 quarter credit hours

The increasing use of the Internet and the advent of the World Wide Web have created a growing market for individuals who can integrate aesthetic design principles coupled with Web page scripting skills. This course covers the creation of World Wide Web pages utilizing HTML, the basic scripting language of all web documents, in addition to many of the other effects and extension scripts available for that medium.

(Prerequisites: GD121 Image Manipulation)

† *Certificate program classes are by Permission of Academic Department Director.*

**Course elective for Bachelor program.*

Digital Design – Certificate

54 Credits, six 11-week quarters, or 66 weeks

Course No.	Course Name	Credit
GD102	Fundamentals of Design	3
GD112	Typography	3
GD113	Color Theory	3
GD118	Vector Graphics	3
GD120	Raster Graphics	3
GD123	Design Layout	3

GD125	Art & Design Concepts	3
GD204	3-Dimensional Design	3
GD205	Design History	3
GD206	Electronic Design	3
GD207	Digital Illustration	3
GD212	Electronic Pre-Press	3
GD214	Advanced Typography	3
GD217	Corporate Identity	3
GD223	Photography Techniques	3
GD234	Special Topics	3
GD235	Portfolio	3
IMD122	Introduction to Authoring	3

Graphic Design – Associate of Applied Science

90 Credits, six 11-week quarters, or 66 weeks

Course No.	Course Name	Credit
FND1003	Perspective Drawing	3
GD102	Fundamentals of Design	3
GD112	Typography	3
GD113	Color Theory	3
GD118	Vector Graphics	3
GD120	Raster Graphics	3
GD123	Design Layout	3
GD125	Art & Design Concepts	3
GD206	Electronic Design	3
GD207	Digital Illustration	3
GD211	Media/Marketing Design	3
GD212	Electronic Pre-Press	3
GD214	Advanced Typography	3
GD216	Law & the Graphic Arts	3
GD217	Corporate Identity	3
GD223	Photography Techniques	3
GD226	Art Direction	3
GD234	Special Topics	3
GD235	Portfolio	3
IMD122	Intro to Authoring	3
IMD225	Digital Animation	3

AAS General Education Requirements

General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
HUM101	Introduction to Humanities	4
MAT100	College Math	4

GE Social and Behavioral Sciences Electives

(Choose 1)

HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4

HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4

Related Studies

IN201A	Internship	3
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Graphic Design – Bachelor of Arts
180 Credits, twelve 11-week quarters, or 132 weeks

Course No.	Course Name	Credit
ART101	Survey of Art History I	4
ART102	Survey of Art History II	4
DSN2053	Typography, Expressive & Experimental	3
DSN3033	Portfolio I	3
DSN3073	Design Marketing	3
DSN4033	E-Portfolio	3
FND1003	Perspective Drawing	3
GD102	Fundamentals of Design	3
GD111	Life Drawing	3
GD112	Typography	3
GD113	Color Theory	3
GD118	Vector Graphics	3
GD120	Raster Graphics	3
GD122	Illustration	3
GD123	Design Layout	3
GD125	Art & Design Concepts	3
GD204	3-Dimensional Design	3
GD205	Design History	3
GD206	Electronic Design	3
GD207	Digital Illustration	3
GD208	Digital Grid Systems	3
GD211	Media/Marketing Design	3
GD212	Electronic Pre-Press	3
GD214	Advanced Typography	3
GD216	Law & the Graphic Arts	3
GD217	Corporate Identity	3
GD220	Advanced Image Manipulation	3
GD223	Photography Techniques	3
GD226	Art Direction	3
GD228	Graphic Symbolism	3
GD229	Print Production	3
GD233	Package Design	3
GD239	Conceptual Illustration	3
GD303	Collateral Design	3
GD312	Self Promotion	3
GD415	Senior Project	3

GD429	Portfolio II	3
IMD122	Introduction to Authoring	3
IMD225	Digital Animation	3

Graphic Design Elective Options (Choose 1)

GD336	Graphic Design Studio	3
GD430	Graphic Design Capstone	3

BA General Education Requirements
General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

General Education Electives
GE Humanities and Fine Arts Electives
(Choose 4 – One must be a literature course)

ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4
ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM101	Introduction to Humanities	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

GE Social and Behavioral Sciences Electives
(Choose 3 – One must be a history course)

ECON201	Economics	4
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

GE Natural Sciences and Mathematics Electives
(Choose 3)

MAT201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4
SCI311	Science of Sound	4

Related Studies

IN402	Internship	2
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Graphic Design Course Descriptions

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

DSN2013
TYPOGRAPHY HIERARCHY

(44CH/22LE, 22LB)

3 quarter credit hours

This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.

(Prerequisite: GD112 Typography or IMD124 Advanced Image Manipulation)

DSN2053
TYPOGRAPHY, EXPRESSIVE & EXPERIEMENTAL

(44CH/22LE, 22LB)

3 quarter credit hours

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: GD228 Graphic Symbolism, GD229 Print Production)

DSN3033
PORTFOLIO I

(44CH/22LE, 22LB)

3 quarter credit hours

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.

(Prerequisites: Permission of Academic Department Director)

DSN3073
DESIGN MARKETING

(44CH/22LE, 22LB)

3 quarter credit hours

In this class, students will explore theories, methods, and strategies for effectively selling a product. Students will also provide concepts of product, price, promotion, distribution and benefit as they relate to advertising. Lectures include a review of the target audiences, budgets, strategy and the company vision. Examine various management styles, techniques and trends in the industry.

(Prerequisites: None)

DSN4033
E-PORTFOLIO

(44CH/22LE, 22LB)

3 quarter credit hours

This course will guide students through the process of compiling their work into a final interactive portfolio. This course will also stress the importance of professional development and help the student obtain the necessary completion of the initial job search requirements.
(Prerequisites: GD312 Self Promotion)

FND1003**PERSPECTIVE DRAWING***(44CH/22LE, 22LB)**3 quarter credit hours*

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.

*(Prerequisites: None)***GD101****DRAWING AND PERSPECTIVE***(44CH/22LE, 22LB)**3 quarter credit hours*

In this fundamental drawing course, students explore various art and media, learn to use a variety of drawing tools, draw three-dimensional objects in one-, two-, and three-point perspective, and generate drawings that demonstrate correct proportions of models.

*(Prerequisites: None)***GD102†****FUNDAMENTALS OF DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

This introductory course explores the principles of design, and introduces and develops the creative process. Design elements and relationships are identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design is presented as a tool of communication.

*(Prerequisites: None)***GD111****LIFE DRAWING***(44CH/22LE, 22LB)**3 quarter credit hours*

Students continue to develop the various drawing skills achieved in the first drawing course (GD101). Emphasis is placed on the ability to depict gesture and motion, to capture the essence of movement and form in space, and to create compositions based on the four basic lighting situations.

*(Prerequisites: FND1003 Typography Hierarchy)***GD112†****TYPOGRAPHY***(44CH/22LE, 22LB)**3 quarter credit hours*

Students are introduced to lettering skills and the history and foundations of letterforms. The placement of display and text type in a formatted space is studied as well as the relationship between the appearance and readability of letterforms. Students work in the traditional context of hand rendering type and are introduced to contemporary typesetting technology.

*(Prerequisites: None)***GD113†****COLOR THEORY***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course, students explore color theory including additive and subtractive color. Emphasis is placed on color and its relationship to composition through harmony and contrast in a variety of formats and media.

*(Prerequisites: None)***GD118†****VECTOR GRAPHICS***(44CH/22LE, 22LB)**3 quarter credit hours*

Students develop basic image manipulation skills in a vector computer environment. Emphasis is placed on mastering the fundamentals of path creation and control, color management, typography, and special effects.

(Prerequisites: GD120 Raster Graphics)

GD120†**RASTER GRAPHICS**

(44CH/22LE, 22LB)

3 quarter credit hours

Students develop 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, and filters and masks.

(Prerequisite: Academic placement or satisfactory completion of RS090 Computer Applications)

GD121**IMAGE MANIPULATION**

(44CH/22LE, 22LB)

3 quarter credit hours

Students develop basic image manipulation skills in a vector and raster-based computer environment. Emphasis is placed on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects, and filters and masks.

(Prerequisite: Academic placement or satisfactory completion of RS090 Computer Applications)

GD122**ILLUSTRATION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course presents an introduction to the conceptual development behind illustration and its use in the industry. Assignments focus on black-and-white and color techniques, using contrast, values, composition, and function.

(Prerequisites: GD111 Life Drawing)

GD123†**DESIGN LAYOUT**

(44CH/22LE, 22LB)

3 quarter credit hours

This course, in conjunction with Electronic Design (GD201), enables the student to design with type and visuals and to utilize technology in problem solving. Emphasis is placed on the process of design development from roughs to comprehensives, layout and marker techniques, and the use of a grid system for multi-component layouts.

(Prerequisites: GD112 Typography, GD120 Raster Graphics)

GD125†**ART & DESIGN CONCEPTS**

(44CH/22LE, 22LB)

3 quarter credit hours

This course emphasizes the conceptualization processes of art and design in problem solving. The student uses creative problem-solving and research techniques; specifically, problem identification, analysis, brainstorming, and idea refinement.

(Prerequisites: GD102 Fundamentals of Design)

GD204†**3-DIMENSIONAL DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, design principles are applied to the development of three-dimensional product graphics. This course explores materials, processes, and industry guidelines for surface treatments, including products, packages, and environmental graphics.

(Prerequisites: GD123 Design Layout, GD214 Advanced Typography)

GD205†**DESIGN HISTORY**

(44CH/22LE, 22LB)

3 quarter credit hours

Students examine the influences of art history and society on contemporary graphic design, advertising design, illustration, and photography.
(Prerequisites: None)

GD206†**ELECTRONIC DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

The student explores the 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.

*(Prerequisites: GD118 Vector Graphics)***GD207†****DIGITAL ILLUSTRATION***(44CH/22LE, 22LB)**3 quarter credit hours*

This course assists students to communicate and design with the computer as a professional tool. Using different software applications, the student learns to demonstrate an illustration. The course explores rasterized and vector-based graphic applications.

*(Prerequisites: GD118 Vector Graphics)***GD208****DIGITAL GRID SYSTEMS***(44CH/22LE, 22LB)**3 quarter credit hours*

This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis is applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects are developed as part of this process.

*(Prerequisites: GD123 Design Layout)***GD211****MEDIA/MARKETING DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

This course explores the relationship between marketing techniques and media with an emphasis on strategy, selection, implementation, and analysis.

*(Prerequisites: GD217 Corporate Identity)***GD212†****ELECTRONIC PRE-PRESS***(44CH/22LE, 22LB)**3 quarter credit hours*

Students complete multi-paged electronic pre-press documents that include scanned and edited images, object-defined graphics, and text through the integration of a variety of file types. Students also study the place of the electronic page make-up in modern print production.

*(Prerequisites: GD118 Vector Graphics, GD123 Design Layout)***GD214†****ADVANCED TYPOGRAPHY***(44CH/22LE, 22LB)**3 quarter credit hours*

This course explores printed communication and the use of typography as a major element of design. The development of marketable, original, and creative problem-solving solutions is examined with an emphasis placed on professional presentation techniques.

*(Prerequisites: GD112 Typography, GD121 Image Manipulation)***GD216****LAW & THE GRAPHIC ARTS***(44CH/22LE, 22LB)**3 quarter credit hours*

This course includes the study of basic legal principles related to conducting business. The course provides an overview of the legal system, contracts, personal property, intellectual property, real property, law of sales, agency and employment law, business organizations, security devices, bankruptcy, and alternative dispute resolution.

(Prerequisites: None)

GD217†**CORPORATE IDENTITY**

(44CH/22LE, 22LB)

3 quarter credit hours

This is an advanced design course that teaches the development of corporate identity programs as applied to corporate communications. Applications may include stationery, business cards, signage, packaging, and vehicles.

(Prerequisites: GD112 Typography, GD118 Vector Graphics)

GD220**ADVANCED IMAGE MANIPULATION**

(44CH/22LE, 22LB)

3 quarter credit hours

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.

(Prerequisites: GD206 Electronic Design, GD212 Electronic Pre-press)

GD223†**PHOTOGRAPHY TECHNIQUES**

(44CH/22LE, 22LB)

3 quarter credit hours

Students identify the anatomy of a camera, basic tools and film and their intended purposes, as well as various photographic systems. In addition, students explore a variety of photographic techniques related to issues of aesthetics and applications. NOTE: Students are required to have a 35mm digital camera.

(Prerequisites: GD102 Fundamentals of Design)

GD226**ART DIRECTION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course includes an introduction to the principles of concept and problem solving for print, photography, and broadcast media as they relate to the function of the Art Director. Students examine the interaction of the creative team, marketing, and production functions in the promotion of ideas.

(Prerequisites: GD123 Design Layout)

GD228**GRAPHIC SYMBOLISM**

(44CH/22LE, 22LB)

3 quarter credit hours

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, simplified imagery, and abstract shapes are then utilized to create individual logo designs and other symbolic images.

(Prerequisites: GD125 Art and Design Concepts, GD212 Electronic Pre-Press)

GD229**PRINT PRODUCTION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course instructs students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques are explored. Discussion of various printing processes and paper selections are covered in this class.

(Prerequisites: GD208 Digital Grid Systems, GD212 Typography)

GD233**PACKAGE DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

Students receive a broad overview that covers essential package design basics, including materials and production methods, structures and surfaces, product positioning, and environmental concerns.

(Prerequisites: None)

GD234†**SPECIAL TOPICS***(44CH/22LE, 22LB)**3 quarter credit hours*

Students, in consultation with the instructor, identify an area of special interest in graphic design for focused skill development. Such skill development may include both community and curricular based projects. At the end of the course, students prepare, present, and defend a graduate project suitable for a professional portfolio.

(Prerequisites: Permission of Academic Department Director)

GD235†**PORTFOLIO***(44CH/22LE, 22LB)**3 quarter credit hours*

This course is designed to guide students through the process of compiling their work into a final interactive portfolio. Students apply techniques and strategies to market themselves in their chosen fields. Emphasis is placed on the individual student's ability to assess his or her most marketable skills, design storyboards for individual interactive portfolios, create professional design layouts, create interfaces, backgrounds, buttons, audio/video elements, résumés, and print material to support their interactive portfolios. This course requires a grade of "C" or greater to meet graduation requirements.

(Prerequisites: Permission of Academic Department Director)

GD239**CONCEPTUAL ILLUSTRATION***(44CH/22LE, 22LB)**3 quarter credit hours*

Students research current evolving cultures, both domestic and international. Students then apply these images to create original illustrations in the genre of fantasy, humor, cartoons, and editorial commentary.

(Prerequisites: GD122 Illustration, GD207 Digital Illustration)

GD303**COLLATERAL DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

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, direct mail pieces, sales promotion materials, etc. The process of developing unified advertising collateral materials involving multiple presentations is emphasized.

(Prerequisites: GD206 Electronic Design, GD228 Graphic Symbolism)

GD312**SELF PROMOTION***(44CH/22LE, 22LB)**3 quarter credit hours*

Students formulate their career goals and develop a self-promotion and marketing plan. Students differentiate the pros and cons of self promotion and representation.

(Prerequisites: DSN3073 Design Marketing, GD303 Collateral Design)

GD 336***GRAPHIC DESIGN STUDIO***(44CH/22LE, 22LB)**3 quarter credit hours*

This course provides an in depth evaluation of projects to be utilized in each student’s professional portfolio. Portfolio materials are evaluated, refined, and finalized. The student also has an opportunity to do individualized research on a topic that is of particular interest to their area of study.

(Prerequisites: GD312 Self Promotion)

GD415
SENIOR PROJECT

(44CH/22LE, 22LB)

3 quarter credit hours

Students develop an independent project. Developing a long-term assignment and extending the skills learned in previous studio classes are emphasized.

(Prerequisites: Permission of Academic Department Director)

GD429
PORTFOLIO II

(44CH/22LE, 22LB)

3 quarter credit hours

This course focuses on the completion of the portfolio. The final portfolio should focus on the student’s individual strengths. This work should reflect a student’s uniqueness and ability to meet demanding industry standards. This course requires a “C” or above in order to pass or receive credit.

(Prerequisites: Permission of Academic Department Director)

GD 430*
GRAPHIC DESIGN CAPSTONE

(44CH/22LE, 22LB)

3 quarter credit hours

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. This course requires a “C” or above in order to pass or receive credit.

(Prerequisites: GD312 Self Promotion)

† *Certificate program classes are by Permission of Academic Department Director.*

**Course electives for Bachelor program.*

Interior Design – Associate of Applied Science

90 Credits, six 11-week quarters, or 66 weeks

Course No.	Course Name	Credit
GD101	Drawing & Perspective	3
ID105	Basic Drafting	3
ID115	Perspective for Interior Design	3
ID117	Textiles for Interior Design	3
ID118	Residential Working Drawings	3
ID125	Rendering	3
ID127	Product Knowledge	3
ID129	History of Interiors I	3
ID130	3D Design	3
ID209	History of Interiors II	3
ID212	Lighting	3
ID213	Space Planning	3
ID214	Universal Design	3
ID216	Architectural Detailing	3
ID219	Computer Aided Drafting & Design	3
ID221	Residential Design	3
ID226	Interior Architecture	3

ID234	International Residential Codes	3
ID235	Portfolio Design	3
ID236	Portfolio Development	3
ID247	Professional Practices	3
AAS General Education Requirements		
General Education Core Courses		
Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
HUM101	Introduction to Humanities	4
MAT100	College Math	4
GE Social and Behavioral Sciences Electives		
<i>(Choose 1)</i>		
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
Related Studies		
IN201A	Internship	3
RS090	Computer Applications	0
RS099	Student Success Seminar	0
Developmental Studies		
ENG090	Developmental English	4
MAT095	Developmental Math	4

Interior Design – Bachelor of Arts

180 Credits, twelve 11-week quarters, or 132 weeks

Course No.	Course Titles	Credit
ART101	Survey of Art History I	4
ART102	Survey of Art History II	4
GD101	Drawing & Perspective	3
GD102	Fundamentals of Design	3
GD121	Image Manipulation	3
GD223	Photography Techniques	3
ID105	Basic Drafting	3
ID115	Perspective for Interior Design	3
ID117	Textiles for Interior Design	3
ID118	Residential Working Drawings	3
ID125	Rendering	3
ID127	Product Knowledge	3
ID129	History of Interiors I	3
ID130	3D Design	3
ID209	History of Interiors II	3
ID212	Lighting	3
ID213	Space Planning	3

ID214	Universal Design	3
ID216	Architectural Detailing	3
ID219	Computer Aided Drafting & Design	3
ID221	Residential Design	3
ID225	Commercial Design	3
ID234	International Residential Codes	3
ID246	Commercial Working Drawings	3
ID247	Professional Practices	3
ID256	Codes & Standards	3
ID304	Project Documentation	3
ID305	Modern Art & Architecture	3
ID3083	Institutional Design	3
ID319	Retail Design	3
ID323	Historic Preservation	3
ID324	Hospitality Design	3
ID328	Accessory Design	3
ID401	Advanced Computer Aided Drafting & Design	3
ID4063	Portfolio II	3
ID4123	Senior Design I	3
ID4153	Portfolio I	3
ID420	Adaptive Reuse	3
ID4226	Senior Design II	3
ID430	Advanced Textiles for Interior Design	3

BA General Education Requirements
General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

General Education Electives
GE Humanities and Fine Arts Electives

(Choose 4 – One must be a literature course)

ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4
ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM101	Introduction to Humanities	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

GE Social and Behavioral Sciences Electives

(Choose 3 – One must be a history course)

ECON201	Economics	4
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4

HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

GE Natural Sciences and Mathematics Electives
(Choose 3)

MAT201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4
SCI311	Science of Sound	4

Related Studies

IN402	Internship	2
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Interior Design Course Descriptions

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ID105
BASIC DRAFTING
(44CH/22LE, 22LB)
3 quarter credit hours

This course in basic drafting techniques familiarizes students with the use of drafting equipment and materials. Areas of study include methods of graphic communication and an introduction to the concepts of orthographic projections as a means to reproduce three-dimensional spaces on paper. A grade of "C" or better is required to complete this course.

(Prerequisite: None)
ID115
PERSPECTIVE FOR INTERIOR DESIGN
(44CH/22LE, 22LB)
3 quarter credit hours

In this course, students represent design concepts through fast and accurate freehand drawings. Through the observation and application of one-, two-, and multiple-point perspective techniques, students draw three-dimensional forms as they relate to interior illustration.

(Prerequisite: None)
ID117
TEXTILES FOR INTERIOR DESIGN
(44CH/22LE, 22LB)
3 quarter credit hours

This course is a study to familiarize students with soft materials used in interiors, including upholstery, carpeting, and window treatments. Students are taught to understand textiles based on performance, composition, environmental issues, appropriate end uses, and sources, as well as proper allocation and usage of these materials from a technical and aesthetic approach.

(Prerequisite: None)

ID118**RESIDENTIAL WORKING DRAWINGS***(44CH/22LE, 22LB)**3 quarter credit hours*

This course is a continuation of Basic Drafting (ID105). Students develop a comprehensive set of working drawings for a residential project to fulfill final portfolio requirements. Emphasis is placed on schedules, elevations, electrical drawings, and specifications as well as cross-referencing within a set of drawings.

(Prerequisite: ID219 Computer Aided Drafting & Design)

ID125**RENDERING***(44CH/22LE, 22LB)**3 quarter credit hours*

This course explores color theory and the psychology of color. Students will develop practical and finished applications of color to perspective drawings through the use of textbook exercises, line drawings and experimentation with various surface materials.

(Prerequisite: ID115 Perspective for Interior Design)

ID127**PRODUCT KNOWLEDGE***(44CH/22LE, 22LB)**3 quarter credit hours*

This class examines product information, specifications, and resources available to interior designers. Students study the properties of materials used by interior designers and visit professional sources in the field while creating a field journal of resource information.

(Prerequisite: None)

ID129**HISTORY OF INTERIORS I***(44CH/22LE, 22LB)**3 quarter credit hours*

Students undertake a comparative study of visual arts in different time periods and cultures. Concentration is placed on the chronological progression of techniques and the evolving styles of artistic expression from ancient periods through the late 19th century. The basic principles of the theories of aesthetics are examined, and history is used as a tool to design within the present.

(Prerequisite: None)

ID130**3D DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

The theoretical aspects of designing in three-dimensions are explored in this course. The student develops and executes three-dimensional projects using expedient materials. The student learns to produce compositions that demonstrate three-dimensional design principles and the relationship between humans and proportion, scale, and negative volumes.

(Prerequisite: ID105 Basic Drafting)

ID209**HISTORY OF INTERIORS II***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course, students are introduced to movements and trends associated with modern art, architecture, and furniture. They will be able to apply theories and concepts to shapes, colors, textures, and concepts of architectural spaces.

(Prerequisite: ID129 History of Interiors I)

ID212**LIGHTING***(44CH/22LE, 22LB)**3 quarter credit hours*

This class is an introduction to artificial and natural lighting used in interior spaces. Students study characteristics of lighting, lighting design, and the methods of lighting control in order to achieve successful environments.

(Prerequisite: ID219 Computer Aided Drafting & Design)

ID213**SPACE PLANNING**

(44CH/22LE, 22LB)

3 quarter credit hours

This course stresses the analytical, conceptual, and applied aspects of programming and space-planning through research and development of the design process. Lessons in ergonomics, space planning, and problem solving introduce the importance of human factors in making functional design decisions. A grade of "C" or better is required to complete this course.

(Prerequisite: ID219 Computer Aided Drafting & Design)

ID214**UNIVERSAL DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, students are taught the portions of the Americans with Disabilities Act (ADA) that deal with the safety of people in building environments as well as ergonomic considerations. Universal design concepts are applied to the home environment and to public and commercial spaces.

(Prerequisite: ID219 Computer Aided Drafting & Design)

ID216**ARCHITECTURAL DETAILING**

(44CH/22LE, 22LB)

3 quarter credit hours

This course stresses the importance of visualization, coordination, and drafting of the various components of interior spaces. Emphasis is placed on architectural woodwork detailing.

(Prerequisite: ID219 Computer Aided Drafting & Design)

ID219**COMPUTER AIDED DRAFTING & DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

Students are introduced to the basic principles and applications of computer-aided drafting for the designer. Various orthographic drawings such as architectural elevations and plans are produced. A grade of "C" or better is required to complete this course.

(Prerequisite: ID105 Basic Drafting)

ID221**RESIDENTIAL DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

Students examine the elements unique to residential spaces based on client need and current issues in the residential design field. The design process covers programming, working drawings, specifications, and presentation. This course presents the students with the opportunity to produce projects for their professional portfolio.

(Prerequisite: ID213 Space Planning)

ID225**COMMERCIAL DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

This course emphasizes research, analysis, and problem solving in the commercial design of office spaces such as corporate headquarters, banks, law offices, or insurance firms. Emphasis is placed on programming, schematic design, and design development.

(Prerequisite: ID118 Residential Working Drawings, Co-requisite: ID246 Commercial Working Drawings)

ID226**INTERIOR ARCHITECTURE**

(44CH/22LE, 22LB)

3 quarter credit hours

This course includes the design of interiors for hotels, restaurants, lobbies, stores, and cocktail lounges. An introduction to the challenges of hospitality design is covered.

(Prerequisite: ID213 Space Planning)

ID234

INTERNATIONAL RESIDENTIAL CODES

(44CH/22LE, 22LB)

3 quarter credit hours

This course familiarizes students with the International Residential Code (IRC) system for one- and two-family dwellings. The students also are introduced to the Building Officials and Code Administration (BOCA) in order to learn how to research the most current codes for residential design projects.

(Prerequisite: ID219 Computer-Aided Drafting and Design)

ID235

PORTFOLIO DESIGN

(44CH/22LE, 22LB)

3 quarter credit hours

The refinement of previous residential and non-residential projects into a comprehensive collection representative of the interior design student's skills is the focus of this course. This course requires a grade of "C" or greater to meet graduation requirements.

(Prerequisite: Permission of Academic Department Director)

ID236

PORTFOLIO DEVELOPMENT

(44CH/22LE, 22LB)

3 quarter credit hours

Students produce a comprehensive portfolio that includes updated design presentation projects from previous classes. This course requires a grade of "C" or greater to meet graduation requirements.

(Prerequisite: Permission of Academic Department Director)

ID246

COMMERCIAL WORKING DRAWINGS

(44CH/22LE, 22LB)

3 quarter credit hours

This course develops documents in support of the ID225 Commercial Design course final project. Students will develop a comprehensive set of working drawings for a commercial project to fulfill final portfolio requirements. Emphasis is placed on schedules, elevations/details, electrical and reflected ceiling drawings, furniture plans and specifications as well as on cross-referencing within a set of drawings.

(Prerequisite: ID118 Residential Working Drawings; Co-requisite: ID225 Commercial Design)

ID247

PROFESSIONAL PRACTICE

(44CH/22LE, 22LB)

3 quarter credit hours

This course provides an introduction to business practices and procedures in the field of interior design and the methods necessary for their implementations. Contracts, ethics, and client/designer/trade relationships are included within lessons of business administration and project management.

(Prerequisite: None)

ID256

CODES & STANDARDS

(44CH/22LE, 22LB)

3 quarter credit hours

The focus of this course is the codes, standards, and laws that pertain primarily to non-residential structures. Students learn how to work with codes officials as a part of using the codes. Developing a codes and standards library is emphasized.

(Prerequisite: ID118 Residential Working Drawings)

ID304**PROJECT DOCUMENTATION***(44CH/22LE, 22LB)**3 quarter credit hours*

This course is a study of project specification guides and working drawings to enable students to effectively interpret and analyze the scope of a non-residential project. Students are exposed to industry standards through review of materials used on current projects by working professionals. Students learn architectural conventions for appropriate development of complete contract documents.

(Prerequisite: ID225 Commercial Design)

ID305**MODERN ART & ARCHITECTURE***(44CH/22LE, 22LB)**3 quarter credit hours*

This course traces the history of art and design in the modern world from the late nineteenth century to the present, including European and American painting styles, Art Nouveau, Art Deco, Modernism, and Postmodernism. Special emphasis is given to the early 20th Century avant-garde and contemporary art and design. This course includes specific works of art and architecture and their contextual influences, styles, and cultures.

(Prerequisite: ID209 History of Interiors II)

ID3083**INSTITUTIONAL DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

This course involves the process of institutional design from initial concepts to design development. Skills developed include space planning, selecting appropriate materials and finishes, special interior detailing, researching codes, writing specifications, and estimating quantities and cost. Project focus may include educational, liturgical, assisted living, healthcare, and education or government environments.

(Prerequisite: ID225 Commercial Design)

ID319**RETAIL DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

In this course students research and develop a plan for a small retail business. Included in this course of study, the company image and type of sales are matched to demographics in an assigned location. The marketing concepts of the retail business are reflected in the design. Codes for the type of establishment are implemented.

(Prerequisite: ID225 Commercial Design)

ID323**HISTORIC PRESERVATION***(44CH/22LE, 22LB)**3 quarter credit hours*

The course is designed to make the student aware of the growing efforts in this country to preserve and utilize our built environment. The course covers the history of the preservation movement, its social, economic, legal, and aesthetic ramifications, with an emphasis on preservation standards on a local and national level. The course includes a comparative analysis of American architecture based on elements of construction.

(Prerequisites: ID209 History of Interiors II)

ID324**HOSPITALITY DESIGN***(44CH/22LE, 22LB)**3 quarter credit hours*

This course is an exploration of the design challenges involved in hotel, restaurant, or convention facilities with emphasis on professional project development and presentation. Course content centers on the interrelationships of the elements of three-dimensional space planning, material selection, detailing, furnishings, finishes and their application in the environment.

(Prerequisite: ID225 Commercial Design)

ID328**ACCESSORY DESIGN***(44CH/22LE, 22LB)*

3 quarter credit hours

The curriculum offers the opportunity to examine accessory design sources and techniques through design applications, demonstrations, and field trips. Emphasis is placed on non-residential projects that require accessories to be purchased in large quantities. Students are also taught how to work with a certified appraiser to determine the value of antique accessories.

(Prerequisite: ID225 Commercial Design)

ID401**ADVANCED COMPUTER AIDED DRAFTING & DESIGN**

(44CH/22LE, 22LB)

3 quarter credit hours

The advanced use and application of the computer in interior design are explored in this course. Students are taught 3D modeling and how to use the computer to render drawings that create photo realistic presentations.

(Prerequisite: ID225 Commercial Design)

ID4063**PORTFOLIO II**

(44CH/22L, 22LB)

3 quarter credit hours

This course involves the final preparation of a professional portfolio for critique by a jury of design professionals.

(Prerequisite: ID4226 Senior Design II)

ID4123**SENIOR DESIGN I**

(44CH/22LE, 22LB)

3 quarter credit hours

Students select a subject based on their individual career aspirations and develop a project of a substantial scope. Emphasis is on real-world needs that could be better met through more responsible interior design and architecture. Content includes problem identification, analysis of user needs, observation and information gathering. Ultimately a design program and schematic solution are prepared that will be further developed into a complete design solution in Graduate Project II for an interior environment that will better support the psychological and physiological health, safety and welfare of the public.

(Prerequisites: Permission of the Academic Department Director)

ID4153**PORTFOLIO I**

(44CH/22LE, 22LB)

3 quarter credit hours

This course provides the student with the initial development of a professional portfolio.

(Prerequisites: Permission of the Academic Department Director)

ID420**ADAPTIVE REUSE**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, students identify an existing structure of historic significance and adapt the structure to function in a new role. Students gain permission to do field measurements and photographic documentation. Research on the history of the structure is required, along with supporting information on the validity of the need for reuse of the building.

(Prerequisite: ID323 Historic Preservation)

ID4226**SENIOR DESIGN II**

(44CH/22LE, 22LB)

3 quarter credit hours

In this culminating studio course, students continue the development of a viable solution for the project initiated in Graduate Project I. Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, cost-effective and responsible design practices.

(Prerequisite: ID4123 Senior Design I)

ID430

ADVANCED TEXTILES FOR INTERIOR DESIGN

(44CH/22LE, 22LB)

3 quarter credit hours

This course is a study of the appropriate use of historic fabrics, textile design and custom services, high-end fabric houses, and fabric costs/estimations. Students study methods of textile printing and design. Establishing business relationships with trade-only sources in the textile market is explored, including interior design workrooms.

(Prerequisite: ID117 Textiles for Interior Design)

Digital Image Management – Certificate

48 credits, six 11-week quarters, or 66 weeks

Course No.	Course Name	Credit
DFP102	Fundamentals of Video Production	3
PH101	Principles of Photography	3
PH203	Digital Image Illustration I	3
PH204	Color Management	3
PH220	Printing	3
PH221	Special Topics I	3
PH222	Photo Criticism	3
PH223	Business of Photography	3
PH302	Web Photographic Portfolio I	3
PH304	Marketing	3
PH313	Special Topics II	3
PH315	Digital Publishing	3
PH320	Creative Concepts	3
PH403	Digital Image Illustration II	3
PH414	Web Photographic Portfolio II	3
PH432	Business Operations & Management	3

Photography – Associate of Applied Science

90 credits, six 11-week quarters, or 66 weeks

Course No.	Course Name	Credit
GD102	Fundamentals of Design	3
GD113	Color Theory	3
GD121	Image Manipulation	3
PH101	Principles of Photography	3
PH110	Photojournalism	3
PH112	Lighting	3
PH113	Photographic Design	3
PH114	Advanced Lighting	3
PH118	Portraiture Photography	3
PH201	Large Format Photography	3
PH202	Editorial Photography	3
PH203	Digital Image Illustration I	3
PH204	Color Management	3
PH210	Studio Photography	3
PH211	Location Photography	3
PH213	Photo Essay	3
PH214	Advertising/Art Direction	3
PH220	Printing	3
PH222	Photo Criticism	3
PH223	Business of Photography	3
PH301	Architectural Photography	3

PH308	Photography Portfolio	3
AAS General Education Requirements		
General Education Core Courses		
Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
HUM101	Introduction to Humanities	4
MAT100	College Math	4
GE Social and Behavioral Sciences Electives		
<i>(Choose 1)</i>		
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
Related Studies		
RS090	Computer Applications	0
RS099	Student Success Seminar	0
Developmental Studies		
ENG090	Developmental English	4
MAT095	Developmental Math	4

Photography – Bachelor of Arts

180 credits, twelve 11-week quarters, or 132 weeks

Course No.	Course Name	Credit
DFP102	Fundamentals of Video Production	3
GD102	Fundamentals of Design	3
GD113	Color Theory	3
GD121	Image Manipulation	3
PH101	Principles of Photography	3
PH110	Photojournalism	3
PH112	Lighting	3
PH113	Photographic Design	3
PH114	Advanced Lighting	3
PH115	History of Photography	4
PH118	Portraiture Photography	3
PH201	Large Format Photography	3
PH202	Editorial Photography	3
PH203	Digital Image Illustration I	3
PH204	Color Management	3
PH210	Studio Photography	3
PH211	Location Photography	3
PH213	Photo Essay	3
PH214	Advertising/Art Direction	3
PH220	Printing	3
PH222	Photo Criticism	3
PH223	Business of Photography	3

PH301	Architectural Photography	3
PH302	Web Photographic Portfolio I	3
PH304	Marketing	3
PH312	Portfolio Exploration	3
PH315	Digital Publishing	3
PH320	Creative Concepts	3
PH321	Photo Essay II	3
PH402	Portfolio Expansion	3
PH403	Digital Image Illustration II	3
PH412	Portfolio Refinement	3
PH414	Web Photographic Portfolio II	3
PH422	Portfolio / Thesis Exhibition	3
PH423	Business Operations & Management	4
PH424	Exhibition Printing	3

Photography Elective Options (*Choose 4*)

PH221	Special Topics I	3
PH313	Special Topics II	3
PH305	Special Topics III	3
PH331	Fashion Photography	3
PH332	Nature Photography	3
PH401	Corporate / Industrial Photography	3

BA General Education Requirements

General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

General Education Electives

GE Humanities and Fine Arts Electives

(*Choose 4 – One must be a literature course*)

ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4
ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM101	Introduction to Humanities	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

GE Social and Behavioral Sciences Electives

(*Choose 3 – One must be a history course*)

ECON201	Economics	4
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4

PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

GE Natural Sciences and Mathematics Electives
(Choose 3)

MAT201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4
SCI311	Science of Sound	4

Related Studies

IN402	Internship	2
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Photography Course Descriptions

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

PH101†
PRINCIPLES OF PHOTOGRAPHY
(44CH/ 22LE, 22LB)
3 quarter credit hours

In this fundamental course, students will identify basic photographic tools and their intended purposes, including the proper use of various camera systems, light meters, and film selection. Students will analyze photographs to determine their positive and negative attributes and apply these principles to produce their own visually compelling images by employing the correct photographic techniques.

(Prerequisite: None)
PH110
PHOTOJOURNALISM
(44CH/22 LE, 22 LB)
3 quarter credit hours

In this course, students will obtain an accurate picture of photojournalism as presented by seasoned professionals. Emphasis is placed on creativity, content, gathering of information, and layout. Students will learn that this field is one that requires dedication and drive. They will be shown examples of photojournalism and will be required to produce their own renditions of the picture study, magazine covers, and page layouts for all types of print media.

(Prerequisite: PH101 Principles of Photography)
PH112
LIGHTING
(44CH/22 LE, 22 LB)
3 quarter credit hours

In this course, 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: PH101 Principles of Photography)

PH113**PHOTOGRAPHIC DESIGN***(44CH/22 LE, 22 LB)**3 quarter credit hours*

This course requires students to 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: GD102 Fundamentals of Design)

PH114**ADVANCED LIGHTING***(44CH/22 LE, 22 LB)**3 quarter credit hours*

This course expands on the Lighting course, with an emphasis on lighting for products and people in both the studio and on location. Introduction to the necessary and correct utilization of electronic flash and lighting tools in the studio and on location are covered.

(Prerequisite: PH112 Lighting)

PH 115**HISTORY OF PHOTOGRAPHY***(44CH/44LE)**4 quarter credit hours*

This class increases the student's understanding of the history of photography through the discussion of recognized photographers and their influences on society. This course provides a framework for critically considering photographs through describing, interpreting, evaluating, and theorizing. Students are expected to write papers and review exhibitions.

(Prerequisites: None)

PH118**PORTRAITURE PHOTOGRAPHY***(44CH/22 LE, 22 LB)**3 quarter credit hours*

Workshops and critiques enable the student to learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Course emphasis is on classical portraiture with attention given to the use of lighting, posing, and facial view to create a flattering portraiture.

(Prerequisite: PH112 Lighting)

PH201**LARGE FORMAT PHOTOGRAPHY***(44CH/22 LE, 22 LB)**3 quarter credit hours*

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: PH114 Advanced Lighting)

PH202**EDITORIAL PHOTOGRAPHY***(44CH/22 LE, 22 LB)**3 quarter credit hours*

In this course students will learn to photograph "people" featured in advertising and editorial layouts. Specific subjects covered are the fields of fashion, advertising design, and marketing with concentration on editorial portraits through completion of studio location projects.

(Prerequisites: PH110 Photojournalism)

PH203†**DIGITAL IMAGE ILLUSTRATION I***(44CH/ 22LE, 22LB)**3 quarter credit hours*

In this course the student will apply the digital image manipulation process to their work, demonstrating strong research, concept, and execution

through the use of advanced raster-image software.

(Prerequisite: GD121 Image Manipulation)

PH204†**COLOR MANAGEMENT**

(44CH/ 22LE, 22LB)

3 quarter credit hours

A course in setting up, calibrating and maintaining a consistent color managed workflow for the professional photographer. The workflow covers all aspects of image management from digital capture, through image control and manipulation, through output to inkjet printers, electronic media and the four color printing press.

(Prerequisite: PH220 Printing)

PH210**STUDIO PHOTOGRAPHY**

(44CH/22 LE, 22 LB)

3 quarter credit hours

The challenges of studio photography are studied via a variety of assignments that require students to photographically render various subjects with the appropriate clarity and artistry dictated by the assignment criteria.

(Prerequisite: PH114 Advanced Lighting)

PH211**LOCATION PHOTOGRAPHY**

(44CH/22 LE, 22 LB)

3 quarter credit hours

This course explores the special needs of location photography. The planning and logistics of shooting on location are covered. Transportation, scouting, permits and billing, in addition to lighting, metering, and other photographic controls will be demonstrated in a variety of assignments related to fashion, portraiture, still life, product, stock, and architectural photography. Students work alone and in teams, thus sharing a number of photographic and support roles.

(Prerequisite: PH112 Lighting)

PH213**PHOTO ESSAY**

(44CH/22 LE, 22 LB)

3 quarter credit hours

In this course, the student will develop extended photographic narratives. This course will carry the student through the process of producing sets of imagery that conveys a story or ideas that have little written narrative support. Photographs will be analyzed not only for their stand-alone creative content, but for their ability to introduce transition and conclude a picture story with maximum visual effect. The success of the essay will be through historical and cultural context, in-depth research and methods of project development.

(Prerequisite: PH110 Photojournalism)

PH214**ADVERTISING/ART DIRECTION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course brings together Graphics and Photography students in collaborative exercises that give exposure to some of the dynamics and complexities each will experience when involved in real-world creative teams in which the Art Director is responsible for the final outcome of the assigned imagery. Students will also become familiar with the basic terminology associated with the other discipline.

(Prerequisites: PH114 Advanced Lighting)

PH220†**PRINTING**

(44CH/ 22LE, 22LB)

3 quarter credit hours

This course will prepare students to execute a variety of output methods commensurate with industry needs. Students will refine printing skills and theory to create a benchmark for quality digital outputting. These refinements will be carried over into digital printing with ink-jet and other digital out-put systems. Students will develop proficiencies in file preparation, resolution selection, print-profiling, paper selection and soft-proofing techniques

(Prerequisite: PH101 Principles of Photography)

PH221†***SPECIAL TOPICS I**

(44CH/ 22LE, 22LB)

3 quarter credit hours

In this course students working with the teacher will design and produce a “special project.” This project will represent expertise in the student’s specialized area of endeavor. This project should work in conjunction with, and compliment, the student’s graduating portfolio.

(Prerequisite: Permission of Academic Department Director)

PH222†**PHOTO CRITICISM**

(44CH/22LE, 22LB)

3 quarter credit hours

This course will offer an in depth study into photographic criticism. To assist students in developing a vocabulary for critically analyzing photographs, they will look carefully at contemporary critical thought. Further study will examine how personal beliefs and cultural values are expressed and represented in photography.

(Prerequisite: PH202 Editorial Photography)

PH223†**BUSINESS OF PHOTOGRAPHY**

(44CH/22LE, 22LB)

3 quarter credit hours

In The Business of Photography, students learn the basic concepts and principles of running a photographic-related business. Emphasis is placed on the legal and pricing aspects that are specific to the photographic industry.

(Prerequisite: PH210 Studio Photography)

PH301**ARCHITECTURAL PHOTOGRAPHY**

(44CH/22 LE, 22 LB)

3 quarter credit hours

In this course students examine architectural photography, including the planning, lighting and photographing of interiors and exteriors. Students use cameras and software to control perspective and mixed lighting conditions.

(Prerequisite: PH114 Advanced Lighting)

PH302†**WEB PHOTOGRAPHIC PORTFOLIO I**

(44CH/22LE, 22LB)

3 quarter credit hours

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: PH315 Digital Publishing)

PH304†**MARKETING**

(44CH/22LE, 22LB)

3 quarter credit hours

This course explores professional development tools, including résumés, cover letters, networking, and interviewing. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals.

(Prerequisite: PH223 Business of Photography)

PH305***SPECIAL TOPICS III**

(44CH/ 22LE, 22LB)

3 quarter credit hours

An intensive, individually directed course of study in one specific project chosen and developed by the students. Students will pursue relevant instructional material and technical expertise to assist them in achieving the images they desire to produce. Students will review the history of their

topic and present a comprehensive proposal for their topic. A final project consisting of 12-15 finished prints on 13x19 paper will be due.
(Prerequisite: Permission of Academic Department Director)

PH308**PHOTOGRAPHY PORTFOLIO**

(44CH/22 LE, 22 LB)

3 quarter credit hours

In this class students complete the portfolio process. Students assemble portfolios, web sites, resumes, marketing and self-promotion materials into a comprehensive presentation.

(Prerequisite: PH210 Studio Photography)

PH 312**PORTFOLIO EXPLORATION**

(44CH/22LE, 22LB)

3 quarter credit hours

Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation.

(Prerequisites: Permission of Academic Department Director)

PH313†***SPECIAL TOPICS II**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation.

(Prerequisite: Permission of Academic Department Director)

PH315†**DIGITAL PUBLISHING**

(44CH/ 22LE, 22LB)

3 quarter credit hours

An introduction to typography, layout and digital publishing. This course will examine the fundamentals of typography and layout for publication and web design. Students will explore practical application and use of fundamental typography, layout and digital publishing skills through the use of current software packages.

(Prerequisite: PH204 Color Management)

PH320†**CREATIVE CONCEPTS**

(44CH/ 44LE)

3 quarter credit hours

This course concentrates upon the exploration of image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single "documentary style" traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression.

(Prerequisite: PH222 Photo Criticism)

PH321**PHOTO ESSAY II**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, the student will be involved in advanced visual production. The class will explore and communicate current opinions, trends, and newsworthy events. Single and multiple narratives, editorial portraiture, and illustrations will be developed for the purpose of producing a prototype publication.

(Prerequisites: PH213 Photo Essay)

PH331***FASHION PHOTOGRAPHY**

(44CH/22LE, 22LB)

3 quarter credit hours

An introduction to the requirements of assisting and shooting for the fashion industry.
(Prerequisites: PH210 Studio Photography)

PH332*

NATURE PHOTOGRAPHY

(44CH/22LE, 22LB)

3 quarter credit hours

A course in illustrating stories for outdoor, nature, and scientific publications.
(Prerequisites: PH211 Location Photography)

PH401*

CORPORATE/INDUSTRIAL PHOTOGRAPHY

(44CH/22LE, 22LB)

3 quarter credit hours

Students explore the special needs and challenges of the corporate and industrial photographer through a wide variety of assignments that these photographers are called on to execute. Students will shoot and produce assignments related to annual reports that will include executive portraiture, corporate-events, architectural, and product photography.
(Prerequisites: PH211 Location Photography)

PH402

PORTFOLIO EXPANSION

(44CH/22LE, 22LB)

3 quarter credit hours

This course is a continuation of the portfolio process. Students develop their work on the way to meeting their professional and creative goals. Students expand these ideas and concepts.
(Prerequisites: PH312 Portfolio Exploration)

PH403†

DIGITAL IMAGE ILLUSTRATION II

(44CH/ 22LE, 22LB)

3 quarter credit hours

In this course the student demonstrates advanced research, conceptual development, and execution through the use of industry standard raster-image software. The student applies conceptual and photographic skills to create innovative and compelling visual composites, which portray the visual message of the concept.
(Prerequisite: PH203 Digital Image Illustration I)

PH412

PORTFOLIO REFINEMENT

(44CH/22LE, 22LB)

3 quarter credit hours

In this class, students continue to refine and edit their work in a continuation of the portfolio process. Students more clearly articulate visually and verbally the underlying themes in their work.
(Prerequisites: PH402 Portfolio Expansion)

PH414†

WEB PHOTOGRAPHIC PORTFOLIO II

(44CH/ 22LE, 22LB)

3 quarter credit hours

In this class students continue to refine and edit their work in a continuation of the portfolio process. Students more clearly articulate visually and verbally the underlying themes in their work.
(Prerequisite: PH302 Web Photographic Portfolio I)

PH422

PORTFOLIO/THESIS EXHIBITION

(44CH/22LE, 22LB)

3 quarter credit hours

In this class, students complete the portfolio process. Students assemble portfolios, web sites, resumes, marketing and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition. This course requires a “C” or above in order to pass or receive credit. (Prerequisites: PH412 Portfolio Refinement)

PH423
BUSINESS OPERATIONS & MANAGEMENT

(44CH/44LE)

4 quarter credit hours

Important business management skills and a range of practical, legal, and ethical issues for the self-employed professional photographer form the basis of this course. Students learn how to set up a business, research potential clients and contacts, put together price lists and invoices, and gain a general recognition of client needs. Course material includes promotion, pricing, accounting, studio overhead, and the development of a business plan.

(Prerequisites: PH223 Business of Photography)

PH 424
EXHIBITION PRINTING

(44CH/22LE, 22LB)

3 quarter credit hours

In this laboratory class, participants will produce final portfolio prints as well as final exhibition prints of gallery quality. Special attention will be paid to quality control as demonstrated in effective dust and artifact-aberration control, tonal and color control, archival preparation, and gallery-quality presentation.

(Prerequisites: PH412 Portfolio Refinement)

PH432†
BUSINESS OPERATIONS & MANAGEMENT

(44CH/ 22LE, 22LB)

3 quarter credit hours

Important business management skills and a range of practical, legal, and ethical issues for the self-employed professional photographer form the basis of this course. Students learn how to set up a business, research potential clients and contacts, put together price lists and invoices, and gain a general recognition of client needs. Course material includes promotion, pricing, accounting, studio overhead, and the development of a business plan.

(Prerequisite: Permission of Academic Department Director)

† Certificate program classes are by Permission of Academic Department Director.

*Course elective for Bachelor program.

Web Design & Development – Certificate
48 Credits, four 11-week quarters, or 44 weeks

Course No.	Course Name	Credit
GD112	Typography	3
GD121	Image Manipulation	3
GD123	Design Layout	3
GD207	Digital Illustration	3
IMD122	Introduction to Authoring	3
IMD124	Advanced Image Manipulation	3
IMD203	Intermediate Authoring	3
IMD206	Introduction to Scripting Languages	3
IMD208	Introduction to User Centered Design	3
IMD212	Intermediate Scripting Languages	3
IMD215	Usability Testing	3
IMD230	Audio for Interactive Design	3
IMD232	Desktop Video	3
IMD236	Motion Graphics	3

IMD255	Portfolio	3
IMD301	Advanced Scripting Languages	3

Web Design & Interactive Communications – Certificate

48 Credits, four 11-week quarters, or 44 weeks

<i>Course No.</i>	<i>Course Name</i>	<i>Credit</i>
GD123	Design Layout	3
GD207	Digital Illustration	3
IMD116	Introduction to Audio/Video	3
IMD122	Introduction to Authoring	3
IMD124	Advanced Image Manipulation	3
IMD203	Intermediate Authoring	3
IMD208	Introduction to User Centered Design	3
IMD212	Intermediate Scripting Languages	3
IMD215	Usability Testing	3
IMD216	Designing for Dynamic Web Sites	3
IMD217	Interactive Motion Scripting	3
IMD223	Designing for Server Side Technology	3
IMD236	Motion Graphics	3
IMD255	Portfolio	3
IMD301	Advanced Scripting Languages	3
IMD305	Special Topics	3

Web Design & Interactive Media – Associate of Applied Science

90 Credits, six 11-week quarters, or 66 weeks

<i>Course No.</i>	<i>Course Titles</i>	<i>Credit</i>
DSN2013	Typography Hierarchy	3
GD101	Drawing & Perspective	3
GD102	Fundamentals of Design	3
GD113	Color Theory	3
GD121	Image Manipulation	3
GD123	Design Layout	3
GD216	Law & the Graphic Arts	3
IMD116	Introduction to Audio /Video	3
IMD122	Introduction to Authoring	3
IMD124	Advanced Image Manipulation	3
IMD203	Intermediate Authoring	3
IMD207	Fundamentals of Web Page Scripting	3
IMD208	Introduction to User Centered Design	3
IMD213	Intermediate Web Page Scripting	3
IMD215	Usability Testing	3
IMD216	Designing for Dynamic Web Sites	3
IMD217	Interactive Motion Scripting	3
IMD223	Designing for Server Side Technology	3

IMD226	Project Management	3
IMD235	Portfolio Preparation	3
IMD255	Portfolio	3

AAS General Education Requirements
General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
HUM101	Introduction to Humanities	4
MAT100	College Math	4

GE Social and Behavioral Sciences Electives
(Choose 1)

HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4

Related Studies

IN201A	Internship	3
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Web Design & Interactive Media – Bachelor of Arts
180 Credits, twelve 11-week quarters, or 132 weeks

Course No.	Course Name	Credit
DSN2013	Typography Hierarchy	3
GD101	Drawing & Perspective	3
GD102	Fundamentals of Design	3
GD113	Color Theory	3
GD121	Image Manipulation	3
GD123	Design Layout	3
GD125	Art & Design Concepts	3
GD207	Digital Illustration	3
GD216	Law & the Graphic Arts	3
GD217	Corporate Identity	3
IMD1013	IMD Fundamentals	3
IMD116	Introduction to Audio/Video	3
IMD122	Introduction to Authoring	3
IMD124	Advanced Image Manipulation	3
IMD2003	Programming Logic	3
IMD203	Intermediate Authoring	3
IMD206	Introduction to Scripting Languages	3
IMD208	Introduction to User Centered Design	3

IMD212	Intermediate Scripting Languages	3
IMD215	Usability Testing	3
IMD216	Designing for Dynamic Web Sites	3
IMD217	Interactive Motion Scripting	3
IMD223	Designing for Server Side Technology	3
IMD225	Digital Animation	3
IMD226	Project Management	3
IMD236	Motion Graphics	3
IMD301	Advanced Scripting Languages	3
IMD303	Advanced Authoring	3
IMD305	Special Topics	3
IMD3903	Portfolio Foundations	3
IMD410	Senior Project Research	3
IMD415	Portfolio Preparation	3
IMD420	Senior Project Application & Defense	3
IMD424	Senior Seminar	2
IMD425	Portfolio	3
MAA1223	Digital Color	3
RS204	Principles of Marketing	3
WDM1023	Introduction to Web	3
WDM4023	Advanced Server Side Languages	3

Web Design and Interactive Media Electives (*Choose 2*)

IMD306	Mobile Application Development	3
IMD307	User Experience Design	3
IMD308	Interactive Presentation	3
IMD309	Content Management System	3

BA General Education Requirements
General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

General Education Electives
GE Humanities and Fine Arts Electives

(Choose 4 – One must be a literature course)

ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4
ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM101	Introduction to Humanities	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

GE Social and Behavioral Sciences Electives

(Choose 3 – One must be a history course)

ECON201	Economics	4
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

GE Natural Sciences and Mathematics Electives
(Choose 3)

MAT201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4
SCI311	Science of Sound	4

Related Studies

IN402	Internship	2
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

Web Design Course Descriptions

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

IMD116†
INTRODUCTION TO AUDIO / VIDEO
(44CH/ 22LE, 22LB)
3 quarter credit hours

Students learn the technical terms unique to audio/video production and industry uses of basic audio/video production equipment and techniques. Students also examine the tools and techniques used in multi-track recording and mixing. The course includes basics of critical listening, microphone techniques, console operation, tape machine operation, signal flow, signal processing, patching, and general studio operations. *(Prerequisite: Academic placement or satisfactory completion of RS090 Computer Applications)*

IMD122†
INTRODUCTION TO AUTHORING
(44CH/ 22LE, 22LB)
3 quarter credit hours

This course introduces the student to concepts and designs utilized in the development of education, sales, and marketing presentations. Students create an integrated, interactive multimedia presentation using the basic concepts and principles of multimedia and graphic design. *(Prerequisite: GD120 Raster Graphics or GD121 Image Manipulation)*

IMD124†
ADVANCED IMAGE MANIPULATION
(44CH/ 22LE, 22LB)
3 quarter credit hours

This course is designed to further enhance the skills acquired in previous image manipulation and technology-based classes. Emphasis is placed on advanced applications and the appropriate selection of variables for the required task. Integration of programs to achieve a required project also is

emphasized.

(Prerequisite: GD121 Image Manipulation, GD123 Design Layout)

IMD1013**IMD FUNDAMENTALS**

(44CH/ 22LE, 22LB)

3 quarter credit hours

IMD Fundamentals is a survey of the interactive media industry that includes technologies, authoring tools, and web-based tools that support the student's learning process. Students will subscribe to a personal web hosting service and social networking applications for use throughout the IMD program. Students will also be introduced to the curriculum and expectations for learners in the program.

(Prerequisite: None)

IMD203†**INTERMEDIATE AUTHORIZING**

(44CH/ 22LE, 22LB)

3 quarter credit hours

This course builds on the skills taught in the Introduction to Authoring class. Students design production-quality interactive presentations using intermediate-level scripting techniques that focus on good user-interface design and usability.

(Prerequisite: IMD122 Introduction to Authoring)

IMD206**INTRODUCTION TO SCRIPTING LANGUAGES**

(44CH/ 22LE, 22LB)

3 quarter credit hours

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: GD121 Image Manipulation, WDIM1023 Introduction to Web)

IMD207†**FUNDAMENTALS OF WEB PAGE SCRIPTING**

(44CH/ 22LE, 22LB)

3 quarter credit hours

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: GD121 Image Manipulation, WDIM1023 Introduction to Web)

IMD208†**INTRODUCTION TO USER CENTERED DESIGN**

(44CH/ 22LE, 22LB)

3 quarter credit hours

This course introduces students to the concepts and processes of developing web sites which have, as a primary goal, addressing and solving user needs. By exploring the process step-by-step, students identify where user issues are raised and how they are answered. During the course, students physically create either a Web site or a prototype. Students present and defend their decisions.

(Prerequisite: IMD206 Introduction to Scripting Languages or IMD207 Fundamentals of Web Page Scripting, GD121 Image Manipulation)

IMD212†**INTERMEDIATE SCRIPTING LANGUAGES**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students develop and refine intermediate programming skills. The student acquires skills needed to design, develop, and produce practical applications with a specific scripting or programming language.

(Prerequisite: IMD206 Introduction to Scripting Languages or IMD207 Fundamentals of Web Page Scripting)

IMD213†**INTERMEDIATE WEB PAGE SCRIPTING**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students develop and refine intermediate programming skills. The student acquires skills needed to design, develop, and produce practical applications with a specific scripting or programming language.

(Prerequisite: IMD206 Introduction to Scripting Languages or IMD207 Fundamentals of Web Page Scripting)

IMD215†**USABILITY TESTING**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Focused on the design of web pages, this course covers the fundamentals of encoding techniques and designing features for web pages. Students can learn to construct a web page with dynamic media content.

(Prerequisite: IMD208 Introduction to User Centered Design)

IMD216†**DESIGNING FOR DYNAMIC WEB SITES**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students will apply user-centered design principles, database structures and server side scripting to create dynamic web sites. Particular attention will be paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.

(Prerequisite: IMD212 Intermediate Scripting Languages or IMD213 Intermediate Web Page Scripting)

IMD217†**INTERACTIVE MOTION SCRIPTING**

(44CH/ 22LE, 22LB)

3 quarter credit hours

An advanced course that applies motion graphics as an integrated interactive solution, students script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user-centered experience.

(Prerequisite: IMD203 Intermediate Authoring, IMD212 Intermediate Scripting Languages or IMD213 Intermediate Scripting Languages)

IMD223†**DESIGNING FOR SERVER SIDE TECHNOLOGY**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students will build on the skills taught in the Designing Dynamic Websites class. Students will design and develop web content for server-based dynamic delivery. Focus will be on incorporating server side solutions into user-centered web design in order to provide an exchange of information between client and server.

(Prerequisite: IMD216 Designing for Dynamic Websites)

IMD225**DIGITAL ANIMATION**

(44CH/22LE, 22LB)

3 quarter credit hours

This course focuses on digital animation concepts and techniques. Students create digital animation using basic principles of design for timeline-based media.

(Prerequisites: IMD122 Introduction to Authoring)

IMD226**PROJECT MANAGEMENT**

(44CH/22LE, 22LB)

3 quarter credit hours

This course focuses on the interactive design project management process and on development of the project team as key to the successful achievement of interactive design project goals. The process examines the main elements required in every proposal/plan, time frame, and budget. Key areas of interactive design project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively.

(Prerequisites: Permission of Academic Department Director)

IMD230†**AUDIO FOR INTERACTIVE DESIGN**

(44CH/ 22LE, 22LB)

3 quarter credit hours

This course focuses on the principles and practices of digital audio in an interactive design setting. Students learn to use current digital audio programs for recording, editing, sequencing, and mixing for a variety of outputs and applications.

(Prerequisite: Permission of Academic Department Director)

IMD232†

DESKTOP VIDEO

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students demonstrate knowledge of editing using non-linear editing software and hardware in a computer lab. Students produce and edit video and audio using digital desktop video techniques.

(Prerequisite: Permission of Academic Department Director)

IMD235

PORTFOLIO PREPARATION

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, students organize, select, and enhance project work to be included in their interactive portfolios. Emphasis focuses on exploring unique design concepts which showcase their body of work. This course requires a grade of "C" or greater to meet graduation requirements.

(Prerequisites: Permission of Academic Department Director)

IMD236†

MOTION GRAPHICS

(44CH/ 22LE, 22LB)

3 quarter credit hours

This course focuses on motion design, concepts and techniques. Students create motion graphics using design principles for timeline-based media.

(Prerequisite: IMD225 Digital Animation)

IMD255†

PORTFOLIO

(44CH/ 22LE, 22LB)

3 quarter credit hours

This course focuses on the completion of the portfolio and enables students to begin their career search. The student should come into this course with work for the portfolio and determine the quality of the work so enhancements can be made. The student also completes a professional resume and begins the job search. This course requires a grade of C- or greater to meet graduation requirements.

(Prerequisite: IMD235 Portfolio Preparation)

IMD2003

PROGRAMMING LOGIC

(44CH/ 22LE, 22LB)

3 quarter credit hours

An introduction to various logic statements used in all programming languages, providing the skills to convert written words into programming code.

(Prerequisite: IMD212 Intermediate Scripting Languages or IMD213 Intermediate Scripting Languages)

IMD301†

ADVANCED SCRIPTING LANGUAGES

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students will refine dynamic scripting skills to develop complex interactivity and applications. The course also examines client-side forms in conjunction with server-side scripting applications.

(Prerequisite: IMD223 Designing for Server Side Technology)

IMD303

ADVANCED AUTHORING

(44CH/22LE, 22LB)

3 quarter credit hours

This course builds on the skills taught in the Intermediate Authoring class. Students will design production-quality interactive presentations using advanced-level scripting techniques focusing on good user interface design and usability.

(Prerequisites: IMD203 Intermediate Authoring, IMD217 Interactive Motion Scripting)

IMD305†**SPECIAL TOPICS**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students, in consultation with the instructor, identify an area of special interest in interactive media design for focused skill development. Such skill development may include both community and curricular-based projects. At the end of the course, students will prepare, present, and defend a project suitable for a professional portfolio.

(Prerequisite: Permission of Academic Department Director)

IMD306***MOBILE APPLICATION DEVELOPMENT**

(44CH/ 22LE, 22LB)

3 quarter credit hours

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: IMD215 Usability Testing, IMD301 Advanced Scripting Languages)

IMD307***USER EXPERIENCE DESIGN**

(44CH/ 22LE, 22LB)

3 quarter credit hours

This course builds on students design skills by focusing on the quality of the user experience and culturally significant solutions. Students will create interactive user-experiences to engage users.

(Prerequisite: IMD124 Advanced Image Manipulation, IMD215 Usability Testing)

IMD308***INTERACTIVE PRESENTATION**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students will explore interactive design methods and techniques to create engaging presentations. Various delivery methods and interactive platforms will be explored.

(Prerequisite: IMD124 Advanced Image Manipulation)

IMD309***CONTENT MANAGEMENT SYSTEM**

(44CH/ 22LE, 22LB)

3 quarter credit hours

Students will explore the role and implementation of content management systems (CMS). Platforms to be explored include: E-Learning, Blog/CMS and Ecommerce.

(Prerequisite: IMD223 Designing for Server Side Technology)

IMD3903**PORTFOLIO FOUNDATIONS**

(44CH/ 22LE, 22LB)

3 quarter credit hours

The aim of this course is to complete the first portion of the student's portfolio in preparation for graduation.

(Prerequisite: Permission of Academic Department Director)

IMD410**SENIOR PROJECT RESEARCH**

(44CH/22LE, 22LB)

3 quarter credit hours

The student selects an Interactive Media Design topic for his/her graduate project. During the course, students research their topics and begin programming the applications for their graduate projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results.

(Prerequisites: Permission of Academic Department Director)

IMD415**PORTFOLIO PREPARATION**

(44CH/22LE, 22LB)

3 quarter credit hours

In this course, students organize, select, and enhance project work to be included in their interactive portfolio. Emphasis focuses on exploring unique design concepts which showcase their body of work. This course requires a "C" or above in order to pass or receive credit.

(Prerequisites: Permission of Academic Department Director)

IMD420**SENIOR PROJECT APPLICATION & DEFENSE**

(44CH/22LE, 22LB)

3 quarter credit hours

This course is a continuation of Senior Project Research. Students prepare, present, and defend a graduate project suitable for professional utilization.

(Prerequisites: IMD203 Intermediate Authoring, IMD410 Senior Project Research)

IMD424**SENIOR SEMINAR**

(22CH/11LE, 11LB)

2 quarter credit hours

This course is designed as a capstone experience, the purpose of which is to unify and provide a broader context for knowledge about the field of interactive media. Part of this process is exploring connections between both (1) oneself and the field of interactive media and (2) the rest of the world and interactive media.

(Prerequisites: IMD420 Senior Project Application & Defense)

IMD425**PORTFOLIO**

(44CH/22LE, 22LB)

3 quarter credit hours

This course focuses on the completion of the portfolio and enables students to begin their career search. The student should come into this course with work for the portfolio and determine the quality of the work so enhancements can be made. The student also completes a professional résumé and begins the job search.

(Prerequisites: IMD415 Portfolio Preparation)

MAA1223**DIGITAL COLOR**

(44CH/ 22LE, 22LB)

3 quarter credit hours

This 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 digital mediums, and to render color effects for electronic production methods. In addition, the psychological and cultural aspects of color will be explored as well as their role in the design.

(Prerequisites: GD113 Color Theory)

WDM1023**INTRODUCTION TO WEB**

(44CH/ 22LE, 22LB)

3 quarter credit hours

In this class students will be introduced to the aesthetics of modular design. This will include the pre-planning aspects of the process and interfaces that integrate client purpose and objectives with user-centered information design and navigation. Students develop a prototype project that demonstrates an understanding of interactive design principles for the Internet.

(Prerequisites: IMD1013 IMD Fundamentals)

WDM4023
ADVANCED SERVER SIDE LANGUAGES

(44CH/ 22LE, 22LB)

3 quarter credit hours

Advanced Server Side Languages is an advanced course that culminates in the application of client and server side languages with a specific focus on user-centered design within the realm of e-commerce. Students will be challenged to juxtapose unique shopping experiences with strong design and technical precision to create a portfolio worthy web site.

(Prerequisites: IMD223 Designing for Server Side Technology, IMD301 Advanced Scripting Languages)

† Certificate program classes are by Permission of Academic Department Director.

*Course electives for Bachelor program.

Revised General Education Requirements
AAS General Education Requirements
General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
HUM101	Introduction to Humanities	4
MAT100	College Math	4

GE Social and Behavioral Sciences Electives

(Choose 1)

HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4

Related Studies

IN201A	Internship	3
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

BA General Education Requirements
General Education Core Courses

Course No.	Course Name	Credit
COM101	Effective Speaking	4
ENG104	Composition	4
ENG105	Composition and Research	4
MAT100	College Math	4

General Education Electives
GE Humanities and Fine Arts Electives

(Choose 4 – One must be a literature course)

ENG200	Professional and Technical Writing	4
ENG202	Creative Writing	4
ENG307	Twentieth Century Poetry	4
ENG310	Topics in American Literature	4
ENG311	Topics in British Literature	4
ENG312	Women in Literature	4
ENG314	Literature in Film	4
FRE101	Conversational French	4
HUM101	Introduction to Humanities	4
HUM310	Community Service	4
HUM312	Leadership	4
HUM410	Survey of World Religions	4
PHI105	Aesthetics	4
PHI110	Ethics	4
SPA101	Conversational Spanish	4

GE Social and Behavioral Sciences Electives
(Choose 3 – One must be a history course)

ECON201	Economics	4
HIS201	World Civilizations I	4
HIS202	World Civilizations II	4
HIS210	US History I	4
HIS211	US History II	4
PSY201	Introduction to Psychology	4
POL201	American Government	4
SOC201	Sociology	4
SOC301	Cultural Diversity	4
SOC303	Popular Culture	4
SOC305	The Family	4

GE Natural Sciences and Mathematics Electives
(Choose 3)

MAT201	Statistics	4
SCI101	Science, Environment & Society	4
SCI201	Science, Technology & Society	4
SCI310	Science of Light	4
SCI311	Science of Sound	4

Related Studies

IN402	Internship	2
RS090	Computer Applications	0
RS099	Student Success Seminar	0

Developmental Studies

ENG090	Developmental English	4
MAT095	Developmental Math	4

General Education Course Descriptions

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

Required General Education Courses
COM101
EFFECTIVE SPEAKING
(44CH/44LE)

4 quarter credit hours

Effective Speaking enables students to develop and improve their ability to present themselves successfully in a variety of contexts. Students learn how to evaluate the nature of an audience and structure material appropriately so that ideas and talent are conveyed in a professional manner.

(Prerequisites: None)

ENG104**COMPOSITION**

(44CH/44LE)

4 quarter credit hours

Composition introduces students to college-level writing as a process of developing and supporting a thesis in an organized essay. The use of appropriate diction and language is emphasized, along with reading and responding to the writing of others. Students adhere to the standard conventions of written English.

(Prerequisites: Academic placement or satisfactory completion of ENG090 Developmental English)

ENG105**COMPOSITION AND RESEARCH**

(44CH/44LE)

4 quarter credit hours

Composition and Research is the second of two courses in the English composition sequence. Student focus is on developing skills in reading, writing, and critical thinking. Students write essays to demonstrate their ability to analyze and evaluate the ideas of others and to integrate those ideas into their own writing. The course reinforces the students' experience with the conventions of standard written English and introduces students to the methods of research and the conventions of documentation. Students select, evaluate, and integrate a variety of sources to support a thesis in a research paper.

(Prerequisites: ENG104 Composition)

HUM101***INTRODUCTION TO HUMANITIES**

(44CH/44LE)

4 quarter credit hours

This course introduces students to the scope of human creative traditions in the visual, performing, and intellectual arts. Students will experience and participate in methods of inquiry designed to develop their appreciation of the making of the work, its context in the tradition of human expression, and its reception and interpretation in today's society.

(Prerequisites: None)

MAT100**COLLEGE MATH**

(44CH/44LE)

4 quarter credit hours

College Math introduces students to the conceptual understanding of problem solving and decision making and develops analytical skills by dealing with quantities and their magnitudes. Students estimate, approximate, and judge the reasonableness of answers in order to solve everyday problems. The course includes set theory and representation, number theory using exponential operations, statistical analysis applicable to real-world data, and algebraic problem solving. Students solve and graph linear equations, systems of equations, and polynomial functions. The use of measurement and graphs is emphasized throughout the course.

(Prerequisites: Academic placement or satisfactory completion of MAT095 Developmental Math)

**Requirement for Associate students only.*

GENERAL EDUCATION ELECTIVES**GE Humanities and Fine Arts Electives****ENG200****PROFESSIONAL AND TECHNICAL WRITING**

(44CH/44LE)

4 quarter credit hours

Professional and Technical Writing helps students develop the skills they need to communicate with business and technical documents. The course introduces students to the rhetorical principles and compositional practices necessary for writing effective and professional communications such as reports, instructions, and documentation within their own business professions.

(Prerequisites: ENG105 Composition and Research)

ENG202**CREATIVE WRITING***(44CH/44LE)**4 quarter credit hours*

In this course, students will critically address fiction, poetry, and plays both formally and aesthetically as well as create original work using material in four genres—poetry, plays, graphic/hyper stories, and the short story—to submit to the workshop for discussion. The student will synthesize the critical-thinking skills and writing-response skills developed in college English. Students will read and discuss recently published material in each genre in order to familiarize themselves with the latest work of publishable merit and to practice workshop techniques in approaching this material as well as their own. Each student will submit a portfolio of revised material for discussion, interpretation, and written response.

(Prerequisite: ENG105 Composition and Research)

ENG307**TWENTIETH CENTURY POETRY***(44CH/44LE)**4 quarter credit hours*

In this course, students will read various works of poetry produced in the United States during the first half of the twentieth century. The aims are to understand and critically analyze some of the important and influential poetries produced by major modernist poets and to survey important poetry produced by lesser known but no less powerful poets. Students will direct their study and methods for extended periods and depths with various poets' works. This combination of depth and breadth will help to situate the "big names" in a field that enhances the students' understanding of the canonical poets and to understand and critically value the poetry that surrounded, influenced, and competed with theirs.

(Prerequisite: ENG105 Composition and Research)

ENG310**TOPICS IN AMERICAN LITERATURE***(44CH/44LE)**4 quarter credit hours*

This course will focus on reading, discussing, and analyzing notable works of American literature. Students will explore historical and cultural contexts of American literature and will apply various critical theories to the different literary forms including fiction, poetry, non-fiction prose, and drama. The course will further reinforce the students' experience with the conventions of standard written English and advanced research methodology.

(Prerequisite: ENG105 Composition and Research)

ENG311**TOPICS IN BRITISH LITERATURE***(44CH/44LE)**4 quarter credit hours*

This course will focus on reading, discussing, and analyzing notable works of British literature. Students will explore historical and cultural contexts of British literature and will apply various critical theories to the different literary forms, including fiction, poetry, non-fiction prose, and drama. The course will further reinforce the students' experience with the conventions of standard written English and advanced research methodology.

(Prerequisite: ENG105 Composition and Research)

ENG312**WOMEN IN LITERATURE***(44CH/44LE)**4 quarter credit hours*

This course surveys literature written by and about women from various world traditions. Students examine archetypes and stereotypes of women as they are presented and challenged in the literature. This course also explores the place of women's literature in the world by examining such concepts as the reclaiming of agency, the post-Colonial writer's dilemma, and aesthetics.

(Prerequisites: ENG105 Composition and Research)

ENG314**LITERATURE IN FILM***(44CH/44LE)**4 quarter credit hours*

The focus in this course is to read and discuss literary works (short stories, plays and novels) that have been adapted into films. After a discussion of the literature, the movie will be viewed by the class and comparisons will be made between the written work and the movie. The course will

reinforce the student's experience with the conventions of standard written English and introduce the student to the methods of cinematic criticism. In conjunction with essays, students will create projects dealing with aspects of literature and films that relate to their chosen disciplines.
(Prerequisite: ENG105 Composition and Research)

FRE101**CONVERSATIONAL FRENCH***(44CH/44LE)**4 quarter credit hours*

This course introduces students to the association between French sounds and letters, and emphasizes pronunciation, vocabulary acquisition, basic grammar concepts, and the beginnings of an understanding of the French speaking communities of the world.

*(Prerequisites: None)***HUM101****INTRODUCTION TO HUMANITIES***(44CH/44LE)**4 quarter credit hours*

This course introduces students to the scope of human creative traditions in the visual, performing, and intellectual arts. Students will experience and participate in methods of inquiry designed to develop their appreciation of the making of the work, its context in the tradition of human expression, and its reception and interpretation in today's society.

*(Prerequisites: None)***HUM310****COMMUNITY SERVICE***(44CH/44LE)**4 quarter credit hours*

The course is designed to engage its students in a meaningful set of community service activities that closely parallel many of the main tasks and functions of a community service organization: planning, community education, budgeting, volunteer recruitment and management, public relations, and fundraising. Working in conjunction with a local community service agency, teams of students will design and implement a coordinated series of projects related to the agency's primary service mission. The course will serve a two-fold purpose of 1) addressing community-based issues and needs, and 2) developing leadership, problem-solving, and practical skills related to managing community service projects. This course will demonstrate how effective organizational practices can make a substantive contribution to addressing human needs in our community.

*(Prerequisite: None)***HUM312****LEADERSHIP***(44CH/44LE)**4 quarter credit hours*

This course examines the universal principles of leadership and places emphasis on nature, styles, and skills of servant leadership. Utilizing historic and contemporary models and emphasizing responsible leadership, the course is designed to build repeatable and transferable leadership knowledge and skills in community and commerce. Students will participate in a field experience that is enhanced by reflection and discussion in small groups on issues in leadership.

*(Prerequisite: PSY201 Introduction to Psychology)***HUM410****SURVEY OF WORLD RELIGIONS***(44CH/44LE)**4 quarter credit hours*

Religious beliefs and practices form a core part of the identity and culture of many of the world's people. In order to understand how and why people believe the way they do, this course introduces students to the world's religions. Emphasis will be placed on the study of Buddhism, Christianity, Hinduism, Islam, Judaism, and Taoism. Aspects of shamanism, indigenous religions, and sacred ways will also be examined. Studies will include the history and cultural context of the various religions in order to foster student understanding of the global citizen.

*(Prerequisites: ENG105 Composition and Research)***PHI105****AESTHETICS***(44CH/44LE)*

4 quarter credit hours

This course presents fundamental ideas and studies on the philosophy of art, beauty, and criticism from historical and contemporary viewpoints. Classical and modern arguments are presented to provide a foundation that leads students to a consideration of what constitutes a work of art.
(Prerequisites: None)

PHI110**ETHICS***(44CH/44LE)***4 quarter credit hours**

This course is an introduction to the concepts, theory, and practice of ethical decision making in the personal and social realms. Concepts such as justice, mercy, responsibility, and morality are considered. Students will learn about a broad range of ethical theories and theorists, ancient to modern. These theories will be compared, contrasted, and applied to a variety of ethical problems, dilemmas, and controversies.

(Prerequisites: None)

SPA101**CONVERSATIONAL SPANISH***(44CH/44LE)***4 quarter credit hours**

This course introduces students to the association between Spanish sounds and letters, and emphasizes pronunciation, vocabulary acquisition, basic grammar concepts, and the beginnings of an understanding of the Spanish-speaking communities of Latin America, the United States, and Spain.

(Prerequisites: None)

GE Social and Behavioral Sciences Electives**ECON201****ECONOMICS***(44CH/44LE)***4 quarter credit hours**

This course provides 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.

(Prerequisites: MAT100 College Math)

HIS201**WORLD CIVILIZATIONS I***(44CH/44LE)***4 quarter credit hours**

This course introduces world history from the dawn of civilization to the early modern era. Topics include religion, politics, economics, and social developments in Eurasian, African, Pan-American, and Greco-Roman civilizations, Christian, Islamic, and Byzantine institutions, and cultures of the Middle Ages as well as emerging monarchies in Europe and the Far East. Emphasis is placed on historical developments and their impact on the pre-modern world. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

(Prerequisites: ENG104 Composition)

HIS202**WORLD CIVILIZATIONS II***(44CH/44LE)***4 quarter credit hours**

This course introduces world history from the early modern era to the present. Topics include the religion, politics, economics, and social developments of Africa, Europe, India, China, Japan, and the Americas. Emphasis is placed on historical developments such as religious wars, the Industrial Revolution, World Wars I & II and the Cold War, and their impact on the modern world. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

(Prerequisites: ENG104 Composition)

HIS210**US HISTORY I***(44CH/44LE)***4 quarter credit hours**

This course provides a historical account of the main ideas and events that have shaped today's society from their beginnings in Colonial times through the end of the Reconstruction period. It traces the course of social, political, economic, intellectual, and cultural events in the United States as they created today's unique and diverse society.

(Prerequisites: ENG104 Composition)

HIS211**US HISTORY II**

(44CH/44LE)

4 quarter credit hours

This course provides a historical account of the main ideas and events that have shaped today's society from the end of the Reconstruction period to the present. It traces the course of social, political, economic, intellectual, and cultural events in the United States as they created today's unique and diverse society.

(Prerequisites: ENG104 Composition)

PSY201**INTRODUCTION TO PSYCHOLOGY**

(44CH/44LE)

4 quarter credit hours

This course introduces students to the nature of psychology. Topics discussed include aspects of human development, personality theory, psychological aspects of stress, and the psychology of learning, creativity, and motivation. Students are introduced to this material through a combination of lectures, experiential exercises, group dynamics, and interpersonal analyses. The course provides insight into human behavior and self-awareness.

(Prerequisites: None)

POL201**AMERICAN GOVERNMENT**

(44CH/44LE)

4 quarter credit hours

This course investigates the principles upon which the governmental and political institutions and systems of the United States are founded. Topics discussed include constitutional foundations, federalism, political parties, public opinion, interest group activities, civil liberties, and decision making in the institutions of American national government, such as Congress, the presidency, and the Supreme Court.

(Prerequisites: None)

SOC201**SOCIOLOGY**

(44CH/44LE)

4 quarter credit hours

In this course, students explore the dynamics and structure of human society. The fundamental structures and processes responsible for the social organization of behavior are examined. Topics include culture, socialization, deviance, social structure, social stratification, and institutions. Current issues in society are also addressed.

(Prerequisites: None)

SOC301**CULTURAL DIVERSITY**

(44CH/44LE)

4 quarter credit hours

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.

(Prerequisites: SOC201 Sociology)

SOC303**POPULAR CULTURE**

(44CH/44LE)

4 quarter credit hours

In this course, students will explore the interactions among such driving factors as advertising, mass media, and the constantly changing lifestyles and trends in American society. This course will examine the relationships between these cultural forces and the disciplines the students are pursuing. Topics include communications, electronic media, music, television, movies, and ethics in popular culture.

(Prerequisites: None)

SOC305**THE FAMILY**

(44CH/44LE)

4 quarter credit hours

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.

(Prerequisites: None)

GE Natural Sciences and Mathematics Electives**MAT201****STATISTICS**

(44CH/44LE)

4 quarter credit hours

This course is an introduction to descriptive and inferential statistics. Emphasis is placed on sampling, distributions, measures of central tendency and dispersion, Central Limit Theorem, confidence intervals, correlations, regression, discrete and continuous probability distributions, population parameter estimation, and hypothesis testing. Other topics include plotting data, graphing functions, and predicting outcomes.

(Prerequisites: Completion of MAT100 College Math with a "C-" or better)

SCI101**SCIENCE, ENVIRONMENT & SOCIETY**

(44CH/44LE)

4 quarter credit hours

Science, Environment and Society introduces and examines the basic ideas underlying modern science such as mass, inertia, force, and physical conservation laws, and the fundamental ideas of physics, chemistry, earth science, and astronomy. An understanding of the kinetic molecular theory is developed and used to explain common phenomena, and application is made of physical principles to technology and biology. The role of major scientific figures in the development of important ideas is examined in a historical and social context. On completion, the student is able to use quantitative reasoning and basic scientific knowledge to solve problems, to explain the role of science in the modern world, and to define what characterizes scientific statements.

(Prerequisites: None)

SCI201**SCIENCE, TECHNOLOGY & SOCIETY**

(44CH/44LE)

4 quarter credit hours

This course explores the basis of chemistry and physics, with an examination of the application of physical and chemical principles in technology. Topics include electricity, principles of mechanics, engines, gears, transmissions, fluid flow, the Periodic Table, simple optics, and an introduction to materials science. Examples are drawn from the physical sciences, technology, and biology. Historical figures and developments are discussed in an effort to understand the contribution of science and technology to the evolution of human societies.

(Prerequisites: MAT100 College Math)

SCI310**SCIENCE OF LIGHT**

(44CH/44LE)

4 quarter credit hours

Students examine light and color in terms of physics, biology, and psychology. Topics include production and detection of light, geometric and wave optics, light and color in nature, production of colors, reaction of the eye and the brain to light and color, and psychological reaction to light.

(Prerequisites: MAT100 College Math)

SCI311**SCIENCE OF SOUND**

(44CH/44LE)

4 quarter credit hours

This course examines sound in terms of its behavior, physics, and acoustics. Acoustical behavior of sound such as reverberation, echo, and pitch are also explored. Students learn theories and principles relating to acoustics through a variety of projects used for demonstration and ear training. The course emphasizes critical thought and aural analysis.

(Prerequisites: MAT100 College Math)

INTERNSHIP**IN201A****INTERNSHIP**

(98CH/8LE/90IN)

3 quarter credit hours

Through a field internship experience, students are able to apply acquired subject matter and professional skills in a real and practical situation. The main objective of the internship is to allow students the opportunity to observe and participate in the operation of successful businesses relating to their fields of study. Students gain experience needed to enter their field on graduation.

(Prerequisites: None)

IN402**INTERNSHIP**

(98CH/66IN)

2 quarter credit hours

Through a field internship experience, students are able to apply acquired subject matter and career/professional skills in a real and practical situation. The main objective of the internship is to allow students the opportunity to observe and participate in the operation of successful businesses relative to their fields of study. The students gain experience needed to enter the field upon graduation.

(Prerequisites: Permission of Academic Department Director)

NOTE: Internship sites must be secured and requisite paperwork completed by the end of the drop/add period of the scheduled quarter or the student will be withdrawn from the course. Individual instructors may publish earlier deadlines. Students wanting to enroll in internship courses for credit should see their Academic Department Director for more information.

COLLEGE PREPARATORY STUDIES**ENG083*****ESSENTIALS OF ENGLISH**

(44CH/44LE)

3 quarter credit hours

This course provides instruction to develop student reading and study skills at the college level. The class emphasizes comprehensive reading, interpretation, questioning, comparison, and evaluation of written passages. The reading processes will also require thinking, skimming for details, making judgments, understanding sequences and integrating ideas.

(Prerequisites: Placement Testing)

ENG 090***DEVELOPMENTAL ENGLISH**

(44CH/44LE)

4 quarter credit hours

This developmental studies course emphasizes the skills needed to produce clear, competent English prose. Coursework concentrates on basic paragraph writing with its attendant skills including various sentence structures, spelling, subject/verb agreement, pronoun/antecedent agreement, punctuation, and correct verb tense. The course may not be attempted more than three times.

(Prerequisites: Placement Testing)

ENG093***FUNDAMENTALS OF ENGLISH**

(44CH/44LE)

3 quarter credit hours

This course emphasizes the skills needed to produce clear, competent English prose. Class coursework concentrates on basic paragraph writing with its attendant skills: various sentence structures, spelling, subject/verb agreement, pronoun/antecedent agreement, and correct verb tense.

(Prerequisite: ENG083 Essentials of English or Placement test score)

MAT083***ESSENTIALS OF MATHEMATICS**

(44CH/44LE)

3 quarter credit hours

This course includes the study of basic mathematics that leads to the successful completion of the Fundamental Mathematics course. The class includes concepts and applications of decimals, fractions, percents, exponents, and the order of operations agreement.

(Prerequisites: Placement Testing)

MAT093*

FUNDAMENTALS OF MATHEMATICS

(44CH/44LE)

3 quarter credit hours

This course includes the study of basic algebraic and geometric concepts that lead to the successful completion of the College Mathematics. The class includes variables, introductory topics of polynomials, application problems using algebraic concepts, factoring, and the use of geometric concepts in solving problems of area, perimeter, and volume.

(Prerequisite: MAT083 Essentials of Mathematics or Placement test score)

MAT 095*

DEVELOPMENTAL MATH

(44CH/44LE)

4 quarter credit hours

This developmental studies course focuses on the study of basic mathematical concepts. Specifically, the course covers concepts and applications of addition, subtraction, multiplication, division, sets of whole numbers, decimal numbers, fractions, the use of percentages, and problem-solving configurations. The course may not be attempted more than three times.

(Prerequisites: Placement Testing)

* College Preparatory studies do not apply toward graduation requirements. They may be attempted no more than three times and require a grade of "C" or better to pass the course. College Preparatory studies are in addition to the required curriculum; thus, enrollment in these courses may affect the student's graduation date.

RELATED STUDIES

RS090

COMPUTER APPLICATIONS

(20CH/20LE)

0 quarter credit hours

This course introduces students to the basic operation of computer hardware on both Mac and PC platforms. File management and storage, basic word processing, spreadsheet and database techniques are explored. The use of scanners, printers, external drives, and other equipment is examined. Students also are introduced to the internet as a research and networking tool.

(Prerequisites: Placement Testing)

RS099

STUDENT SUCCESS SEMINAR

(20CH/20LE)

0 quarter credit hours

Student Success Seminar focuses on a student's successful transition into The Art Institute of Charlotte environment, as well as development and reinforcement of the skills needed to succeed in college studies. Special emphasis is placed on the identification and reinforcement of self-directed learning strategies, critical thinking, information literacy, interpersonal skills, and personal development.

(Prerequisites: None. This course must be taken during the student's first three quarters and may not be attempted more than three times. The course is a graduation requirement.)

RS202*

CAREER DEVELOPMENT

(44CH/44LE)

4 quarter credit hours

Career Development introduces students to a variety of job search techniques, including writing effective résumés and cover letters, finding resources, utilizing networking skills, personal appearance, business etiquette, and negotiating skills.

(Prerequisites: Permission of Academic Department Director)

RS204†

PRINCIPLES OF MARKETING*(44CH/22LE, 22LB)**3 quarter credit hours*

This course examines the basic principles of marketing and integrating the concepts of consumer motivation with modern marketing strategizing and planning. Students investigate the importance marketing plays in the success of modern business.

(Prerequisites: FM121 Fashion Industry Survey)

RS308**BUSINESS ACCOUNTING***(44CH/22LE, 22LB)**3 quarter credit hours*

This course studies the fundamentals of double-entry debit/credit business accounting preparation and analysis of business financial statements and practical accounting procedures for understanding assets, liabilities, and owner's equity.

(Prerequisites: FM121 Fashion Industry Survey and MAT100 College Math)

ART101**SURVEY OF ART HISTORY I***(44CH/44LE)**4 quarter credit hours*

This course introduces the origins and historical development of art. It concentrates on the general chronological progression of techniques and the evolving styles of artistic expression from Prehistory to the Early Renaissance. Chief works of painting, sculpture, architecture, and decorative arts are discussed. Upon completion of the course, students can identify and analyze various artistic styles, periods, and media and can effectively communicate in oral and written forms about art.

(Prerequisites: None)

ART102**SURVEY OF ART HISTORY II***(44CH/44LE)**4 quarter credit hours*

This course is a continuation of Survey of Art History I. It concentrates on the general chronological progression of techniques and the evolving styles of artistic expression from the Renaissance to the Postmodern Period. Chief works of painting, sculpture, architecture, and decorative arts are discussed. Upon completion of the course, students can identify and analyze various artistic styles, periods, and media and can effectively communicate in oral and written forms about art.

(Prerequisites: None)

† *Certificate program classes are by Permission of Academic Department Director.*

Academic Affairs Policies and Procedures**Additional information which supplements information beginning on page 60:**

The student must request a "Change of Enrollment Status" form from the Academic Director of his/her program to begin the withdrawal process. In the absence of the Director, the student may request the form from the Academic Director of General Education or the Dean of Academic Affairs. The student must obtain signatures from each department listed on the form and return the completed form to the Registrar's Office for processing. The notification date listed on the form will serve as the official date of withdrawal from school.

If a student is not able to personally complete a written "Change of Enrollment Status" form with the Academic Director, he or she may notify the Director via phone, e-mail or fax. Upon receiving notification, the Academic Director will complete a "Change of Enrollment Status" form for the student. The Academic Director will use the contact date as the official date of withdrawal from school.

Quarter Credit Hour – The following definition of a Quarter Credit Hour replaces all previous references to Quarter Credit Hour Definition or Quarter Credit Hour Requirements.**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.

SAP Policy – The SAP policy found on page 64 is replaced with the following:

Undergraduate Satisfactory Academic Progress (SAP) Policy

Effective SU11

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 termination.** In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits.

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

Criteria for Honors Designation

To promote academic excellence and to recognize exemplary academic achievement, the following Honors Designations will be issued on a term basis and upon graduation.

Term Honors Designation (at the completion of a quarter) – Students who enroll for and complete 12 credits or more (of courses which are not transitional studies) and meet the following criteria may receive the corresponding designation:

<u>Term GPA</u>	<u>Honors Designation</u>
4.0	President’s Honor Roll
3.7-3.9	Dean’s Honor Roll
3.5-3.6	Honor Roll

Honor Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Transitional studies classes are not considered when evaluating Honors Designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

Compliance with SAP is reviewed every quarter for Certificate, Diploma, and Degree Programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

Certificate/Diploma	Evaluation Point	Milestones(CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.5 and/or 50.00%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of Third Quarter And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1 st time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal
Degree	Evaluation Point	Milestones(CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.0 and/or 33.33%	Warning (if 1 st time)/ Dismissal (if on Warning)

	End of Third Quarter	< 1.25 and 50%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of the Fourth and Fifth Quarter	< 1.50 and 50%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of Sixth Quarter* And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1 st time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal

Certificate and Diploma Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter.
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**.
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 Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
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 **dismissal**.
5. Students should note that if they are on Academic Warning/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 the exact requirements.
6. Students attending certificate or diploma programs may take transitional study courses.

Please note that **dismissals** can be appealed. Please see the Appeal Process below.

Degree Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% (transitional study courses do not impact GPA or ICR so they are exempt from the calculation). Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
2. At the end of the second quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% for all courses that are not transitional studies. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter if the student had not been on Academic Warning/Financial Aid Warning in the previous term. However, if the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
3. At the end of the third quarter, students must attain a minimum CGPA of 1.25 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
4. At the end of the fourth and at the end of the fifth quarter, students must have a CGPA of at least 1.5, and an ICR above 50%, Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it could be very difficult to meet the minimum requirements of the next measuring point. Students should consult with their academic advisor concerning the exact requirements.
6. At the end of the sixth quarter and thereafter, students must accomplish a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
7. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
8. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies Course credits do not count towards the total number of credits for graduation nor do they count in the CGPA or ICR; however, they do count in determining the maximum time frame in terms of credits

attempted and credits earned. Transitional Studies/Remedial courses do have credit hours assigned to them for enrollment and tuition charging purposes. Transitional Studies Courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in **dismissal**.

Students on Academic Warning/Financial Aid Warning are considered to be making progress towards meeting SAP and if otherwise eligible, can be eligible for Financial Aid.

The grades, gpa and 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 their review. There is also an indication if a student is on Academic Warning/Financial Aid Warning or Academic Probation/Financial Aid Probation or is terminated.

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 the student and catalogued 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 (see appeal policy below) is granted, he or she will be placed on Academic Probation/Financial Aid Probation for **one or two** quarters. For students in a certificate/diploma program they will **only** have **one** quarter of Academic/Financial Probation due to the shorter length of the program. For associates degree or higher programs, if the student and the institution agrees to a **two-term** Academic/Financial Aid Probation the student must agree with and **sign a written academic plan** developed and approved by the institution which documents that he or she will be required to attain CGPA and ICR milestones by the next evaluation point (term) but they must be meeting SAP at the end of the second term. A student not meeting the conditions of their plan at the end of the first quarter **will be dismissed**. If the student is meeting their academic plan at the end of the first term, they will stay on Academic/Financial Aid Probation. Student is 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(s) 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.

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. 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.

A student who attempts but does not pass the same remedial course three times is **dismissed and there is not a right to appeal the termination**. Students dismissed for failing the transitional courses three times may reapply for reinstatement once these courses and the college level equivalents are completed and are submitted on an official accredited institutions transcript as part of the reinstatement appeal.

The Metrics of SAP

Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 *

*F does compute in GPA and CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination	Credits Earned/TR grade does not affect ICR/CGPA.
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	Does not Affect ICR/MTF/CGPA
PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
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 remedial courses and does not affect ICR/MTF/CGPA
WX = Course was registered for but never attended	Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including mid-quarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of 'F', 'W', or 'WF'. Course credits with grades of 'F', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Students may also retake classes 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.

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.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

A = 4 grade points x 4 credit hours = 16 grade points earned

B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

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/semester 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 (remedial credits do not count in this calculation):

(EARNED CREDITS at the institution + TRANSFER CREDIT Accepted)

(ATTEMPTED CREDITS at the institution + Transfer Credits Accepted)

The **150% MTF** is determined as follows:

TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.
--

STUDENT STATUS CHANGES AND SAP

Transfer Students

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completion rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be $180 \times 1.5 = 270$ 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 satisfactory academic progress 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 is deemed to be making satisfactory academic progress.

Changes in Program

Students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the 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.

Incremental completion rate is determined as follows (remedial credits do not count in this calculation):

(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS
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(ATTEMPTED CREDITS in the New Program + Transfer Hours Accepted) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS
--

The **150% MTF** is determined as follows:

TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = MTF.

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 not be applied to the student's new program CGPA calculation. The grades will be recorded as TR.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets out requirements designed to afford students certain rights with respect to their educational records. In addition, it puts limits on what information The Art Institute of Charlotte 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 or her records should submit a written request to the Dean of Academic Affairs at The Art Institute of Charlotte. 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. The student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review his or her 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 or her personally.

II. Disclosure of Educational Records

The Art Institute of Charlotte generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To The Art Institute of Charlotte officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. A person employed by the school in an administrative, supervisory, academic or research or support staff position. This includes, but is not limited to, human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b. A person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
2. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory or administrative duties for The Art Institute of Charlotte has a legitimate educational interest.
3. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United State, and state and local educational authorities in connection with state or federally supported educational programs.
4. 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.
5. To organizations conducting certain studies for or on behalf of the school.
6. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
7. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
8. To comply with a judicial order or lawfully issued subpoena.
9. To appropriate parties in health or safety emergencies.
10. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
11. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
12. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above, but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and, with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator, not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).
13. To a parent regarding the student's violation of any federal, state or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
14. Directory information (*see* Section IV below).
15. 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 program, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Charlotte 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 students themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institute of Charlotte officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Charlotte will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

The Art Institute of Charlotte designates the following information as directory information. (Directory information is personally identifiable information that 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 (e.g., enrolled, continuing, future enrolled student, re-entry, leave of absence.)
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 of Charlotte to request that his or her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Charlotte, Three LakePointe Plaza, 2110 Water Ridge Parkway, Charlotte, NC 28217-4536. 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. 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 or her privacy rights.
2. The Art Institute of Charlotte may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights.
3. Upon request, The Art Institute of Charlotte will arrange for a hearing and notify the student reasonably in advance of the date, place and time of the hearing. An individual who does not have a direct interest in the outcome of the hearing will conduct the hearing. That individual may be an official of The Art Institute of Charlotte. 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 of Charlotte 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 of Charlotte 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 of Charlotte decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Charlotte 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.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Charlotte 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

Financial Services

Additional information which replaces information beginning on page 66:

Tuition & Fees

Active Duty, Active and Drilling members of the Reserve and National Guard and Spouses of Active Duty Military Personnel:

The Art Institute's offers a special military tuition discount of 10% to eligible Active Duty, Active and Drilling members of the Reserve and National Guard and spouses of Active Duty military personnel.

Fees

The enrollment fee and the application fee are waived for Active Duty and Active and Drilling members of the Reserve and National Guard. The application fee is waived for all veterans who qualify for government military education financial aid and spouses of Active Duty military personnel.

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.

Accounting Services

Additional information which replaces information beginning on page 75:

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school. The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 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 school will determine the percentage by dividing the number of calendar days completed in the term up to and including the Last date of attendance by the total number of calendar days in the term.

If 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 Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement 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 school will notify the student as to the amount owed and how and where it should be returned.

The student may voluntarily withdraw from The Art Institute of Charlotte by notifying the Office of the Registrar in writing or in person. The refund policies outlined in this Agreement shall apply in the event that a student withdraws, is suspended or is terminated from The Art Institute of Charlotte.

In accordance with North Carolina state policy, the school will earn tuition and fees as follows:

Full Term	
First 25 % of the quarter	25%
After 25 % of the quarter	100%
Mid Term	
Week one	25%
Week two	50%
Week three	75%
After Week three	100%

Examples of these calculations are available in the Student Accounting Office.

Student School Policies

Appropriate Attire

Students are expected to dress appropriately for their profession while at The Art Institute of Charlotte. They are expected to display good judgment; clothing should be comfortable and reasonable for the activities of education. Hats, sunglasses, revealing clothing and any attire with words that are offensive to others are not appropriate. Professional dress is required when attending functions off campus and specified events on campus. Specific attire may be required at the discretion of certain instructors. Students must wear shoes and shirts at all times. Violations may result in a student being asked to leave The Art Institute until he or she returns in appropriate attire.

Art Institute Property

Students are responsible for any Art Institute of Charlotte materials or equipment they use or check out. Should a student damage or lose school property, he or she will be charged for the cost of repair or replacement at The Art Institute's discretion.

Children and Guests

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, laboratories or the Library.

Illness or Injury

If a student is injured or becomes ill on the campus of The Art Institute of Charlotte, in college-sponsored housing, or at any Institute function, The Art Institute of Charlotte will arrange to have the student taken to a physician, medical center or other emergency treatment facility. The student is responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists. Information concerning student health insurance is available in the Student Affairs Office.

International students are required to have medical insurance while enrolled at The Art Institute of Charlotte.

Personal Property

The Art Institute of Charlotte is not responsible for the loss or damage of any student's personal property. The Institute encourages students to take measures to safeguard their property including placing their name and student I.D. on valuable items. Students may want to review personal property or homeowner's insurance policies to ensure that valuable items are covered.

Posters, Flyers and Banners

The Art Institute of Charlotte provides bulletin boards for student use in several areas. Students may place posters and flyers that are in good taste on these bulletin boards with approval from the Student Affairs Office. Posters and signs may not be affixed to walls, elevators, or other places not intended for their display.

Portable Telecommunications Devices

The Art Institute of Charlotte is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, The Art Institute of Charlotte prohibits the use of portable telecommunications devices (cellular telephones, pagers, beepers, radios, etc.) in classrooms during class meetings and in the Library. Such devices should be disabled prior to class periods to prevent interruption during classes.

Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and disciplinary action.

Student Rights and Responsibilities

Students of The Art Institute of Charlotte are members of a special community of artists and scholars and, as such, have the right to take full advantage of the opportunities afforded for inquiry, artistic expression, and professional and personal development. A community, however, must protect those rights for others and provide an orderly environment in order to achieve its academic mission. There are, therefore, responsibilities and expectations each student accepts when becoming a part of The Art Institute of Charlotte community. The Honor Code (page 4) and other college regulations form the nucleus of the expectations of an Art Institute student. Infractions of school policy may be categorized as *academic* and *non-academic* although there may be instances where an alleged infraction falls into both categories and may be addressed through academic and non-academic procedures.

Student Conduct Policy

Students whose conduct is detrimental to the educational process or disruptive to The Art Institute of Charlotte environment may be subject to discipline. Instructors as well as students have the right to teach and learn in a safe and productive environment. No one shall infringe upon this right at The Art Institute of Charlotte. The Art Institute of Charlotte reserves the right to suspend or permanently terminate any student whose conduct is detrimental to the teaching environment within the classroom or to the well-being of fellow students and/or faculty and staff members, or who causes damage to the appearance or structure of The Art Institute of Charlotte facility and/or equipment therein; or who cheats, copies or otherwise plagiarizes the artwork or assignments/projects of other students or professionals, verbally abuses, insults, physically or psychologically threatens or intimidates other students, faculty or staff, or who otherwise displays conduct detrimental to his or her own academic progress or ultimate success in the field for which he or she is being educated. Disciplinary issues are handled through the office of the Dean of Student Affairs or through the office of the Dean of Academic Affairs.

General Student Complaint Procedure

Students with a complaint or problem are encouraged to follow the student complaint procedure:

1. Students should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. Students who feel the complaint has not been fully addressed should submit a written account to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should include the student's name, phone number, and student I.D. number, and it should include an account of the steps the student has taken to remedy the situation.
3. The Art Institute of Charlotte staff member or department against which the student is making the complaint will be notified. A follow-up meeting with the student and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within ten school days from the date of the written complaint in an effort to resolve the issue.
4. Students dissatisfied with the results may file an appeal with the President's office. The appeal should be in writing and contain the student's name and phone number. The student should summarize the steps taken to remedy the situation and indicate why the results are dissatisfactory. The student will hear the results of the appeal within thirty calendar days from the date the appeal is received.
5. Any student who follows this complaint procedure and remains dissatisfied with the results may send a written copy of the complaint to: N.C. Community Colleges System, 200 W. Jones St., Raleigh, NC 27603-1337 (telephone: 919-733-7051) **or to:** Accrediting Council for Independent Colleges and Schools, 750 First St, NE, Suite 980, Washington, DC 20002-4241 (telephone: 202-336-6780).

Students should refer to the school's arbitration policy for additional information regarding disputes or claims.

Arbitration of Disputes

Every student and The Art Institute of Charlotte agrees that any dispute or claim between the student and The Art Institute of Charlotte (or any company affiliated with The Art Institute of Charlotte, 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 of Charlotte 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 of Charlotte'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.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Charlotte intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with The Art Institute of Charlotte, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, The Art Institute of Charlotte will select one.

The Art Institute of Charlotte agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds than the relevant jurisdictional threshold The Art Institute of Charlotte reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR THE ART INSTITUTE OF CHARLOTTE CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR THE ART INSTITUTE OF CHARLOTTE WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, The Art Institute of Charlotte will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with The Art Institute of Charlotte. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, HYPERLINK "<http://www.jamsadr.com>" www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

Student Grievance Procedure

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 The Art Institute of Charlotte Non-Discrimination Policy has been violated. 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 Dean of Student Affairs or for academic matters with the Dean of Academic Affairs. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The Dean of Student Affairs 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 Dean of Student Affairs 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 Dean of Student Affairs 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 of Charlotte. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Dean of Student Affairs 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 of Charlotte 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>.

STUDENT CONDUCT POLICY

GUIDING PRINCIPLES

The Art Institute of Charlotte 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 of Charlotte 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.

SCOPE

This Student Conduct Policy applies to all students and student organizations at The Art Institute of Charlotte.

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, Dean of Academic Affairs or a delegate as appointed by the President of The Art Institute of Charlotte), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

RESPONSIBILITIES OF DUAL MEMBERSHIP

The Art Institute of Charlotte 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.

DISCIPLINARY OFFENSES

The offenses listed below are given as examples only. The Art Institute of Charlotte 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 or likenesses of weapons on college property, school-sponsored housing or at 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 or one's self
- e) 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 firefighting equipment.

6. Disruptive or Disorderly Conduct

Disruptive Behavior such as interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

- 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, misconduct that adversely affects the interests of The Art Institute of Charlotte 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 including coercion and personal abuse, of any individual. 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.

10. Falsification

Willfully providing college officials with false, misleading or incomplete information; forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

11. Abuse of The Art Institute of Charlotte 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 sanction(s) imposed under 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 upon request of college official acting in the performance of his/her duties when on college property or at a college-sponsored or supervised function

15. Violations of College Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- 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
- e) Any violation of the institution's policies on the responsible use of technology including but not limited to
 - I. The theft or abuse of computer, email, Internet or Intranet resources
 - II. Unauthorized entry into a file to use, read, or change the contents of, or for any other purpose
 - III. Unauthorized transfer of a file
 - IV. Unauthorized downloading of copyrighted materials in violation of law
 - V. Unauthorized use of another individual's identification and/or password
 - VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - VII. Use of computing facilities to send obscene or abusive messages
 - VIII. Use of computing facilities to interfere with normal operation of the school's computing system
- f) Failure to satisfy school financial obligations

The above list is illustrative only, and The Art Institute of Charlotte may sanction other conduct not specifically included on this list.

SANCTIONS

The Art Institute of Charlotte 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 of Charlotte reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. **Removal from Sponsored Housing:** The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. **Suspension:** Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **Expulsion:** The student will be expelled from The Art Institute of Charlotte immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to 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 or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

DISCIPLINARY PROCEDURES:

Complaint

Any member of The Art Institute of Charlotte community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Charlotte 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 time frame.

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 of Charlotte 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 of Charlotte reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students and/or the school community exists, and including searches pursuant to an investigation of potential wrong-doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of violations that warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate, and others who may have relevant information. The student should receive advance notice of the allegations and the reason for the meeting.
2. After the meeting, the Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the Student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
 - a. If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute of Charlotte policies on the basis of the information available and impose sanctions for such violations.

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 recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel; however, identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the college Executive Committee, campus staff, faculty or student body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

- (1) Serious allegations are being investigated,
- (2) Serious allegations are pending before a disciplinary panel,
- (3) In advance of a disciplinary panel hearing, or
- (4) When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the interim suspension, students are denied access to 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. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions for accommodation of a student in school-sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe they have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Charlotte 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 of Charlotte 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 The Art Institute of Charlotte's policies and procedures, and must provide any supporting documentation. It must be delivered to the President or his/her delegate within three calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

Students wishing to appeal dismissal from Student Housing may do so in the following manner:

- The student must obey the terms of the decision pending the outcome of the appeal. For example, a student who has been dismissed from housing must abide by all sanctions in accordance with the directions indicated in the decision.
- The student must write a letter of appeal addressed to the Dean of Student Affairs of The Art Institute of Charlotte or his or her delegate. This letter will give the student the opportunity to indicate his or her position on the decision. The letter must detail all bases for the appeal. Appeals will only be considered if the student can present evidence that the case has been mishandled and/or if they are presenting new evidence or information which may affect the legitimacy of the eviction. The letter of appeal must be delivered to the Dean of Student Affairs or his or her delegate within three calendar days following the student's receipt of the eviction decision.
- The Dean of Student Affairs or his or her delegate shall appoint a committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff members not involved in making the initial disciplinary decision. The student making the appeal and the person bringing the charges 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 student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, and the weight to be given any evidence.

- The committee will report back to the Dean of Student Affairs or his or her delegate with its recommendation following the review of the appeal. The Dean of Student Affairs or his or her delegate will render a written decision on the appeal within 30 calendar days from receipt of the appeal and communicate same promptly to the student.
- Housing disciplinary and administrative decisions (other than cases of dismissal) including verbal warnings, written warnings, probation, and relocation may be appealed to the Director of Housing. The decisions of the Director of Housing in these cases will be final.

Non-Discrimination Policy

The Art Institute of Charlotte 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.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of Charlotte will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: The Dean of Student Affairs

NO HARASSMENT POLICY

The Art Institute of Charlotte 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:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

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. [School name] prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

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 of Charlotte. Complaints of sexual violence should be made to the Dean of Student Affairs.

Upon learning of possible sexual violence involving a student, The Art Institute of Charlotte will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If The Art Institute of Charlotte determines that sexual violence may have occurred, The Art Institute of Charlotte will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The Art Institute of Charlotte will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the Dean of Student Affairs
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 of Charlotte's 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 of Charlotte'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).

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 of Charlotte 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 of Charlotte will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Firearm Policy

Firearms, including concealed weapons, are not permitted on The Art Institute premises and/or at Art Institute events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to The Art Institute or to Art Institute vendors and contractors (where approved by The Art Institute) may carry weapons.** Firearms are not permitted in any vehicle while the vehicle is parked on Art Institute property, whether said property is owned or leased by The Art Institute or provided to The Art Institute for its use, except where otherwise required by law. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the President or a member of management or a member of school staff. Violation of this policy is considered a serious offense that endangers the safety of anyone on The Art Institute premises. Any person violating this policy may be required to leave The Art Institute premises. Students violating this policy are subject to suspension or dismissal from school.

Notice of The Art Institute of Charlotte 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 of Charlotte'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 of Charlotte's policies prohibit use of The Art Institute of Charlotte 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).

Anti-Hazing Policy

Hazing involving students of The Art Institute of Charlotte or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, or admission into, or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of any student club or organization at The Art Institute of Charlotte. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require and/or endorse violations will be held directly responsible through the college's student conduct process and, if appropriate, through local authorities which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located on the first floor. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

Non-Fraternization Policy

Because of the unequal status that exists between faculty and students and the possibility of favoritism, social relationships between faculty and students are prohibited. Such relationships also are prohibited between staff and students.

Drug-Free Workplace and Campus

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Charlotte or in facilities controlled by The Art Institute of Charlotte are prohibited by college regulations and are incompatible with The Art Institute of Charlotte's goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Effects of Drugs and Alcohol

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional and social health. This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

Counseling

Students observing any of these changes in themselves or another student are encouraged to talk with a counselor in the Student Affairs office.

Abuse of alcohol or drugs can lead to dependency and addiction with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment and rehabilitation facilities available in the Charlotte area where students and employees may seek advice and treatment. The college counselor can refer you to a facility that will help meet your needs.

Charlotte Area Resources

There also are organizations that may be contacted for help such as AAAB-Pathways to Recovery (800-41-SOBER). You also can contact The National Institute on Drug Abuse Hotline (1.800.662.4357). Operators are available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

A list of emergency and sliding-scale fee resources is available from the Student Affairs Office.

Campus Safety

The Art Institute of Charlotte is committed to the safety and security of all its employees and students and adheres to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A full copy of the report can be found in the office of the Dean of Student Affairs and is distributed to all faculty, staff and students annually.

Reporting Criminal Actions or Other Emergencies

Everyone at The Art Institute of Charlotte is encouraged to report all criminal acts or other emergencies promptly and accurately to appropriate law enforcement agencies. Report any criminal activities or other emergencies occurring at The Art Institute of Charlotte by dialing 704-357-5907. Art Institute security may be contacted at (704) 357-5907. The Charlotte-Mecklenburg Police Department can be reached by dialing 9-911.

In the case of fire or other emergencies, students should become familiar with the evacuation plans posted on both floors of the building. For the purposes of timely and accurate reporting, and to ensure appropriate notification of a continuing threat of crimes, students and staff are required in all cases where a crime has been committed on or near a campus facility (Main Campus or any housing facility) to file a report with an Art Institute Security Officer. Campus staff with security responsibilities include the Executive Committee which consists of the President, Dean of Student Affairs, Director of Administrative and Financial Services, Director of Admissions, Director of Human Resources and Dean of Academic Affairs. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities including trespassing. To report emergencies or criminal acts occurring in college-sponsored housing, students should dial 911. Criminal activity might include but is not limited to burglary, motor vehicle theft, aggravated assault, robbery, sexual offenses, hate crimes, gender crimes or murder. Students and employees are encouraged to be responsible for their own security and the security of others. Non-emergency incidents should be reported to the appropriate police agency that has the authority to file criminal charges in the geographical area in which the crime occurred. In addition, crimes occurring on or around college facilities should be reported to an Art Institute Security Officer or the Dean of Student Affairs.

Evacuation in Case of Emergency

The Art Institute of Charlotte's fire alarm will sound in the event of fire in the facility. Students should become familiar with the building evacuation plan that is displayed throughout the building. Emergency preparedness includes:

1. Participation in regularly scheduled fire drills.
2. Knowing two ways out.
3. Knowing the number of doorways to the stairwell.
4. Staying low in smoky conditions.
5. Never using elevators during a fire.
6. Handicapped individuals should move to a stairwell for evacuation by Fire Department staff, as stairwells are safer environments.
7. Once outside, staying as far away from the building as possible.
8. Keeping all driveways clear.
9. Remaining quiet and calm.
10. Following evacuation route directions posted throughout the building.
11. Obeying the directions of The Art Institute's faculty, staff and all emergency responders.

Security and Access to Campus Facilities

It is the policy of The Art Institute of Charlotte that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited visitors. ALL visitors, including friends and family, must report to the receptionist in the main lobby. Visitors are subject to school policies and conduct codes at all times. Their student or employee host must share responsibility for the lawful and appropriate behavior of visitors. The grounds crew has kept shrubs well-trimmed and hedges low for security. Many lights have been installed on the exterior of buildings. For reporting purposes, all student-housing facilities are non-campus buildings. Each apartment is secured with safety locks. Management is located at the facility.

It is the policy of The Art Institute of Charlotte that all students, faculty and staff shall wear Art Institute-supplied photo identification in such a manner as to be visible to Security and Administrative personnel at all times that they are on the campus. Institute-sponsored housing students must display their school photo identification upon the request of any school, law enforcement or housing management personnel.

Access to the Academic Building

Surveillance cameras monitor access to the main building at 2110 Water Ridge Parkway, and security staff is present during the hours The Art Institute of Charlotte is open. During other periods, the building is locked, and only authorized persons are given access.

The Institute's Physical Environment

Institute facilities are monitored regularly to assess their safety. Regular inspections are made of safety systems, lighting, fire extinguishers, etc. in all facilities. In addition, the building is equipped with a fire alarm system, and evacuation directions are posted prominently throughout the building.

Crime Statistics

Crime Statistics for The Art Institute of Charlotte are available in the office of the Dean of Student Affairs.

Programs to Inform Students and Employees about Campus Security

All new employees and students are instructed on crime awareness and prevention during orientation. Orientation is offered four times a year before classes begin for new students. The orientation programs are held by the President, Director of Human Resources or Dean of Academic Affairs for new employees and include a description of campus security policies and procedures for reporting any criminal activity or emergency. In addition, all students are given and should carefully review a copy of the catalog, which contains information on the drug-free campus, campus security and crime prevention, and school policies. Each student is required to sign a form acknowledging awareness of these policies.

All employees and students are encouraged to be responsible for their own safety and the safety of others in The Art Institute of Charlotte community and to follow a common-sense approach to personal safety. The Art Institute's Dean of Student Affairs also is available to offer support and referral to other counseling services.

Programs to Inform Students and Employees about the Prevention of Crimes

The Art Institute of Charlotte's Dean of Student Affairs offers individual counseling to students and employees on crime prevention. The counseling takes place any time a student requests individual counseling. A referral will be made to an outside facility if the student requests specific expertise in a certain area that cannot be fulfilled by The Art Institute. The building management provides the local authorities with information on a timely basis of occurrences that take place on campus. When there are crimes that constitute a continuing threat to The Institute population, The Art Institute of Charlotte is committed to informing students and staff of the nature of the crime(s) and to advising students and staff of the necessary protective steps they might take.

The Charlotte-Mecklenburg Police Department is contacted as needed. In the event Institute personnel working with local law enforcement agencies determine that a particular criminal offense continues to be a threat to the campus community, The Art Institute of Charlotte will notify students and staff through memos, announcements to classes, and notices in the campus student newsletter.

Academic Calendar

Summer Quarter 2011

Begins: July 11, 2011

Ends: September 24, 2011

Drop/Add Period: July 11, 2011-July 18, 2011 at 5:00 p.m.

Online Session I Begins: July 11, 2011

Online Session I Ends: August 17, 2011

Summer Quarter Mid-Term Start and Online Session II Begins: August 18, 2011

Summer Quarter Mid-Term Start and Online Session II Ends: September 24, 2011

Portfolio Show: September 22, 2011

Fall Quarter 2011

Begins: October 3, 2011

Ends: December 17, 2011

Drop/Add Period: October 3, 2011-October 10, 2011 at 5:00 p.m.

Online Session I Begins: October 3, 2011

Online Session I Ends: November 9, 2011

Fall Quarter Mid-Term Start and Online Session II Begins: November 10, 2011

Fall Quarter Mid-Term Start and Online Session II Ends: December 17, 2011

Portfolio Show and Graduation: December 15, 2011

Winter Quarter 2012

Begins: January 9, 2012

Ends: March 24, 2012

Drop/Add Period: January 9, 2012-January 17, 2012 at 5:00 p.m.

Online Session I Begins: January 9, 2012

Online Session I Ends: February 15, 2012

Winter Quarter Mid-Term Start and Online Session II Begins: February 16, 2012

Winter Quarter Mid-Term Start and Online Session II Ends: March 24, 2012

Portfolio Show: March 22, 2012

Spring Quarter 2012

Begins: April 2, 2012

Ends: June 16, 2012

Drop/Add Period: April 2, 2012-April 9, 2012 at 5:00 p.m.

Online Session I Begins: April 2, 2012

Online Session I Ends: May 11, 2012

Spring Quarter Mid-Term Start and Online Session II Begins: May 10, 2012

Spring Quarter Mid-Term Start and Online Session II Ends: June 16, 2012

Creative Showcase: April 17, 2012

Portfolio Show and Graduation: June 14, 2012

2011 Holidays

Independence Day

7/4/11

Labor Day

9/5/11

Thanksgiving Holiday

11/23/11 - 11/26/11

Christmas Holiday

12/23/11-12/26/11

2012 Holidays

New Year's Holiday

12/30/11

Martin Luther King Jr. Day

1/16/12

President's Day

2/24/12

Good Friday

4/6/12 & 4/7/12

Memorial Day

5/28/12

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B.S., Appalachian State University
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B.A., University of North Carolina, Charlotte
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M.A., Clemson University
B.A., Winthrop University
A.A., Anderson College
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