**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission, Values, Vision</td>
<td>2</td>
</tr>
<tr>
<td>President’s Message</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>City and School</td>
<td>5</td>
</tr>
<tr>
<td>Administration</td>
<td>6</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>6</td>
</tr>
<tr>
<td>Programs of Study</td>
<td>7</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>8</td>
</tr>
<tr>
<td>Culinary Management</td>
<td>10</td>
</tr>
<tr>
<td>Digital Filmmaking &amp; Video Production</td>
<td>12</td>
</tr>
<tr>
<td>Fashion Marketing &amp; Management</td>
<td>14</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>16</td>
</tr>
<tr>
<td>Interior Design</td>
<td>20</td>
</tr>
<tr>
<td>Web Design &amp; Interactive Media</td>
<td>22</td>
</tr>
<tr>
<td>Media Art &amp; Animation</td>
<td>26</td>
</tr>
<tr>
<td>Game Art &amp; Design</td>
<td>28</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>30</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>32</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>52</td>
</tr>
<tr>
<td>Admissions Policies and Requirements</td>
<td>52</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>54</td>
</tr>
<tr>
<td>Academic Grading System</td>
<td>54</td>
</tr>
<tr>
<td>Satisfactory Academic Progress Policy (SAPP)</td>
<td>56</td>
</tr>
<tr>
<td>Student Life</td>
<td>57</td>
</tr>
<tr>
<td>Appeal Procedures</td>
<td>58</td>
</tr>
<tr>
<td>Scholarships</td>
<td>61</td>
</tr>
<tr>
<td>Faculty Profile</td>
<td>64</td>
</tr>
</tbody>
</table>
Mission

The mission of The Art Institute of California – Sunnyvale is to provide postsecondary education in the creative and applied art fields in a dynamic and challenging learning environment that is sensitive to student, industry, and community needs. The programs offered by The Art Institute of California–Sunnyvale promote a culture of responsibility and prepare students for entry-level positions in their chosen fields of study through market-driven curricula.

Values

We believe in delivering quality education expressed by practical outcomes which allow our students to develop marketable skills that match employer needs.

We believe that the ethical delivery of education is represented by a curriculum built on industry needs, experienced faculty, and an appropriate facility.

We believe that individuals should have the opportunity to pursue the education of their choice based on the qualifications that they possess.

We believe that providing timely, reliable customer service is key to our business success.

We believe that administrative and education teams working together to share ideas and activities creates efficiency and consistency and demonstrates a passion for education.

We believe in working together as a team toward a common goal.

We believe in setting goals that challenge the staff and faculty while providing quantifiable accountability.

We believe that training and development are essential to the growth of our organization.

We believe that there should be a balance between work and home life for all staff members, and that this fosters growth and satisfaction in the workplace.

Vision

The Art Institute of California – Sunnyvale seeks to be the leader in learning-centered, market-focused education. We are committed to continuous improvement and growth through a culture that values individual responsibility, teamwork, and professional development.
Dear Student,

It is my pleasure to welcome you to The Art Institute of California – Sunnyvale, a member of The Art Institutes community. More than ever, now is an exciting time to pursue an education in the creative and applied arts.

With over 40 educational institutions in North America, The Art Institutes system of schools has been providing postsecondary education programs in design, media arts, and fashion, and culinary arts for more than 85 years. At The Art Institute of California – Sunnyvale, you will find like-minded students, artists who think like you and are excited by the energy you bring. Many of our students come right out of high school, while some have tried different college programs and others are embarking on a career change. What draws these individuals to The Art Institute of California – Sunnyvale is a passion for their art as well as the desire to channel that passion into a career.

Here, you will join a community that is committed to providing you with a nurturing, stimulating environment where you are free to explore your imagination and creativity. We are proud of our professional faculty who are drawn from the industries in which they teach. They know what skills are needed to be competitive in the market and bring that knowledge to the classroom. This makes for a powerful opportunity to learn from professional artists in a hands-on environment while building your personal network and making lasting friendships.

We keep close watch on emerging trends and technology, so you will find computer labs with industry-relevant hardware and software, resource centers and libraries with program-specific materials, and many other professional tools to aid you in the pursuit of your education.

On behalf of the faculty and staff of The Art Institute of California – Sunnyvale, we are excited by your potential and enthusiasm for your art. We are committed to helping you chart the right course and help you embark on an exciting journey of learning and exploration. Along the way, may your goals and passion for art drive your motivation. By choosing what you love to do, by following your passion, you can’t go wrong.

Sincerely,

Daniel Cardenas
President
Catalog Preparation

This catalog was prepared by The Art Institute of California – Sunnyvale, hereinafter "The Art Institute." The information contained herein was published in January 2009. It applies to the academic year 2009-2010. Curricula, fees, expenses, and other matters described herein and any accompanying addenda are subject to change without notice at the discretion of The Art Institute. See current addendum or write to the campus for additional information.

The Art Institute of California – Sunnyvale
1120 Kifer Road
Sunnyvale, CA 94086
Phone: 866-583-7961

Accreditation & Licensure

The Art Institute of California – Sunnyvale is a branch of The Art Institute of California Hollywood. Both institutions are accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate of Science (AS) and Bachelor of Science (BS) degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be reached at

ACICS
750 First Street NE, Suite 980,
Washington, DC 20002-4241

The Art Institute of California – Sunnyvale complies with all state statutes, rules and regulations pertaining to private postsecondary institutions in California under a voluntary agreement with the Department of Consumer Affairs.

The Department of Consumer Affairs
1625 North Market Boulevard, Suite S-308,
Sacramento, CA 95834.
Telephone: 916-574-8200.

The Art Institutes

The Art Institute of California – Sunnyvale, Inc. is a wholly-owned subsidiary of The Art Institutes International LLC, which through two intermediary limited liability companies is a subsidiary of Education Management Corporation.

Education Management Corporation
210 Sixth Avenue, 33rd Floor
Pittsburgh, PA 15222.

The Art Institute of California – Sunnyvale operates under the guidance of The Art Institutes Board of Directors comprised of John R. McKerman, Jr., Edward H. West, and John Mazzoni. The Board is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.
Sunnyvale

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

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

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

The Art Institute of California – Sunnyvale

The Art Institute of California – Sunnyvale is an institution for career preparation in the art, design, media, and culinary fields. The Art Institute of California – Sunnyvale is a member of The Art Institutes system of schools. Each program is offered on a year-round basis, allowing students to continue to work uninterrupted toward their degrees. An impressive faculty of working professionals strives to strengthen students’ skills and to cultivate their talents through well-designed curricula. Programs are carefully defined with contributions from the professional community. Curricula are reviewed regularly to ensure they meet the needs of a changing marketplace to prepare graduates to seek entry-level positions in their chosen fields. The Art Institute of California – Sunnyvale opened its doors and began enrollment for classes in March 2008. The building’s interior is designed with the creative student in mind. Light, spacious classrooms, studios and labs, library, and a student-operated restaurant supervised by professional faculty offer a productive working atmosphere. The Art Institute Supply Store, an independent retail store, provides a place for students to purchase textbooks, computer disks, and other art-related supplies. Students have easy access to public transportation and part-time job opportunities.

The Art Institute of California – Sunnyvale offers degree programs in the following areas: Culinary Arts (AS), Culinary Management (BS), Digital Filmmaking & Video Production (BS), Graphic Design (AS & BS), Web Design & Interactive Media (AS & BS), Interior Design (BS), Fashion Marketing & Management (BS), Media Arts & Animation (BS), and Game Art & Design (BS).
## ADMINISTRATION

President  
Daniel Cardenas

Dean of Academic Affairs  
Patty Lev, M.A.Ed.

Senior Director of Admissions  
Liane Soohoo

Director of Library Services  
Celia Huang

Technology Support Supervisor  
Scott Schultz

Human Resource Generalist  
Sara Morales, PHR

Registrar  
Jennifer Fuller, MBA.

Director of Admissions  
Steve Franklin

Director of Administrative & Financial Services  
Tina Tragarz, MBA, CPA.

Student Supply Store Manager  
John Frank, MSBA

## Academic Department Directors

**Culinary Arts**  
Eric Frauwirth, M.Ed.,CHE

**Culinary Management**  

**Digital Filmmaking & Video Production**  
Dr. JooYeon Christina Ri, ED.D.

**Web Design/Interactive Media**  

**Fashion Marketing & Management**  
Jinah Oh, MBA

**Graphic Design**  

**Media Arts & Animation**  

**Game Art & Design**  
Greg Stout, MFA

**Interior Design**  
Sandie Slade, MFA, NCIDQ

## ACADEMIC CALENDAR 2009/2010

### Quarter Calendar

<table>
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<tr>
<th>Session</th>
<th>Start Date</th>
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<th>Last Date to Withdraw</th>
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<td>March 12, 2010</td>
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<td>February 23, 2009</td>
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<td>SP 09</td>
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<td>WI 10</td>
<td>February 18, 2010</td>
<td>February 22, 2010</td>
<td>March 12, 2010</td>
<td>March 27, 2010</td>
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</tbody>
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### School Holidays

- **New Year's Day**  
  Thursday, January 1, 2009

- **Day After New Year's Day**  
  Friday, January 2, 2009

- **Martin Luther King Jr. Day**  
  Monday, January 19, 2009

- **President's Day**  
  Friday, February 13, 2009

- **Memorial Day**  
  Monday, May 25, 2009

- **Labor Day**  
  Monday, September 7, 2009

- **Veteran's Day**  
  Monday, November 9, 2009

- **Thanksgiving**  
  Thursday, November 26, 2009

- **Day After Thanksgiving**  
  Friday, November 27, 2009

- **Christmas Eve**  
  Thursday, December 24, 2009

- **Christmas Day**  
  Friday, December 25, 2009
The Art Institute of California - Sunnyvale uses the quarter credit system. All coursework at The Art Institute of California - Sunnyvale is measured in quarter credits. One quarter credit is awarded for each 11 contact hours of lecture, 22 contact hours of laboratory instruction, or 33 contact hours of internship/externship. One classroom contact hour is defined as 50 minutes.

The Art Institute of California - Sunnyvale offers various programs of study to its students.

**Course Numbering**

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

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

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

Courses coded as 090 and are only taken by students in need of Transitional Studies courses.
Program Description

Today, America's interest in culinary arts is growing and prospering as never before. Few occupations can offer the creativity, excitement, and growth found in the culinary arts. Restaurants, hotels, clubs, resorts, convention centers, retirement homes, hospitals, major corporations, and entertainment facilities all offer career opportunities for the culinary professional.

With national increases in dining out, the food service industry is growing at a rapid rate. Consumer expectations will rise accordingly and the industry must be prepared to respond to increasing demands for service, quality, nutrition, and diversity of product and flavor.

The curriculum emphasizes progressive techniques and trends. Students receive practical training in modern kitchens. The Culinary Arts associate's degree program consists of courses covering basic skills and advanced techniques, including international cuisine, à la carte, sauces, American regional cuisine, charcuterie, classical cuisine, baking, pastry, and culinary skills. Instruction in kitchen management, purchasing, and cost control, menu design, and dining room operation provides students with a solid business background. Students gain hands-on experience operating the school dining lab restaurant, working in the kitchen, and the front of the house. Students can gain experience in settings such as entertainment establishments, resorts, hotels, clubs, restaurants, hospitals, and other health care institutions, convention centers, and even on cruise ships.

Program Objectives

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

• Prepare standardized recipes using a variety of cooking techniques as well as the appropriate equipment and cooking skills.

• Describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing.

• Describe the principles of food and beverage management as well as the functions essential to the operation of the dining room in a restaurant through developing an appropriate business for a specific market.

• Define and articulate the values of the culinary profession, including the standards for presenting themselves to employers in a professional manner, personal commitments to respect co-workers, employers and equipment, well-defined career goals, and the value of lifelong professional development.

• Seek entry-level positions such as line cook, (sauce, grill, broiler, or fry cook), pantry cook (garde manger), or assistant dining room manager.
### CULINARY ARTS - ASSOCIATE OF SCIENCE

<table>
<thead>
<tr>
<th>Courses</th>
<th>Quarter Credit Hours</th>
<th>Courses</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>CUL1105 Concepts &amp; Theories of Culinary Techniques</td>
<td>3</td>
<td>CUL2227 Food &amp; Beverage Operations Management</td>
<td>3</td>
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<tr>
<td>CUL1107 Sanitation &amp; Safety</td>
<td>3</td>
<td>CUL2301 À La Carte</td>
<td>6</td>
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<tr>
<td>CUL1108 Fundamentals of Classical Techniques</td>
<td>6</td>
<td>CUL2302 Externship</td>
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<td>CUL1116 American Regional Cuisine</td>
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<td>CUL2303 Capstone</td>
<td>3</td>
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<tr>
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<td>CUL1124 Management, Supervision &amp; Career Development</td>
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<td>FS104 Computer Applications</td>
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<tr>
<td>CUL1125 Introduction to Baking Science &amp; Theory</td>
<td>3</td>
<td>Elective *</td>
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<tr>
<td>CUL1126 Introduction to Pastry Techniques &amp; Artistry</td>
<td>6</td>
<td>HU110 College English ◊</td>
<td>4</td>
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<tr>
<td>CUL1143 World Cuisine</td>
<td>3</td>
<td>HU111 Effective Speaking ◊</td>
<td>4</td>
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<tr>
<td>CUL1144 Planning &amp; Controlling Costs</td>
<td>3</td>
<td>HU130 Visual Language &amp; Culture ◊</td>
<td>4</td>
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<td>CUL1145 Management by Menu</td>
<td>3</td>
<td>MS135 Nutrition Science ◊</td>
<td>4</td>
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<tr>
<td>CUL1146 Garde Manger</td>
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<td>Mathematics Requirement ◊</td>
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<td>CUL2214 Asian Cuisine</td>
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<td>CUL2216 Classical European Cuisines</td>
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<td>Social &amp; Behavioral Sciences Requirement 04</td>
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<tr>
<td>CUL2225 Latin Cuisine</td>
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<td><strong>TOTAL QUARTER CREDITS.</strong></td>
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</table>

◊ LIBERAL STUDIES: Courses designated with a diamond are Liberal Studies courses.

*ELECTIVES: Elective may be chosen from lower division (1000 - or 2000 - level courses) or from upper division courses (3000 - or 4000 - level courses). Elective may not be chosen from Liberal Studies courses. Prerequisites must be met.
Program Description

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

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

Program Objectives

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

• Identify and list challenges to effective organizational management.

• Describe and articulate wine culture and perform food and wine pairing.

• Develop a business plan that is agile and appropriate for the business and the market, which includes appropriate integration of the key financial statements and how the financial statements interrelate.

• Define and articulate the professional values of the culinary profession, including the standards for presenting themselves to employers in a professional manner, personal commitments to respect coworkers, employers, and equipment, well-defined career goals, and the value of lifelong professional development.

• Demonstrate professional leadership skills, including the ability to define professional ethics, supervision skills, and a plan for professional growth within the culinary field.

• Seek entry-level positions as chef/kitchen manager, assistant purchasing director, assistant restaurant manager, restaurant manager, food production managers, airline-catering managers, assistant catering manager, and assistant food and beverage director.
## CULINARY MANAGEMENT - BACHELOR OF SCIENCE

<table>
<thead>
<tr>
<th>Courses</th>
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<tbody>
<tr>
<td>CM3305 Facilities Management &amp; Design</td>
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<tr>
<td>CM3306 Foodservice Technology &amp; Information</td>
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<tr>
<td>CM3315 Hospitality Marketing</td>
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<td>CM3316 Legal Issues &amp; Ethics for Culinarians</td>
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<tr>
<td>CM3317 Introduction to Accounting</td>
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<tr>
<td>CM3319 Leadership &amp; Organizational Development</td>
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<tr>
<td>CM3320 Food Service Financial Management</td>
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<td>CM3322 Human Resource Management</td>
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<tr>
<td>CM3324 Catering &amp; Event Management</td>
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<td>CM4400 Management Externship</td>
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<td>CM4404 Quality Service Management &amp; Training</td>
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<td>CM4405 Senior Culinary Practicum</td>
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<td>CM4410 Innovation &amp; Entrepreneurship</td>
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<td>CM4412 Senior Project - Capstone</td>
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<td>CM4415 Global Management &amp; Operations in the Hospitality Industry</td>
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<td>CM4420 Exploring Wines &amp; the Culinary Arts</td>
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<tr>
<td>CUL1105 Concepts &amp; Theories of Culinary Techniques</td>
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**TOTAL QUARTER CREDITS** .......................... 192

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* ELECTIVES: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from Liberal Studies courses. Prerequisites must be met.
Program Description

The Digital Filmmaking & Video Production program at The Art Institute of California — Sunnyvale prepares students for the next generation of digital production and delivery to meet the needs of corporate communication, television, e-business, and other media outlets. Students create compelling, effective, and aesthetic content to be delivered on CD, DVD, videotape, broadband Internet, and/or other emerging means of technology. The curriculum focuses on three main categories of the production cycle: preproduction, production and post-production. In preproduction courses students examine the elements of storytelling and script writing, color theory, history of digital filmmaking and video production. Production courses include audio and video production; photography and cinematography; animation; color theory; directing and producing. The post production skills are explored through coursework in editing, compositing, motion graphics and studio courses that simulate a production cycle.

This program prepares students to seek entry-level employment in the motion picture and video industries in a variety of delivery mechanisms, such as the Internet, DVDs, television. Possible positions graduates of the bachelor’s program can seek include cinematographer, lighting technician, screenwriter, production assistant, Web broadcaster, video editor, and effects designer.

Program Objectives

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

• Conceptualize, plan, execute, and deliver a production utilizing digital filmmaking and video techniques, and demonstrating technical proficiency that meets industry standards.

• Apply peer and professional critiques in the articulation and justification of aesthetic decisions in their own projects and in the evaluation of other media work.

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

• Apply business and economic principles and practices in the media industry while maintaining legal and ethical standards.

• Apply effective media-related research, writing, and verbal communication skills to their work.

• Seek entry-level positions such as production assistant, script reader, grip, gaffer, second assistant director, assistant to a film/TV executive, producer, director, writer, editor, production coordinator, or videographer and sound mixer in the television and movie industry.
## Digital Filmmaking & Video Production - Bachelor of Science

<table>
<thead>
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<th>Quarter Credit Hours</th>
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### TOTAL QUARTER CREDITS: 192

*Required Liberal Studies Courses

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

* ELECTIVES: 1st elective and 2nd elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 3rd elective must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from Liberal Studies courses Prerequisites must be met.
Program Description

The Fashion Marketing & Management bachelor’s degree program is a program rich in theory and practice. The focus on theory at the beginning of the program articulates the guiding principles that provide the foundation for the hands-on application of design concepts. Students develop abilities in the foundation aspects of the fashion design process. They quickly move to the founding principles of marketing, advertising, merchandising, and management. They are introduced to how the profession interfaces with others and how to manage the business of their profession. They develop aesthetic and ethical sensitivities over the course of the program.

Program Objectives

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

• Demonstrate proficiency with common business computer programs including inventory management, presentation, spreadsheet, and Web software.

• Use industry terminology to analyze and meet client needs including trend forecasting, textile evaluation and usage for specific markets.

• Plan and analyze key marketing and management processes including event planning, product development, target market identification, market research strategies, and supply chain distribution.

• Demonstrate knowledge of visual merchandising as a communication tool to market the merchandise to the consumer.

• Demonstrate professional presentation skills to include appropriate interpersonal communication skills, articulation of knowledge of fashion marketing and management, and mastery of industry standards, professional practices and ethics.

• Seek entry-level positions in the industry positions such as management trainee, assistant manager, visual merchandiser, manufacturer’s representative, and assistant merchandise buyer.
**Internships may be taken as electives.**

Upper division courses (3000 - or 4000 - level courses). Electives may not be chosen from Liberal Studies courses. Prerequisites must be met.

* ELECTIVES: 1st elective may be chosen from lower division (1000 - or 2000-level courses) or from upper division courses (3000 - or 4000 - level courses). 2nd and 3rd electives must be selected from upper division (300 - 400 level) courses. Management must be chosen from upper division (300 - 400 level) courses.

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**Internships may be taken as electives.**
GAME ART & DESIGN
BACHELOR OF SCIENCE

Program Description

The bachelor's degree program in Game Art & Design offers a broad range of work-ready design and technology competencies focused on career paths in the specialty of game art and design. Students begin with a substantial foundation in drawing, color, design, and computer applications.

From this foundation, they develop advanced skills in various aspects of computer graphics and animation. Students use tools of the computer animation profession, ranging from modeling to animation to game engines. In addition to software applications, students use scanners, printers, and classroom presentation equipment. These tools enhance the students’ flexibility and creativity, and enable them to produce an individualized portfolio that demonstrates their practical and technical abilities to potential employers.

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

Program Objectives

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

• Apply traditional and digital art skills showing a solid foundation of the principles of game art & design according to professional industry standards.

• Demonstrate the requisite presentation, interviewing, resume-building and game business knowledge critical to seeking an entry-level artist and/or designer position in the industry.

• Employ the principles of gaming, balance and usability to plan and create game rules, mechanics, environments, aesthetics and experiences.

• Apply the skills necessary to create game art assets for use in industry standard engines through all stages of the production pipeline.

• Demonstrate knowledge of the managerial and developmental aspects of the game production pipeline and demonstrate knowledge of planning, scope, soft-skills, problem-solving, deadlines and economics that go into making a market-ready game.

• Complete assignments and projects to include designing level play and background stories, creating characters and related environments, and applying knowledge of video and computer games to evaluate game products.

• Seek entry-level employment as game asset designers, 2-D and 3-D artists, lighting specialists, background artists, illustrators, level designers, digital model makers, and texture mappers.
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**TOTAL QUARTER CREDITS** ........................................... 192

◊ LIBERAL STUDIES: Courses designated with a diamond are Liberal Studies courses. Four of the fourteen Liberal Studies courses required for a Bachelor of Science degree in Game Art & Design must be chosen from upper division (300-400 level) courses.

*ELECTIVES: 1st elective may be chosen from lower division (1000- or 2000-level courses) or from upper division courses (3000- or 4000-level courses). 2nd and 3rd electives must be selected from upper division courses (3000- or 4000-level courses). Electives may not be chosen from Liberal Studies courses. Prerequisites must be met.
Program Description

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

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

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

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

Program Objectives

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

- Use industry - related computer software programs within the context of producing concrete projects including the technical aspects of pre-press, output, and quality reproduction as well as web design.

- Incorporate aesthetics and formal concepts of layout and design including spatial relationships, communication, legibility and effectiveness, inter - relationships among imagery and text, balance, typography, and color theory.

- Articulate the vision behind their creative work and explain and promote their solutions.

- Demonstrate professional presentation skills, articulation of knowledge of graphic design and visual problem solving.

- Seek entry - level positions as production artist, graphic designer, assistant art director, production coordinator, and computer artist at design studios, publishing houses, corporate communications departments, and television studios.
## GRAPHIC DESIGN - ASSOCIATE OF SCIENCE

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**TOTAL QUARTER CREDITS: 112**

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* ELECTIVES: Elective may be chosen from lower division (1000 - or 2000 - level courses) or from upper division (3000 - or 4000 - level courses). Elective may not be chosen from Liberal Studies courses. Prerequisites must be met.
Program Description

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

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

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

Program Objectives

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

• Use industry-specific computer software programs within the context of producing concrete projects including the technical aspects of pre press, output, and quality reproduction as well as Web design.

• Analyze and incorporate aesthetics and formal concepts of layout and design including spatial relationships, communication legibility and effectiveness, interrelationships among imagery and text, balance, typography, and color theory.

• Develop design concepts and relate these to historical and contemporary trends and social context by producing successful visual solutions to assigned problems.

• Model the interdependence of content and visual expression and evaluate and critique their ideas.

• Articulate the vision behind their creative work and explain and promote their solutions.

• Demonstrate professional presentation, knowledge of graphic design and visual problem solving, and mastery of industry standards, professional practices and ethics.

• Seek entry-level positions such as production artist, graphic designer, assistant designer, assistant art director, production coordinator, and computer artist at advertising agencies, design studios, publishing houses, corporate communications departments, and television studios.
### Courses

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### TOTAL QUARTER CREDITS

192

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Program Description

Today’s professional interior designers are qualified by education, experience, and examination to enhance the function and quality of interior environments. Their mission, significant in today’s society, is to design spaces that improve the quality of life, protect the health, safety, and welfare of the public, and support increased productivity.

In the Interior Design program, students study foundation art and design skills that will improve their artistic sensitivity. They gain knowledge and skills in the areas of drafting, space planning, history of interior design, materials, lighting, and residential and contract/commercial design. Students analyze client needs and desires to create design solutions that are aesthetically pleasing, functional, and in accordance with building codes and standards.

Courses cover 2-D and 3-D computer-aided design, computer rendering, 3-D modeling, and architectural detailing/working drawing methods of presenting design ideas and communicating with related professional services.

Other important topics explored in the program include the areas of universal design, human factors, environmental and sustainable design, business aspects of the profession, and other issues related to the interior design field. The Interior Design program offers a well-rounded curriculum strengthened with numerous computer-based courses, preparing graduates to meet the current demands of the profession.

Program Objectives

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

• Apply knowledge of interior design, skills, theories of design, design processes and human behavior to develop creative and meaningful design solutions.

• Identify and solve complex design problems and formulate design solutions that are functional, aesthetic, sustainable and in accordance with applicable codes and industry standards.

• Demonstrate competence in written, oral and fundamental graphic communication as applied to the field of interior design using a variety of presentation methods and media through individual and collaborative means.

• Design individually and collaboratively within the context of buildings systems using appropriate materials and products, and understand how buildings and interior systems, structural conditions, materials, interior detailing as well as environmental factors interact.

• Individually or collaboratively use foundational knowledge of professional, legal, and ethical practices and principles to create design solutions that meet client expectations and that protect the health, welfare and safety of the public.

• Seek entry-level positions in all areas of interior design, including commercial and residential design, facilities design, computer-aided design/drafting, showroom management, exhibit design, specialty design in kitchen and bath, lighting, and product design.

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**TOTAL QUARTER CREDITS: 192**

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Program Description

Television, both network and cable, major corporations, commercial postproduction facilities, and film production companies are among the industries that make use of skills developed by graduates of The Art Institutes. Exciting opportunities such as animation artist, special effects artist, broadcast graphics designer, and video postproduction artist are at the forefront of an industry that repackages information in creative new ways. The computer animator is a highly skilled and specialized visual communicator who combines artistic talent with technological expertise to create impressions in a moving image format.

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

Graduates of this program will be prepared with fully focused, entry-level skills to enter this fast-paced, high-tech, and rewarding field.

Program Objectives

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

• Apply concepts from traditional art courses including drawing, color, form, design, composition and digital art skills according to industry standards.

• Use standard industry animation and digital design software.

• Employ the principles of animation, acting and movement and cinematic storytelling as it relates to 2-D and 3-D animation.

• Demonstrate an understanding of professionalism, presentation skills and core curriculum competencies through effective self-marketing.

• Seek entry-level positions such as animation or digital artist, special effects artist, storyboard artist, background artist, broadcast graphics designer, or lighting designer at a commercial postproduction facility or game design company.
### Courses

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<th>Course Title</th>
<th>Quarter Credit Hours</th>
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### TOTAL QUARTER CREDITS

- **194**

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*ELECTIVES: 1st elective may be chosen from lower division (1000 - or 2000 - level courses) or from upper division courses (3000 - or 4000 - level courses). 2nd, 3rd and 4th electives must be selected from upper division courses (3000 - or 4000 - level courses). Electives may not be chosen from Liberal Studies courses. Prerequisites must be met.
Program Description

This program focuses on the exciting field of interactive digital communications that is an essential part of the business, education, and entertainment industries. Growth in the field has led to the creation of employment opportunities that require an individual designer who can combine sound, graphic arts, text, and video to create interactive information services. The Associate of Science degree in Web Design & Interactive Media was created to prepare today’s students for careers in this field. Web Design & Interactive Media is a professional discipline that integrates the elements of audio, video, graphics, animation, and information design for the delivery of interactive content through varied delivery systems. The Associate of Science degree career track merges the student’s individual artistic abilities with complex technological skills so that the graduate is prepared to adapt once he or she enters this rapidly evolving field.

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

Program Objectives

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

• Use industry-specific computer software programs within the context of producing concrete projects including the technical aspects of pre-press, output, and quality reproduction, as well as web design.

• Develop solutions for complex design problems.

• Create effective information structures appropriate to a specific audience.

• Design user-center interfaces appropriate to a specific audience.

• Create and adhere to style guides.

• Design and produce effective identity packages for both print and screen.

• Demonstrate professional presentation, and articulate knowledge of animation and visual problem-solving skills.

• Seek entry-level career opportunities as web page designer, web site designer, or production artist.
<table>
<thead>
<tr>
<th>Courses</th>
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TOTAL QUARTER CREDITS: 112

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Program Description

This program assists students in gaining an advanced understanding in interactive media and Web design. The bachelor’s program provides a theoretical and hands-on approach that offers students a foundation and general education to aid in the development and maturation of their artistic abilities and technical skills.

The individual interested in this field is one who feels comfortable with and challenged by technology, and who has specialized skills as a designer or technician. Faculty are committed to helping students combine their creative abilities with technical skills for entry into interactive design related professions including e-commerce, entertainment, publishing, education, and marketing. By working in classrooms and computer labs, students develop a foundation in drawing and design, image manipulation, interface design, scripting, sound, video, and animation. More complex coursework involves employing authoring tools to integrate text, sound, graphics, animation, and video to complete interactive projects. Students study the structure of online games, information design, interactive authoring, Web animation, and e-commerce applications. As an outcome of the program, each student uses technical and artistic skills to create an individualized digital portfolio.

Program Objectives

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

• Demonstrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in interactive media.

• Apply basic research methods in interactive media, including research design, data analysis, and interpretation.

• Apply the language and concepts of the field of interactive design through effective communication and design.

• Acquire and disseminate digital information and use computers and other technology for a variety of purposes.

• Demonstrate a strong foundation in color theory, design, digital image manipulation, multimedia system design, script writing, sound, video, animation, web programming and interface design for the purposes of branding and business optimization.

• Apply the principles of form and function to produce design and business solutions appropriate to a particular client or target audience.

• Seek entry-level positions leading to careers such as interface designer, digital media producer, multimedia producer, multimedia scriptwriter, computer-based training designer, Web designer, and Web script language developer in such fields as law, medicine, science, engineering, architecture, education, corporate communications, consumer information delivery, and advertising.
## WEB DESIGN & INTERACTIVE MEDIA - BACHELOR OF SCIENCE

### Courses

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<th>Course Name</th>
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**TOTAL QUARTER CREDITS........................................... 192**

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Culinary Arts/Culinary Management

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CUL1105
Concepts & Theories of Culinary Techniques
3 Quarter Credits (33 Hours Lecture)
The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients and cooking theories. Lectures, teach organization skills in the kitchen and work coordination. The basics of stocks, soups, sauces, vegetable cookery, starch cookery, meat and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising and frying.
Prerequisite: None

CUL1107
Sanitation & Safety
3 Quarter Credits (33 Hours Lecture)
This course is an introduction 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 food service industry. This course was approved by the Federal Food and Drug Administration (FDA), and is recognized by 95% of state and local jurisdictions that require training or certification. Emphasis will be given to food service in all areas of the facility, maintenance costs, flow and production.
Prerequisite: None

CUL1108
Fundamentals of Classical Techniques
6 Quarter Credits (22 Hours Lecture/88 Hours Lab)
The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, soups, thickening agents, and accentuated. Timing and organization skills are emphasized. The development of knife skills is accentuated. American Regional Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of mise en place, time-limes, plate presentation, and teamwork in a production setting are introduced and accentuated. Timing and organization skills are emphasized.
Prerequisites: CUL1106 Fundamentals of Classical Techniques

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

CUL1124
Management, Supervision & Career Development
3 Quarter Credits (33 Hours Lecture)
This course focuses on managing people from the hospitality supervisor's viewpoint. The 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 operation. Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on student's assessing their more marketable skills, developing a network of contacts, generating interviews, writing cover letters and resumes, preparing for their employment interview, developing a professional appearance, closing and follow-up.
Prerequisite: None

CUL1125
Introduction to Baking Science & Theory
3 Quarter Credits (11 Hours Lecture/44 Hours Lab)
Students are introduced to the fundamental concepts, skills and techniques of baking. Special significance is placed on the study of ingredient functions, product identification and weights and measures as applied to baking. Lectures, demonstrations, production, tasting and testing, students learn yeast-raised dough mixing methods, pie dough, quick dough, cookie dough, and product finishing techniques. Students must pass a practical exam.
Prerequisite: CUL1107 Sanitation & Safety

CUL1126
Introduction to Pastry Techniques & Artistry
6 Quarter Credits (22 Hours Lecture/88 Hours Lab)
This course is a combination of theory, lecture, demonstration and hands-on production to provide an introduction to pastry techniques for use in a commercial kitchen. Students learn a variety of dough, batters, fillings, and glazes with an emphasis on formulas. Instruction regarding the preparation of basic cakes and icings, roll-in dough, preparations of pastry cream and finishing techniques; plus selection and proper use and handling of various chocolates used in baking and decorating are introduced. Emphasis is also placed on dessert plating and presentation. Students must pass a practical exam.
Prerequisite: CUL1107 Sanitation & Safety

CUL1143
World Cuisine
3 Quarter Credits (11 hrs Lecture/44 hrs lab)
This course emphasizes both the influences and ingredients that create the unique character of selected world cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Spain, Middle East, Turkey, Greece, Africa and India. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.
Prerequisite: CUL1108 Fundamentals of Classical Techniques

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

CUL1145
Management by Menu
3 Quarter Credits (33 Hours Lecture)
This course prepares future food service managers by giving a clear picture of the important role menu planning plays within operations. It covers topics ranging from menu development, pricing, and evaluation to facilities design and layout. Students will benefit because good menu development is crucial to the success of any foodservice operation, i.e., a planning tool, source of operational information and a merchandising method for reaching patrons.
Prerequisite: None

CUL1146
Garde Manger
6 Quarter Credits (22 Hours Lecture/88 Hours Lab)
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.
Prerequisites: CUL1106 Fundamentals of Classical Techniques

CUL2214
Asian Cuisine
3 Quarter Credits (11 hrs Lecture/44 hrs Lab)
This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the four regions of China, Japan,
Korea, Vietnam, Thailand, and Indonesia. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

Prerequisites: CUL1108 Fundamentals of Classical Techniques

CUL2216
Classical European Cuisines
3 Quarter Credits (31 hrs Lecture/44 hrs Lab)
This course emphasizes both the influences and ingredients that create the unique character of selected Classical European Cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the British Isles, Italy, France, and Germany, Austria, Switzerland, and Scandinavian countries. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

Prerequisite: CUL1108 Fundamentals of Classical Techniques

CUL2225
Latin Cuisine
3 Quarter Credits (31 hrs Lecture/44 hrs Lab)
This course emphasizes both the influences and ingredients that create the unique character of selected Latin cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Mexico, South America and the Caribbean Islands. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

Prerequisite: CUL1108 Fundamentals of Classical Techniques

CUL2227
Food & Beverage Operations Management
3 Quarter Credits (33 Hours Lecture)
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

CUL2301
A Là Carte
6 Quarter Credits (32 hrs lecture/88 hrs Lab)
Introduces students to the A La Carte kitchen, emphasis is on “a la minute” method of food preparation, plus dining room service standards, Industry terminology, menu development, application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and a à 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.

Prerequisite: By Permission of Academic Director/Advisor

CUL2302
Externship
3 Quarter Credits (99 Hours Externship)
Through a field externship experience, students will be able to apply acquired subject matter and career/professional skills in a real and practical situation. The main objectives of the externship are to allow students the opportunity to observe and participate in the operation of successful businesses relating to their fields of study. The students will gain experience needed to enter the field upon graduation.

Prerequisite: CUL1124 Management, Supervision & Career Development

CUL2303
Capstone
3 Quarter Credits (33 hrs Lecture)
Through competencies developed with previous related studies course work, students will develop a business plan for a minimum one hundred-seat restaurant. The project will include: Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital Equipment, Standardized Recipes and Costing for all standardized recipes, Menu and Facilities Design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed and tutored as necessary for completion of the project.

Prerequisites: By Permission of Academic Director/Advisor

CUL2304
Art Culinaire
6 Quarter Credits (22 hrs Lecture/88 hrs Lab)
This course will celebrate the culinary styles, restaurants, restaurateur and chefs who are in the current industry spotlight. Their style, substance and quality will be discussed and examined. During the hands-on production aspect of the class, students will have the opportunity to be exposed to specialty produce and products.

Prerequisites: CUL1108 Fundamentals of Classical Techniques; CUL1116 American Regional Cuisine; CUL1125 Introduction to Baking Science & Theory; CUL1126 Introduction to Pastry Techniques & Artistry; CUL1146 Garde Manger

CM3315
Hosptality Marketing
3 Quarter Credits (33 hrs Lecture)
This course is an introduction to service marketing as applied to the hospitality industry. This course will cover application of basic marketing concepts and research methods. Design and delivery of marketing components for a hospitality business will be covered. Topics included but not limited to: unique attributes of service marketing; consumer orientation; consumer behavior; market segmentation principles; target market; product planning; promotion planning; market research; and competitor analysis.

Prerequisite: None

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

Prerequisite: CUL1124 Management, Supervision & Career Development

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

Prerequisite: Any lower division Mathematics course

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

Prerequisite: CUL1124 Management, Supervision & Career Development

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

Prerequisite: CM3317 Introduction to Accounting

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

Prerequisite: CUL1124 Management, Supervision & Career Development

CM3324 Catering & Event Management
3 Quarter Credits (33 hrs Lecture)
This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the catering’s role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work.

Prerequisite: None

CM4400 Management Internship
3 Quarter Credits (99 hrs Externship)
Students observe and participate in the supervisory operation of a successful food service business. They apply their professional skills to gain experience in order to enter and become successful in the food service business. Emphasis is placed on developing hospitality management skills.

Prerequisite: By Permission of Academic Director/Advisor

CM4404 Quality Service Management & Training
3 Quarter Credits (33 hrs Lecture)
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. The class will culminate by examining Charlie Trotter’s: standards in what is often the best-rated restaurant in the United States.

Prerequisite: None

CM4405 Senior Culinary Practicum
4 Quarter Credits (22 hrs Lecture/ 66 hrs Lab)
This course is intended to be a practical capstone for the culinary management curriculum. It will draw on the majority of disciplines presented earlier in the program. In this class students will plan, organize, and execute functions that will be booked and/or sold to the public. Students in effect, will experience the necessary functions of opening their own restaurant.

Prerequisite: By Permission of Academic Director/Advisor

CM4410 Innovation & Entrepreneurship
3 Quarter Credits (33 hrs Lecture)
This course provides an introductory overview to the knowledge and skills needed for entrepreneurship. The course offers a chance to gain new knowledge and skills about how to identify and pursue entrepreneurial opportunities that can be applied to a student's own interests. Topics include: how entrepreneurs find, screen, and evaluate ideas and new business opportunities; Creativity: Imagination, Ingenuity; The ability to create; The act of relating previously unrelated things; The application of a person's mental ability and curiosity to discover something new; Innovation: The introduction of something new; The development of new processes, methods, devices, products, and services; and the use by oneself and/or others. Entrepreneurship: The pursuit of opportunity without regard to resources currently controlled; The process of creating value by combining resources in unique ways to exploit opportunity; Involves taking responsibility for implementing innovative concepts.

Prerequisite: By Permission of Academic Director/Advisor

CM4412 Senior Project — Capstone
3 Quarter Credits (33 hrs Lecture)
Through competencies developed with previous related studies course work, students will develop a business plan for a minimum one hundred-seat restaurant. The project will include: Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital Equipment, Standardized Recipes and Costing for all standardized recipes, Menu and Facilities Design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed and tutored as necessary for completion of the project.

Prerequisite: By Permission of Academic Director/Advisor

CM4415 Global Management & Operations

in the Hospitality Industry
3 Quarter Credits (33 hrs Lecture)
This course provides students with an introduction to the dimensions and nature of the international hospitality industry. It is designed to review the principles of management and to apply management theory to the global marketplace. Students examine the social, cultural, political and economic environments within which international hospitality operators compete for survival and growth. Topics emphasized include cultural dimensions of management, international management strategy, international marketing and international human resource management.

Prerequisite: By Permission of Academic Director/Advisor

CM4420 Exploring Wines & the Culinary Arts
3 Quarter Credits (22 hrs Lecture/ 22 hrs Lab)
This course provides an introduction to the production of wine from vineyard to bottle, as well as a review of the basic grape varietals that are used to make wine. Through lectures, research and tasting, students are exposed to different types, styles and quality levels of wine. Students 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.

Prerequisite: CUL2227 Food & Beverage Operations Management

Digital Filmmaking & Video Production

DF1101 Survey of Digital Filmmaking & Video Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
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.

Prerequisite: None

DF1121 Fundamentals of Video Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will study the technical terms of video production and learn to operate basic video production equipment, using typical industry techniques.

Prerequisite: GD1125

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

DF1131 Intermediate Video Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
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.
Prerequisite: DF1121 Fundamentals of Video Production

DF1133 Fundamentals of Editing
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course introduces the student to the editing of visuals and sound. The course covers using video recorders and players, the techniques of dubbing, assembling, and inserting visuals from source to record.
Prerequisite: DF1121 Fundamentals of Video Production

DF1134 Lighting
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, students will be introduced to the basic concepts and principles of lighting for photography, as well as the fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image.
Prerequisite: DF1121 Fundamentals of Video Production

DF1141 Digital Cinematography
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions 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.
Prerequisite: GD1125 Introduction to Photography

DF1142 Fundamentals of Script Writing
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students explore the writing and creative elements needed to create scripts. Emphasis is on format, structure, and character development. They will also acquire knowledge of all elements from research to proposal to treatment to script.
Prerequisite: MA1131 Conceptual Storytelling

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

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

DF2251 Studio Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course focuses on broadcast studio operation, live production, studio management, lighting, crew, and sound. Students 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.
Prerequisite: DF1131 Intermediate Video Production

DF2252 Intermediate Audio
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
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.
Prerequisite: DF1122 Fundamentals of Audio

DF2253 Fundamentals of Animation
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An introduction to 2-D digital animation concepts and techniques. Students will create animation using basic principles of design for time-based media.
Prerequisite: FS1122 Image Manipulation

DF2254 Fundamentals of Web Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course covers the fundamentals of encoding techniques and designing features for Web pages. Students learn to construct a Web page with dynamic media content.
Prerequisite: FS1122 Image Manipulation

DF2261 Electronic Field Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students are immersed in the process of professional video field production in two styles: ENG (Electronic News Gathering) and EFP (Electronic Field Production). News encompasses on-the-spot coverage and storytelling in a spur-of-the-moment reporting format. The class will also examine EFP single-camera location shooting as expressed in documentaries, corporate projects, or commercials.
Prerequisite: DF2251 Studio Production

DF2262 DVD Authoring
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An introduction to creating interactive DVD titles. This course will focus on production techniques of DVD authoring, proofing and pre-mastering.
Prerequisite: DF1143 Intermediate Editing

DF2264 Media Theory & Criticism
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, students explore the different theories and approaches to media and their impact on society and culture so as to inform and enrich their own work.
Prerequisite: None

DF3311 Senior Project Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course continues the three-quarter-long comprehensive project begun in Senior Project Preparation. Students will employ cumulative skills to produce a significant, sophisticated, digital film in a chosen genre. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.
Prerequisite: DF3391 Senior Project Preparation

DF3312 Media Production Workshop
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Working in production teams, students in this workshop class will deal with real clients—typically representatives of nonprofit organizations. Guided by faculty, students interview the client to determine expectations and work in a team to design and produce the media content for an intended delivery system.
Prerequisite: DF3381 Short Media Production

DF3372 Scriptwriting
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
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.
Prerequisite: DF1142 Fundamentals of Scriptwriting

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

DF3381 Short Media Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
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.
Prerequisite: DF2261 Electronic Field Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
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. Prerequisite: DF1122 Fundamentals of Audio

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

DF3384
Multi-Camera Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Synchronizing multiple cameras and equipment, students work in teams to execute a production, typically of a live performance or function. Emphasis is placed on operating multiple pieces of equipment simultaneously and working as a production team. Prerequisite: DF2261 Electronic Field Production

DF3391
Senior Project Preparation
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
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. Prerequisite: Permission of Academic Director/Advisor

DF3392
Audio Post Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This post-production 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. Prerequisite: DF2152 Intermediate Audio

DF3394
Acting & Directing
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course exposes students to the role and responsibilities of a director in helping actors bring their characters to life. Acting fundamentals 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. Prerequisite: DF1144 Fundamentals of PRoducing & Directing

DF4411
Senior Project Post Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course concludes the three-quarter long comprehensive project begun in Senior Project Preparation and continued in Senior Project Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre. Prerequisite: DF3311 Senior Project Production

DF4412
Portfolio Preparation
2 Quarter Credits (11 hrs Lecture/22 hrs Lab)
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. Prerequisite: DF3311 Senior Project Production

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

DF4423
Media Business Practices & Law
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course covers the multiple facets of media business. Topics of learning include business plan, production budget, business proposal, business contracts, business ethics, government regulations, copyright and other business laws, etc. Course materials are covered through lecture, discussion, research, writing, and presentation. Prerequisites: DF2261 Electronic Field Production

DF4424
Fashion Marketing & Management
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
The study of the development of clothing from ancient times to the 17th century. A project based on historical fashion research will be completed for a final project. Prerequisite: None

DF5117
Introduction to the Fashion Industry
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is an introduction to the apparel industry. Students will learn how the industry operates with regard to the creation, production, and marketing of apparel. Prerequisite: None

FD1123
History of Fashion I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
The study of the development of clothing from the 17th century to the present. Research project of costume will be done for a production. Prerequisite: None

FD1127
Introduction to the Fashion Industry
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course analyzes current market offerings in the apparel industry and develops systems for market research. Students will investigate, compare and contrast garment resources and samples. They will develop product knowledge, select resources and apply research information to product lines. Retail and wholesale markets will be studied. Prerequisite: FD1127 Introduction to the Fashion Industry & FD2225 Textiles

FD2222
Trends & Concepts in Apparel Marketing
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a comprehensive study of trend forecasting, including the examination of social issues, demographics and historical factors that affect the fashion and related industries. Prerequisite: FD1127 Introduction to the Fashion Industry

FD2225
Textiles
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will enable students to identify the major categories of textiles, including knits and wovens. There is special emphasis on textile terminology, fiber identification, and appropriate textile selection for a variety of end uses, including apparel and home furnishings. Students will be introduced to the regulations and laws that apply to the textile and apparel industry. They will research and source textile manufacturers and mills relevant to product development. Prerequisite: None
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, the students will work as a team to produce a fashion show. They will cover all aspects of the production and management of the show.
Prerequisite: *FD1127 Introduction to the Fashion Industry*

**FD2287**

*Fashion Show Production*

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

**FM1101**

*Introduction to Fashion Marketing*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a basic introduction to advertising, its history, potential and limitations. We will examine various definitions of advertising and different methods of communication, as well as the advertising spiral, advertising objectives, advertising copy, and federal regulations. In addition, we will look at how advertising has changed over the years and been affected by the culture that has produced it. Learning about the major events, trends, and influences on advertising will help the student place current events in context and help nourish the student’s understanding of the possibilities of various types of ads and advertising campaigns. The course will also help the student recognize emerging trends and capitalize on them.
Prerequisite: None

**FM1123**

*Fundamentals of Advertising*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a basic introduction to advertising, its history, potential and limitations. We will examine various definitions of advertising and different methods of communication, as well as the advertising spiral, advertising objectives, advertising copy, and federal regulations. In addition, we will look at how advertising has changed over the years and been affected by the culture that has produced it. Learning about the major events, trends, and influences on advertising will help the student place current events in context and help nourish the student’s understanding of the possibilities of various types of ads and advertising campaigns. The course will also help the student recognize emerging trends and capitalize on them.
Prerequisite: None

**FM1135**

*Fundamentals of Marketing*

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

**FM1140**

*Retailing*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This class provides an overview of the retail environment. It examines and addresses basic terminology and concepts related to retail trends, traditional and non-store retailing, operations and planning.
Prerequisite: None

**FM2109**

*Sell Promotions*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a workshop in which students design and prepare a sales and promotion package. Students will also produce a written objective profile. Upon completion of the course, students will have explored the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. The instructor acts as a facilitator and guide to ensure the student generates a well-developed and positioned sales promotion.
Prerequisite: *FM1123 Fundamentals of Advertising*

**FM2201**

*Consumer Behavior*

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

**FM2205**

*Sales Promotion*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a workshop in which students design and prepare a sales and promotion package. Students will also produce a written objective profile. Upon completion of the course, students will have explored the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. The instructor acts as a facilitator and guide to ensure the student generates a well-developed and positioned sales promotion.
Prerequisite: *FM1123 Fundamentals of Advertising*

**FM2209**

*Specialty Merchandise*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an overview of the fashion industries, including the terminology of fashion and an explanation of the three levels of the industry (design, production and sales). Careers and the organization, structure, and problems of the garment industry are studied.
Prerequisite: None

**FM2214**

*Introduction to Manufacturing*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an overview of the fashion industries, including the terminology of fashion and an explanation of the three levels of the industry (design, production and sales). Careers and the organization, structure, and problems of the garment industry are studied.
Prerequisite: None

**FM2217**

*Retail Buying*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides a foundation for the study of retail buying. Theories are analyzed through the study of merchandise classifications and the calculation of open-to-buy.
Prerequisite: *FM1140 Retailing*

**FM2220**

*3D Visual Merchandising I*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will provide students with an introduction to concepts relating to basic space planning. Through a combination of lectures, real-world case study analysis, and hands-on exercises using virtual 3-D space planning software, students will complete the course having a solid foundation of space planning fundamentals.
Prerequisite: *FS103 Color Theory, FS104 Computer Applications & FM1123 Fundamentals of Advertising*

**FM2224**

*Business Management*

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

**FM2229**

*Inventory & Stock Control*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides a practicum in buying and utilizing computer spreadsheets for data analysis.
Prerequisite: *Any lower division mathematics course*

**FM2232**

*3D Visual Merchandising II*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a workshop in which students design and prepare a sales and promotion package. Students will also produce a written objective profile. Upon completion of the course, students will have explored the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. The instructor acts as a facilitator and guide to ensure the student generates a well-developed and positioned sales promotion.
Prerequisite: *FM2220 3D Visual Merchandising I*

**FM2250**

*Entrepreneurship*

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

**FM3305**

*In-House Promotions*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will be introduced to the responsibilities and intricacies of retail buying. The student will gain an understanding of merchandise selection, how to negotiate a purchase, and select a resource.
Prerequisite: *Any lower division mathematics course*

**FM3310**

*Retail Buying*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides a foundation for the study of retail buying. Theories are analyzed through the study of merchandise classifications and the calculation of open-to-buy.
Prerequisite: *FM1140 Retailing*

**FM2220**

*3D Visual Merchandising I*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will provide students with an introduction to concepts relating to basic space planning. Through a combination of lectures, real-world case study analysis, and hands-on exercises using virtual 3-D space planning software, students will complete the course having a solid foundation of space planning fundamentals.
Prerequisite: *FS103 Color Theory, FS104 Computer Applications & FM1123 Fundamentals of Advertising*

**FM2224**

*Business Management*

3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course introduces students to the world of the manager, the knowledge needed, the process of managing, and the “adjusting to change” ability necessary in modern business.
Prerequisite: *FM1135 Fundamentals of Marketing*
FM3315
Brand Marketing
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Branding became a buzzword in 1990s advertising and marketing, but this process has evolved into a powerful way to organize and utilize an understanding of consumer needs and motivations in a changing marketplace. As the retail environment changes, marketing people rely less on the traditional tools of print and broadcast media. Marketing strategists need to learn how to create an identity for their products and services and how to use that identity to support sales. This course is an introduction to the essential concepts and skills of brand marketing.
Prerequisite: FM1123 Fundamentals of Advertising

FM3320
Retail Store Management
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will examine all aspects of starting and running a retail store.
Prerequisite: FM3305 Store Operations

FM3323
Product Development
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This class enters into the world of product development. Students will take product from concept to marketplace, researching materials and analyzing trends for the development of private label merchandise. Prototypes are developed, and manufacturing and budgetary issues are analyzed. Accounts and interfacing with advertising agencies will also be covered.
Prerequisite: FM2209 Specialty Merchandising

FM3327
Advertising Sales & Ratings
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course focuses on a review of advertising fundamentals, their potential and limitations, advertising methods, objectives, copy, federal regulations, salesmanship, and the proper positioning of a client. Servicing accounts and interfacing with advertising agencies will also be covered.
Prerequisite: FM1101 Introduction to Fashion Marketing, FM1135 Fundamentals of Marketing

FM3330
Global Marketing
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
A practicum in cultural understanding and appreciation for international practices. Students will consider the importance of cultural self-awareness as well as verbal and non-verbal communications in cross-cultural business settings.
Prerequisite: FM2209 Specialty Merchandising, FM3315 Brand Marketing

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

FM4411
Senior Project I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will prepare, present and defend a project suitable for professional presentation.
Prerequisite: FS297 Portfolio I

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

FM4423
Senior Project II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course follows FM4411 Senior Project I in which students will prepare, present and defend a project suitable for professional presentation. In this course students will expand their fashion concept and line-producing sample garments to demonstrate their ideas.
Prerequisite: FM4411 Senior Project I

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

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

Game Art & Design

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

GA2201
Game Design & Game Play
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
A well-designed game is an integration of artistic and technological component that must have a clearly defined goal, set of game criteria, and rules for game play. Students learn the fundamentals of what makes a game enjoyable, playable, challenging, and marketable.
Prerequisite: GA1121 Survey of the Game Industry

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

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

GA3311
Material & Lighting
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, students will be introduced to materials, textures, and lighting strategies to add detail and realism to objects. Students will simulate real-world surfaces containing reflection, radiosity, and other effects.
Prerequisite: MA1134 Principles of 3-D Modeling

GA3312
Level Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, the student learns to analyze the game-play needs of the overall game project and creates specific-level designs accordingly. After a brief introduction of the game development process, the course turns to processes of determining game-level needs and creating content for the predetermined levels.
Prerequisites: GA2212 Game Modeling & Animation; GA2201 Game Design & Game Play
GA3313  
**Designing 3-D Environments**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
Most levels of popular games are designed as building interiors and contain characteristics common to interior design layouts. This is also true of the film world. This course provides the opportunity for students to create architectural interiors representing houses, buildings, and entire worlds contained under a roof, in which to place their characters.  
Prerequisite: By Permission of Academic Director/Advisor  

GA2211 Hard Surface & Organic Modeling

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

GA3322  
**Advanced Level Design**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
Building on abilities gained in the Level Design course, students will create more intricate designs for levels, characters, objects, and weapons. Emphasis is on a great looking level.  
Prerequisite: GA3312 Level Design

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

GA3324  
**Character Modeling**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
This course covers advanced modeling techniques used for building a three-dimensional character. Students will explore techniques of character modeling to include various approaches to figure construction.  
Prerequisite: GA3314 3-D Character Rigging or By Permission of Academic Director/Advisor

GA3331  
**Game Prototyping**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
In this course, the student learns to analyze the game-play needs of the overall game project and creates specific-level designs accordingly. After a brief introduction of the game development process, the course turns to processes of determining game-level needs and creating content for the predetermined levels.  
Prerequisite: By Permission of Academic Director/Advisor

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

GA3352  
**Mapping For Games**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
This course covers the creation of texture art for 3D video game environments, assets, and characters. Students will learn how to understand and apply UVW mapping coordinates and to create textures and skins using digital cameras, scanners, and digital painting techniques. Students will explore using reference material and the application of color and design theories for visual consistency. Projects will deal with the correct use of size, scale and detail, working with a grid system, and applying aging techniques to textures. Students will also examine the importance of texture art as a visual storytelling device and as a vehicle for applying environmental clues in game environments.  
Prerequisite: GA3311 Materials and Lighting

GA3401  
**Advanced Game Prototyping**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
In this continuation of the Game Prototyping course, students will create and produce a stand-alone game prototype demonstrating game design principles acquired in preceding courses. The culmination of coursework results in students fine tuning their design, production, and collecting skills as well as scripting and storyboarding.  
Prerequisite: GA3331 Game Prototyping

GA4402  
**Senior Project Planning**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
This course focuses on pre-planning and beginning development of the student’s senior project. Students prepare a project plan and time line for their senior project.  
Prerequisite: GA3312 Interface Design for Games

GA4403  
**Intermediate Scripting Languages**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
Students will continue to develop and refine basic programming skills. The student will acquire skills needed to design, develop, and produce practical applications in a specific scripting or programming language used with different 3D software packages.  
Prerequisite: Permission of Academic Director/Advisor

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

GA4422  
**Senior Project III**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
Students continue work on their game prototype, incorporating all elements that they have acquired through the program.  
Prerequisite: Permission of Academic Director/Advisor

GA4424  
**Advanced Character Rigging**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
Students will continue to explore character setup. Work on advanced topics such as facial expressions and quadruped will be covered. The character setup will be tested by animation assignments. Upon completion, each student will have created, setup, and tested a character with a custom graphical user interface.  
Prerequisite: GA3314 3-D Character Rigging

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

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**Graphic Design**

GD1123  
**Electronic Layout**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
This course will explore various means of indicating, placing, and manipulating visual elements in page design, and systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display text and type will be developed using page composition software.  
Prerequisite: FS104 Computer Applications

GD1124  
**Form & Space**  
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)  
Form & Space involves the formal understanding and manipulation of the basic organizing principles of the 3-dimensional world. Point, line, plane, mass, volume, density, and form are discussed. Students learn to create and discuss 3-D situations using basic hand tools and readily available materials. Form & Space also involves the relationship of perceptual issues to manipulate the 3-D situation.  
Prerequisite: FS102 Fundamentals of Design
GD1125
Introduction to Photography
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Photography is a fundamental component of graphic design. This course will introduce the elements of photography and explore its impact and various applications as a vehicle to convey a visual message. Students will learn the operation of cameras such as 35-millimeter and digital, and the principles of composition, lighting, and depth of field. The student will be introduced to the concepts of portraiture, narrative, and documentary issues.
Prerequisite: None

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

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

GD1134
Digital Illustration
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student will demonstrate an understanding of electronic illustration. The course will explore vector-based graphic applications that are considered to be industry-standard.
Prerequisite: FS 103 Color Theory; FS104 Computer Applications

GD2241
Concept Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will emphasize the conceptualization process of art and its function in solving given problems. The student will use creative problem-solving and research techniques, specifically, problem identification, analysis, brainstorming, and idea refinement.
Prerequisites: GD1132 Grid Systems

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

GD2243
Typography II - Hierarchy
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a continuation of the study of the fundamentals of typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem-solving solutions 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: FS131 Typography I - Traditional

GD2244
Advanced Image Manipulation
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course builds upon the Image Manipulation class to integrate raster and vector graphics with concern for varied formats, including Web and print graphics. Students will create visual messages and focused visual statements and gain an understanding of the differences in Web and print graphics.
Prerequisite: FS122 Image Manipulation

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

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

GD2253
Typography III - Expressive & Experimental
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Emphasis is placed on the expressive potential of typography. How the form of the written word affects the meaning is studied experimentally.
Prerequisite: GD2243 Typography II - Hierarchy

GD2254
Pre-Print Production
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course prepares students for the electronic preparation of simple and complex designs. Image reproduction, color specification, trapping procedures, and binding and finishing techniques will be explored. Production of the single and multicolor mechanical and the discussion of various printing processes and paper selections are covered in this class.
Prerequisites: GD1123 Electronic Layout, GD1134 Digital Illustration

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

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

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

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

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

GD3381
Introduction to Packaging
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will receive a broad overview that covers essential package design basics, including materials and production methods, structures and surfaces, product positioning, and environmental concerns.
Prerequisite: GD2264 Digital Message Making can relay information intuitively.
Prerequisite: GD2263 Typography IV - Publication

GD3383
Photography II
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course focuses on how the visual and verbal narrative interrelates through time and space. Principles of storytelling, narrative, structures, rhythm, audience, and point of view will be developed.
Prerequisite: GD1125 Introduction to Photography
GD3384
Advanced Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will further define the role of the graphic designer in advertising and photography. Students will be introduced to informational and administrative approaches to the development of the advertising campaign strategies. Media and marketing realities will also be applied.
Prerequisite: GD2262 Message Making

GD3391
Graphic Design History
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will examine the influences of social trends, historical events, technological developments and the fine arts in contemporary graphic design, illustration, typographic design, architectural design, photography, and fashion trends in general. Through lectures, supplied visual examples, independent research and design assessments, the student will gain insight into a variety of major design influences. The student will learn how to research and utilize a wide variety of design styles.
Prerequisite: None

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

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

GD4401
Design Team I
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This is a special projects course in which students utilize their knowledge of design, typography, and production techniques to execute a team project. Students also apply communications, teamwork, and organizational skills. Students work cooperatively to achieve a common goal, similar to industry experience.
Prerequisite: GD3384 Advanced Design

GD4402
Design Research - Marketing Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is a review of popular culture as it relates to social, informational, economic, political, and educational current events. A special emphasis will be placed on trends and top topics as they relate to the design world. Current media, including literature, books, television, movies, telecommunications media, online communications, marketing trends and strategies are reviewed.
Prerequisite: GD3391 Graphic Design History

GD4403
Environmental Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will study a range of examples of exhibition/environmental design measured against conventions of 2-D display/informational systems.
Prerequisite: GD3384 Advanced Design

GD4406
Advanced Study
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course offers students the opportunity to pursue advanced study within the area of graphic design.
Prerequisite: GD3384 Advanced Design

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

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

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

Interior Design
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ID1117
Basic Drafting
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this course, students are introduced to basic drafting techniques, terminology, and symbology used in design. Course includes the use of equipment, lettering, and orthographic drawing.
Prerequisite: None

ID1124
Introduction to Interior Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course introduces the profession, its history, its related history and disciplines. The components of this course include problem identification, research methods and sources, and the parameter of design solutions appropriate to targeted markets. Idea generating exercises are introduced; and purpose and function are reflected in the resulting form.
Prerequisite: None

ID1127
Architectural Drafting
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
In this course, students will build on skills learned in Basic Drafting. Students will expand their knowledge of drafting methods, terminology, and symbology and will produce detailed architectural drawings.
Prerequisite: ID1117 Basic Drafting

ID1129
Introduction to AutoCAD
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course introduces the student to the use of AutoCAD software to set up drawings using lines, circles, arcs and other shapes, geometric constructions, layering, and text. Students use display and editing techniques to obtain information about their drawings and work with drawing files.
Prerequisites: FS104 Computer Applications, ID1117 Basic Drafting

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

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

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

ID1139
Intermediate AutoCAD
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Introduction to the process of producing and using a set of contract documents for interior spaces. Content includes formatting and cross-referencing drawings. This course will also focus on the creation of 3-D representations of interior and architectural features.
Prerequisite: ID1129 Introduction to AutoCAD
ID2214
Programming and Space Planning II
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course covers the exploration of the theoretical basis and methodology used in the arrangement and development of interior space. Students will investigate project needs, including function, special requirements, adjacencies, objectives, and trends. The schematic phase of design, alternate design solutions, and visual and verbal design vocabulary necessary to communicate design schemes will be covered. This is a benchmark class that will include a student progress assessment.
Prerequisite: ID1134 Programming and Space Planning I

ID2215
Perspective & Rendering
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Utilizing skills learned in previous drawing and drafting courses, students will visually communicate their design concepts through rendered perspective drawings. Students will convert concepts from 2-D drawings such as floor plans and elevations into accurate 3-D perspective renderings. One-point and two-point perspective drawn to scale will be covered. Drawings will be rendered using a variety of color media.
Prerequisites: FS111 Drawing, Proportion, & Perspective, ID1117 Basic Drafting

ID2217
Architecture, Interiors & Furniture - 1830 to Present
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course examines the evolution of contemporary furniture, interiors, and architectural design from industrialization (1830) to present. Discussion includes the history of the profession of interior design and contributions of individual designers.
Prerequisite: None

ID2219
Architectural Detailing - AutoCAD
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Students will be studying the materials and fabrication techniques involved in the design and construction of basic interior details and how these details are communicated in the documents package. Content includes cabinetry, ceiling, walls, and millwork.
Prerequisites: ID127 Architectural Drafting, ID129 Introduction to AutoCAD

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

ID2225
Presentation Techniques
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Drawing and presentation techniques used to communicate design solutions will be covered in this course. Course includes assembling board presentations, the use of graphics and lettering, as well as graphic techniques in refining drawings. Students will use projects developed in earlier or concurrent quarters.
Prerequisite: FS122 Image Manipulation
Prerequisite: ID1139 Intermediate AutoCad

ID2227
Interior Design Sketch Techniques
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course will develop students' skills in quick sketch techniques needed to quickly communicate graphic information. Students will learn how to graphically communicate ideas to clients and record visual impressions of existing objects and environments to utilize in future design projects. A variety of media will be utilized.
Prerequisite: FS130 Color Theory
Prerequisite: ID2215 Perspective & Rendering

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

ID2233
Corporate Design
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This is a study of the three-dimensional aspects of interior space and an understanding of interior spaces as volume. Students will work through the process of designing a corporate space in detail from conceptualization to presentation drawings. Research will center on the technical elements involved in commercial spaces, corporate furnishings, lighting, materials, finishes, and code applications for commercial use.
Prerequisite: ID2214 Programming and Space Planning

ID2235
Lighting Design
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course offers a comprehensive study of the possibilities of lighting as a form-giver to interior space, and the technical knowledge necessary to create a successfully lit interior.
Prerequisites: None

ID2237
Textiles
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course covers an introduction to materials, finishes, fabrics, color theory, and furnishings and their application in an interior space. Students will learn how to graphically communicate ideas to clients and record visual impressions of existing objects and environments to utilize in future design projects. A variety of media will be utilized.
Prerequisite: FS122 Image Manipulation
Prerequisite: ID1139 Intermediate AutoCad

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

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

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

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

ID3323
Advanced Corporate Design
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Advanced design studio emphasizing the comprehensive synthesis of problem identification, research, programming, preliminary design, and design development in the solution of complex, upscale, commercial interior design problems. Comprehensive working drawings/documents are required. The course will simulate a studio as closely as possible. This is a benchmark class that will include a student portfolio evaluation.
Prerequisites: ID2233 Corporate Design

ID3326
Building Construction and Systems
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course studies the nature of mechanical equipment in reference to interior spaces. Electrical, heating, ventilation, air conditioning, and plumbing are studied by examining the concepts and theories of indoor air quality, acoustics, lighting applications, and calculations. Sustainable "Green Design" concepts will be employed to determine the most environmentally sound solutions to mechanical and electrical systems.
Prerequisite: ID127 Architectural Drafting
ID3328
Building Codes and Regulations
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Study of the physical requirements and code restrictions involved in a variety of specialty areas such as healthcare, hospitality, recreational, store planning or institutional design. Individual projects cover the total design process with emphasis on pre-design research and alternate presentation methods.
Prerequisite: ID2214 Programming and Space Planning

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

ID3333
Institutional Design
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course is an upper-level studio course involving the total process of institutional design, from initial concepts to final design development. Skills that will be taught and developed include space planning, selecting appropriate materials and finishes, researching codes, writing specifications, and estimating quantities and cost. Special interior detailing, as well as final presentation boards, will also be dealt with.
Prerequisites: ID3328 Building Codes and Regulations

ID3335
Commercial/Hospitality Design
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course investigates the industry standards/requirements involved in the design of hospitality space (i.e., retail, hotels, public reception space). The solutions are expected to show viability and originality of design thought and innovative presentation techniques.
Prerequisites: ID3328 Building Codes and Regulations

ID3340
Construction Documents and Details II
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course expands upon the competencies developed in Architectural Detailing and Construction Documents and Details I. Content includes a comprehensive set of construction drawings. Students will produce a set of construction drawings for their Thesis Project.
Prerequisite: ID3316 Construction Documents and Details I

ID4415
Thesis - Programming
2 Quarter Credits (11 hrs Lecture/22 Hrs Lab)
This course is part 1 of 3 parts of developing a thesis project. In this section students will focus on the programming element of their chosen thesis project. Using the selected concept development, students program a comprehensive project that will incorporate and depict the skills and technical knowledge acquired through their Interior Design education.
Prerequisite: Permission of Academic Department Director/Advisor

ID4419
Business Management for Interior Designers
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Principles governing the business, legal, and contractual aspects of the interior design profession for both commercial and residential applications will be covered. Addressed are the factors in client relationships, marketing of design services, and issues of the design profession today.
Prerequisite: Permission of Academic Department Director/Advisor

ID4423
Portfolio Preparation
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
In this course, students will focus on the preparation and complete portfolio pieces. They will organize them for presentation, and focus on works that reflect and enhance their individual strengths.
Prerequisite: Permission of Academic Department Director/Advisor

ID4425
Thesis - Design
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
This course is part 2 of 3 parts of developing a Thesis project. In this section students will focus on the design element of their chosen Thesis project. Using the selected concept development, students develop and prepare a comprehensive project incorporating and depicting the skills and technical knowledge acquired throughout the program.
Prerequisite: ID4415 Thesis - Programming

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

Media Art & Animation

MA1112
Drawing & Anatomy
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)
Continuing to develop the basic drawing course, students will focus on rendering life forms in space. Emphasis will be placed on the basic anatomical structures of human and animal forms.
Prerequisite: FS101 Fundamentals/Observational Drawing

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

MA1122
Character & Object Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Features the initial development of dramatic/comedic characterizations of animate and inanimate objects for later use in 2- and three-dimensional animations.
Prerequisite: FS103 Color Theory; MA1112 Drawing & Anatomy

MA1123
Acting & Movement
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
The introduction of acting as a tool of research through studies of animated movement is covered. Characters’ personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media.
Prerequisite: None

MA1124
Sculpture for Animation
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Basic principles of design, such as balance, rhythm, contrast, and harmony are taught. Students develop 3-D designs and sculptures from paper, found materials, and clay. 3-D forms, compositions, and aesthetics are discussed. The final focus of the class will be character development.
Prerequisite: MA1112 Drawing & Anatomy

MA1131
Conceptual Storytelling
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is an introduction to storytelling and the components of story. The goal is to develop storytelling skills, and an understanding of story form.
Prerequisite: FS101 Fundamentals/Observational Drawing

MA1132
Life Drawing & Gesture
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
In this introductory course on drawing the human figure, students will continue developing their drawing skills. The course will focus on an interpretation of the human body, based on major masses organized by gestural line. Line of action, gesture, motion, measurement, and foreshortening will be covered in this course.
Prerequisite: MA1112 Drawing & Anatomy

MA1133
2-D Animation Principles
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students will study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as key framing, inbetweening, and cycling will be addressed.
Prerequisite: MA1112 Drawing & Anatomy
MA1134  
**Principles of 3-D Modeling**  
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)  
Through critical analysis, the student will apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize 3-D coordinate systems, construct 3-D models, and perform mathematical computations as they apply to geometric construction.  
Prerequisite: FS112 Image Manipulation  

**Course Descriptions**

**MA2201**  
**Background Design & Layout**  
3 Quarter Credits (22 hrs Lecture/22 Hrs Lab)  
This course focuses on the fundamentals of background layout with an emphasis on perspective, color, value, and composition. Students will also learn the basics of using props as foreground and foreground design elements.  
Prerequisite: FS102 Fundamentals of Design; FS111 Drawing, Proportion & Perspective

**MA2202**  
**Storyboarding for Animation**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on applying industry-standard storyboarding and scripting techniques to animation. Contents to be covered include the various purposes and forms of storyboards, the basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script.  
Prerequisite: MA1133 2-D Animation Principles

**MA2203**  
**2-D Animation**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students will apply basic design principles to produce a sequence. Emphasis will be placed on timing and performance. Use of a capture device, pencil tests, inking, and other 2-D animation skills will be explored.  
Prerequisite: MA1133 2-D Animation Principles

**MA2204**  
**3-D Animation**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students are introduced to basic 3-D animation concepts by applying keyframing techniques along a timeline. Students will apply changes in translation, scale, and rotation through space in time, and be introduced to camera control.  
Prerequisites: MA1133 2-D Animation Principles; MA1134 Principles of 3-D Modeling

**MA2205**  
**Beginning 3-D Animation**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
By integrating traditional animation concepts into 3-D animation, students are introduced to fundamental 3-D animation techniques such as use of a timeline, motion editing and keyframing.  
Prerequisites: MA1133 2-D Animation Principles; MA1134 Principles of 3-D Modeling

**MA2212**  
**3-D Camera Techniques**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course, students learn techniques used in preproduction and production, including cameras, lenses, mounting equipment, framing and composition, and natural and studio lighting.  
Prerequisite: MA2204 3-D Animation

**MA2213**  
**Digital Ink & Paint**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an introduction to the computer as an ink and paint tool for animation. Basics of scanning, clean up, ink and paint, and camera moves will be explored.  
Prerequisite: FS112 Image Manipulation

**MA2241**  
**Motion Graphics**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course is an introduction to the use of titling in theatrical and broadcast graphics. Techniques for design and implementation will be covered. Students will produce title sequences and montages integrating image manipulation applications and other image processing support.  
Prerequisite: FS112 Image Manipulation

**MA3303**  
**Advanced 2-D Animation**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course, students using the 12 principles of 2D animation are responsible for organising the elements required to storyboard, produce and record an animated short.  
Prerequisites: MA2203 2-D Animation; MA2211 Digital Ink & Paint

**MA3304**  
**Advanced 2-D Animation**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Building on knowledge from preceding drawing courses, students will develop their drawing skills in the context of professional media arts and animation applications. This course will place emphasis on advanced drawing techniques and strengthening skills through real world observation.  
Prerequisites: By Permission of Academic Director/Advisor

**MA3306**  
**Web Animation**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students in this course produce animation within limited delivery constraints. Limitations of image size, formatting, and color depth will be explored.  
Prerequisite: FS112 Image Manipulation

**MA3312**  
**Advanced Lighting & Texture**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
In this course, students will continue to develop lighting and texturing skills. Procedural texturing and lighting will also be covered.  
Prerequisite: GA3311 Material & Lighting

**MA3313**  
**2D Animation Studio**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Managing the storytelling process from concept through to preproduction, in anticipation of creating viable visual content for demo reels. Students will govern their own content while applying tangible technical principles to be able to present reasonable technical choices as to secure a timetable of completion.  
Prerequisite: None

**MA3316**  
**Compositing**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Students in this course learn the concepts, techniques, and vocabulary of compositing and visual effects. Students apply rotoscope, matchmoving, keying, layering, and alpha channel to final animation projects.  
Prerequisite: By Permission of Academic Director/Advisor

**MA3321**  
**Portfolio Fundamentals**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course focuses on the completion of the print portion of a student’s portfolio and enables the student to begin his/her career search. The student should come into this class with print work for their portfolio. The quality of the work will be evaluated and enhancements to their portfolio will be made. The student will also complete a professional résumé and begin their job research.  
Prerequisite: By Permission of Academic Director/Advisor

**MA3322**  
**3-D Visual Effects**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Effects animation takes students through the basics of making special effects. Students will be using such tools as particles, soft bodies, dynamics, and expressions to create several scenes.  
Prerequisite: GA3311 Material & Lighting

**MA3323**  
**Pre-Production Team**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This course exposes students to the preproduction processes used in animation and related industries. The primary components of the course will be a thorough review of all pre-production activities and project management. Students will participate in production teams and will focus on planning of all aspects of an animation production.  
Prerequisite: By Permission of Academic Director/Advisor

**MA3324**  
**Character Animation**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This is an advanced level 3-D animation course building on techniques learned in previous courses. Students will learn how to apply real-life action sequences such as running, jumping and falling to characters created in class or from a previous class.  
Prerequisite: MA2204 3-D Animation

**MA4402**  
**Editing Techniques**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
This is an advanced level 3-D animation course building on techniques learned in previous courses. Students will learn how to apply real-life action sequences such as running, jumping and falling to characters created in class or from a previous class.  
Prerequisite: MA2204 3-D Animation

**MA4403**  
**Production Team**  
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)  
Work in a production environment and learn techniques for student future projects and portfolio. Work on deadline for actual producers, writers and directors in the Animation industry.  
Prerequisite: MA3323 Pre-Production Team
MA4405
Intermediate Motion Graphics
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course will explore the use of motion graphics as a commercial communication medium and technical composting tool. Studies will include the development of visual concepts, design, and execution of a final presentation(s). Technical skills utilized will include advanced composting techniques, typography, animation, and design.
Prerequisite: MA2241 Motion Graphics

MA4411
Animation Portfolio Production
2 Quarter Credits
In this course, students will complete portfolio pieces, organize them for presentation, and focus on works that reflect and enhance their individual strengths in computer animation. This course enables students to define and pursue their career path.
Prerequisite: By Permission of Academic Director/Advisor

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

MA4414
Studio Production
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students will use advanced media art and animation techniques to create, design, produce and/or edit individual or small group projects.
Prerequisite: By Permission of Academic Director/Advisor

Web Design & Interactive Media

MM1111
Design Layout
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An introduction to the basic principles of systems and structures of digital layout - students will learn the principles of layout for creating effective visual compositions.
Prerequisite: FS102 Fundamentals of Design

MM1121
Information Design
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An examination of systems for organizing and presenting information so that it is effective, efficient, and understandable - students will design and organize content into information structures that encourage users to browse, learn, search, and explore.
Prerequisite: MM1111 Design Layout

MM1123
Fundamentals of Web-based Programming
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
An introduction to writing and editing HTML documents for the production of Web pages. In addition, this course examines the history and future of Web media.
Prerequisite: FS104 Computer Applications

MM1130
Fundamentals of Animation
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An introduction to 2-D digital animation concepts and techniques - students will create animation using basic principles of design for time-based media.
Prerequisite: FS112 Image Manipulation

MM1132
Fundamentals of Authoring
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An introduction to interactive design using authoring tools - students will create animation and interactivity using basic scripting techniques.
Prerequisite: MM1123 Fundamentals of Web-based Programming

MM1134
Introduction to Video
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An introduction to the techniques of video for multimedia designers - this course explores design and lighting techniques for video production.
Prerequisite: GD1125 Introduction to Photography

MM1141
Digital Typography
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An examination of typographic structures for digital communication - students will learn principles of typographic composition with an emphasis on effective use of type in screen-based media.
Prerequisite: FS131 Typography I - Traditional

MM2201
Interface Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An exploration of the synthesis of visual design and principles of human interactivity. This course will examine the conceptual and practical design of interfaces.
Prerequisite: MM1121 Information Design

MM2203
Introduction to Web Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An exploration of the process of Web design from proposal to production - students design and produce Web sites with Web editing software.
Prerequisite: MM1123 Fundamentals of Web-based Programming

MM2204
Digital Audio Editing
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an introduction to the design principles, terminology, and techniques of digital sound editing.
Prerequisite: FS104 Computer Applications

MM2205
Editing Techniques
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an introduction to the design principles, terminology, and techniques of digital video editing.
Prerequisite: MM1134 Introduction to Video

MM2211
Digital Identity Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an examination of the role of design in brand identity and marketing. Students will learn design strategies for developing integrated digital branding.
Prerequisite: MM2201 Interface Design

MM2223
Intermediate Web Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An exploration of intermediate Web-editing techniques and production strategies for the development of comprehensive Web sites.
Prerequisite: MM2203 Introduction to Web Design

MM2224
DVD Authoring
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is an introduction to creating interactive DVD titles. This course focuses on production techniques of DVD authoring, proofing and pre-mastering.
Prerequisite: MM2205 Editing Techniques

MM2220
Production Planning
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is an introduction to the management process of digital communication projects from concept to completion, including time management and task sequencing. Emphasis is placed on teamwork and organization skills.
Prerequisite: MM2203 Introduction to Web Design

MM3301
Interactive Design for Entertainment
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An exploration of design for interactive entertainment. Students will learn to combine principles of communication design, sequencing, and interactivity to create engaging user-centered experiences.
Prerequisite: FS297 Portfolio I

MM3302
Intermediate Authoring
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An intermediate-level course in scripting and animation for games where students will script interaction, sequencing and motion for interactive projects.
Prerequisite: MM1132 Fundamentals of Authoring

MM3303
Intermediate Web-based Programming
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
An introduction to the JavaScript programming language where students will learn the basic principles underlying JavaScript and similar "structured" programming languages.
Prerequisite: MM1123 Fundamentals of Web-based Programming

MM3304
Database Concepts
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an examination of the structure and design of databases for electronic communication and commerce. Students will learn the components and functions of databases, with an emphasis on data organization & output.
Prerequisite: MM2213 Intermediate Web Design
MM3311 Interactive Design for Education
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an examination of the interplay between design elements, content organization, and cognitive function in the design of interactive education and training. This course focuses on content structures, visual information systems, and user-centered design.
Prerequisite: FS297 Portfolio I

MM3312 Computer-based Training
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an exploration of authoring techniques for interactive training and education. Students gain experience in the process of design, development, and evaluation of effective computer-based training systems.
Prerequisite: MM3302 Intermediate Authoring

MM3313 Streaming Media
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course is an examination of the concepts and methodologies of streaming media. In this course, students apply basics of streaming technologies to sites and events.
Prerequisite: MM214 DVD Authoring

MM3314 Sound Design
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides an exploration of sound design combining theory and practice. Principles and techniques of sound design will be applied to interactive design projects.
Prerequisite: MM204 Digital Audio Editing

MM4402 Senior Project Studio
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
Students begin the design and production of an advanced interactive project.
Prerequisite: MM3321 eCommerce Site Design

MM4403 Senior Project Development
2 Quarter Credits (11 hrs Lecture/22 hrs Lab)
Students conduct project-based research of advanced topic in multimedia design.
Prerequisite: MM3322 Advanced Web-based Programming

MA4405 Intermediate Motion Graphics
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course will explore the use of motion graphics as a commercial communication medium and technical compositing tool. Studies will include the development of visual concepts, design, and execution of a final presentation(s). Technical skills utilized will include advanced compositing techniques, typography, animation, and design.
Prerequisite: MA2241 Motion Graphics

MM4413 Professional Practice for Multimedia
3 Quarter Credits (22 hrs Lecture/22 hrs Lab)
This course provides a practical examination of business for creative professionals. Topics include client relations, project management, and business practices.
Prerequisite: MM4403 Senior Project Development I

Foundation Studies

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

FS103 Color Theory
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
In this course, students will explore color theory, including additive and subtractive color. Discussions of color and its relationship to composition, through harmony and contrast will be explored.
Prerequisite: None FS104

FS104 Computer Applications
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces students to the basic operation of computer hardware. File management and storage techniques are explored. The use of scanners, printers, external drives, and other equipment are examined. Students are introduced to the Internet as a research and networking tool.
Prerequisite: None FS111

FS111 Drawing, Proportion & Perspective
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is a fundamental drawing course with an emphasis on perspective, where the students draw three-dimensional objects in one-, two-, and three-point perspective.
Prerequisite: FS101 Fundamentals/Observational Drawing

FS122 Image Manipulation
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
Students are introduced to basic image manipulation skills in a raster-based computer environment. Emphasis is placed on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects, filters, and masks.
Prerequisite: FS104 Computer Applications

FS131 Typography I — Traditional
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course is an introduction to lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms are also studied. Students will work in a traditional context of hand-rendering type and be introduced to contemporary typesetting technology.
Prerequisite: None

FS239 Career Development
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course introduces the guidelines for professional business practices, behavior, and self-marketing ventures. Students focus on the mechanics of the job and client search process (networking, résumé, interview, generating positive impressions, cover letters, business and project proposals, and contracts). The development of written and oral communication skills needed in all aspects of the professional life is addressed.
Prerequisite: Permission of Academic Director/Advisor
FS297
Portfolio I
3 Quarter Credits (22 Hrs Lecture/22 Hrs Lab)
This course prepares students for the transition to the professional world. This course will help students compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources.
Prerequisite: Permission of Academic Director/Advisor

FS399
Internship (Externship) I
3 Quarter Credits (99 Internship Hrs)
Through an internship experience, students will apply the skills they have acquired in a practical work situation. The internship will help students prepare for employment opportunities available after they graduate by providing an opportunity to gain professional experience in a chosen field. Students will work on real-world projects in real companies with real-world deadlines and expectations. Use this experience to gain insight into the benefits of working with others in a team environment. Students will learn to adapt, to reinvent and redirect themselves. These skills become essential to making and maintaining a career.
Prerequisite: Permission of Academic Director/Advisor

FS497
Portfolio II
3 Quarter Credits (44 Hrs Lab)
This course focuses on the completion of a student’s portfolio and enables the student to begin their career search. Students will present work for the portfolio and will review and determine the quality of the work and make any enhancements necessary. The student will also complete a professional resume and extensive job search.
Prerequisite: Permission of Academic Director/Advisor

FS499
Internship (Externship) II
3 Quarter Credits (99 Internship Hrs)
Through an field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite: Permission of Academic Director/Advisor

Liberal Studies

Humanities

HU101
College English
4 Quarter Credits (44 hrs Lecture)
In this course, students will express themselves in writing and develop an effective writing voice for a variety of audiences. Students will involve themselves in the drafting and editing processes, including brainstorming, research, and critique. Students will practice their ability to construct effective arguments, using emotion, logic, and creativity. Mechanics are addressed in the context of students’ own work during mini lessons and conferences.
Prerequisite: None

HU111
Effective Speaking
4 Quarter Credits (44 hrs Lecture)
This course provides the student with the communication skills that are essential to a successful professional career. Students will notice a marked decrease in their anxiety about speaking and a marked increase in their ability to inform, inspire, and persuade an audience. A variety of experiences designed to develop basic concepts of the oral communication process will be introduced, as well as communication theory, and speech preparation and delivery.
Prerequisite: None

HU130
Visual Language & Culture
4 Quarter Credits (44 hrs Lecture)
The media revolution communicates through images as much if not more than through words. Strategies of interpretation and theories of visual logic are introduced.
Prerequisite: HU110 College English

HU230
Art History
4 Quarter Credits (44 hrs Lecture)
This course will conduct a comparative study of the visual arts in different time periods and cultures. It will concentrate on the chronological progression of techniques and the evolving styles of artistic expression.
Prerequisite: None

HU250
Humanities
4 Quarter Credits (44 hrs Lecture)
This course helps students to understand, appreciate, and critically evaluate different visual and performing art forms, the similarities and differences in the design elements used in the composition of the arts, and the interrelationships of different disciplines. Students will build an awareness of historical and cultural developments that have affected society and artistic expression.
Prerequisite: None

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

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

HU253
Theater
4 Quarter Credits (44 hrs Lecture)
This course explores the development of the theater and performance, as well as presenting various periods of dramatic achievement in an interdisciplinary and international context. Students learn to appreciate the many dimensions of the stage, including acting, set design, costume, lighting, direction, and production.
Prerequisite: HU110 College English

HU254
Genre Fiction
4 Quarter Credits (44 hrs Lecture)
Students explore and analyze stories and novels in a specific genre of fiction such as realism, magic realism, mystery, science fiction, children’s literature, or the literature of a specific cultural group or time-period. In-depth analytical and interpretive skills will be honed through research, questioning techniques, and the exploration of secondary texts.
Prerequisite: HU110 College English

HU255
Culture & Thinking
4 Quarter Credits (44 hrs Lecture)
In this course, students will be exposed to the thinking processes necessary to research, analyze, and synthesize diverse cultural contexts in and outside of the school environment. Cross-cultural communication; questioning techniques; critical and cultural theory; active citizenship; and introductions to local resources such as museums, archives, and cultural and community centers will be examined. Students will also learn how to take advantage of diverse cultural resources in their surrounding communities.
Prerequisite: HU110 College English
HU310
Creative Writing
4 Quarter Credits (44 hrs Lecture)
This course introduces students to the role of author and audience in the role of interactive narrative. Students will focus on the philosophy of ethical journalism and its function in society. Students will build teamwork, writing, and analytical skills while gaining a greater understanding of the structural and business aspects of journalism.
Prerequisite: HU110 College English

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

HU312
Journalism
4 Quarter Credits (44 hrs Lecture)
This course will give students a foundation in the skills and concepts of journalism, including reporting, writing, editing, design, and ethics for print and electronic media. Students will be exposed to a wide variety of artworks in the context of history, theory, and biography.
Prerequisite: HU110 College English

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

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

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

HU333
Contemporary Art
4 Quarter Credits (44 hrs Lecture)
In this course, students will concentrate on contemporary art issues, as well as become aware of current trends and styles of art in their surrounding communities. Students will also explore the social, political, and cultural environments of existing artistic expressions as they relate to current events.
Prerequisite: HU110 College English

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

HU335
The Novel
4 Quarter Credits (44 hrs Lecture)
In this course, students examine works in the genre of literary production called the novel. The novel is contrasted with other literary formats and understood in historical context. This course invites the student on a quest to envision how authors create maps of the human heart in their fiction. Students will also explore how the novel creates a sense of community for readers.
Prerequisite: HU110 College English

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

HU337
Ethics
4 Quarter Credits (44 hrs Lecture)
This course examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Students will apply a number of ethics paradigms to a variety of contemporary personal and social issues.
Prerequisite: HU110 College English

HU338
Critical Thinking
4 Quarter Credits (44 hrs Lecture)
In this course, students learn to identify and develop skills, processes, and techniques to become effective learners. Students will analyze and evaluate ideas and theories, as well as learn to apply creative and critical techniques to problem solve, make decisions, and evaluate the media.
Prerequisite: HU110 College English

HU399
Seminar in the Humanities
4 Quarter Credits (44 hrs Lecture)
In this course, students will build on their previous humanities experience to explore more advanced topics.
Prerequisite: Any lower division Humanities course

Social & Behavioral Science

SB110
World Civilization
4 Quarter Credits (44 hrs Lecture)
This course will examine the history of the United States by exploring the origins of contemporary American culture, its institutions, and its values.
Prerequisite: None

SB111
Anthropology
4 Quarter Credits (44 hrs Lecture)
This course introduces cultural anthropology as a subfield of anthropology. Emphasis is on the diversity of cultural patterns throughout the world and the essential humanity of all people. Students will study a variety of social structures found among peoples of different technological, geographical, historical, and cultural settings.
Prerequisite: None

SB112
Psychology
4 Quarter Credits (44 hrs Lecture)
This course presents students with the basic concepts, principles, and methods involved in the scientific study and understanding of human behavior. Students focus on topics such as emotion, personality, intelligence, stress and coping, consciousness, sensation, perception, learning, and memory. In addition, students explore physiological, social, developmental, and abnormal psychological processes. Students will also be exposed to the modern development of depth psychology through creative analysis of dreams.
Prerequisite: None

SB113
Sociology
4 Quarter Credits (44 hrs Lecture)
This course explores and analyzes the dynamics and structure of human society. Students examine the fundamental processes and constructs responsible for the societal organization of social behavior through observation, analyses of groups, social change, cultures, norms, institutions, social stratification, and globalization as well as exploration of current issues in society.
Prerequisite: None

SB210
U.S. History
4 Quarter Credits (44 hrs Lecture)
This course will examine the history of the United States by exploring the origins of contemporary American culture, its institutions, and its values.
Prerequisite: None
SB211 Arts and Society
4 Quarter Credits (44 hrs Lecture)
This course examines the ways in which art reflects society's art and in what ways the practice of creating and sharing art can help to enact social change. 
Prerequisite: None

SB212 Cultural Studies
4 Quarter Credits (44 hrs Lecture)
Students will study how modern societies adapt to their environment (physical, political, sociological). In addition to studying how human behavior varies cross-culturally, students will study ritual, myth, and customs. 
Prerequisite: None

SB213 Music and Society
4 Quarter Credits (44 hrs Lecture)
After being introduced to basic music theory and music vocabulary, students will explore the role of music in different societies. Students will also analyze how music influences and is influenced by language, geography, politics, and other aspects of culture. 
Prerequisite: None

SB214 Belief Systems
4 Quarter Credits (44 hrs Lecture)
Students will explore humanity's enduring interest in the sacred and their enduring need to explore the relationship between the created order and a creator. Students will discuss the questions of faith meaning, purpose, and community, as well as analyze how different cultures have responded to those questions. 
Prerequisite: None

SB215 Government and Politics
4 Quarter Credits (44 hrs Lecture)
This course develops skills for understanding and analyzing political and governmental situations in the contemporary world. Government, political institutions and processes, policy problems and solutions, and popular values and participation are examined in terms of political stability and change, ideologies, conflicts, institutions, and issues. 
Prerequisite: None

SB216 Economics
4 Quarter Credits (44 hrs Lecture)
This course 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. 
Prerequisite: None

SB217 Health and Society
4 Quarter Credits (44 hrs Lecture)
In this course, students examine current health issues as they relate to everyday living such as prescription and non-prescription drugs, physical fitness, reproduction, sexually transmitted diseases, and the effects of environmental pollution. Students will also evaluate society's socioeconomic influence on individual health and emotional well-being. 
Prerequisite: None

SB218 Cyber Theory
4 Quarter Credits (44 hrs Lecture)
This course examines the intersection of technology and humanity through history, literature, philosophy, and art. Students gain an understanding of the monumental changes brought about in social relations by the introduction of new technologies. Specific attention is given to the computer and the dawn of the information age. 
Prerequisite: None

SB311 Magic and Ritual
4 Quarter Credits (44 hrs Lecture)
This course initiates the students into powerful roles played by ritual and magic in various cultures. Magical systems such as Tarot, dream divination, and astrology will be studied. Students will reflect on the impact of dreams and rituals, as well as examine notions of an ordinary world through the lens of synchronicity and the magic of daily life. Students will analyze their own personal rituals and tend to the power of dreams through art making, dialogue, and writing. 
Prerequisite: None

SB312 Physical Anthropology
4 Quarter Credits (44 hrs Lecture)
This course introduces physical anthropology as a subfield of Anthropology that centers on the biological adaptation of humans and nonhuman primates. It focuses on patterns of human biological variation and evolution. 
Prerequisite: SB111 Anthropology

SB313 World Conflict
4 Quarter Credits (44 hrs Lecture)
Students will explore the concepts of cooperation, competition, and conflict on a variety of levels. Specific areas of the world will be chosen to illustrate the effects of natural resources, religion, population, technology, and politics on human cooperation. 
Prerequisite: None

SB314 Film and Society
4 Quarter Credits (44 hrs Lecture)
This course examines twentieth century culture and society through film. Students will critically analyze how cultural and social conflicts are portrayed and worked out in popular films, and examine how motion pictures create a window into modern society. Students will also learn how to read films as cultural texts to better understand history and culture manifestations. 
Prerequisite: None

SB315 Spanish Language and Culture
4 Quarter Credits (44 hrs Lecture)
Students will explore Spanish culture and the cultures of the countries historically colonized by Spain. Students will survey the political, social, and cultural development of Spain and compare to surveys of its past colonies. Migration of Spanish language and culture will also be examined. The Spanish language will be introduced as appropriate to understanding culture. 
Prerequisite: None

SB316 French Language and Culture
4 Quarter Credits (44 hrs Lecture)
In this course, students will be introduced to French civilization and its historical culture. They will survey philosophical, artistic, political, social, and literary development of the French nation. Students will also be exposed to the French language through conversational activities, music, idiomatic expressions, and proverbs. A study of American and French nuances and differences will be investigated, as well as France's gastronomic culture. 
Prerequisite: None

SB317 Language and Culture
4 Quarter Credits (44 hrs Lecture)
In this course, students will study the language and culture of a specific people. In addition to gaining a grasp of basic vocabulary and grammar, students will explore the artistic, political, philosophical, and technical contributions of that culture. 
Prerequisite: None

SB318 Social and Behavioral Science
4 Quarter Credits (44 hrs Lecture)
In this course, students will study the social science experience to explore more advanced topics. 
Prerequisite: Any lower division Social and Behavioral Science course

Mathematics & Sciences

MS110 Quantitative Literacy and Reasoning
4 Quarter Credits (44 hrs Lecture)
This course develops conceptual understanding of problem-solving, decision making, and analytic skills dealing with quantities and their magnitudes and interrelationships. Students create logical statements and arguments in a real-world context using real-world examples and data sets. Students will estimate, approximate, and judge the reasonableness of answers. Students will select and use appropriate approaches and tools in formulating and solving real-world problems. 
Prerequisite: None
MS111 College Algebra
4 Quarter Credits (44 hrs Lecture)
In this course, students examine quantitative relationships and employ problem-solving strategies.
Prerequisite: None

MS112 Statistics
4 Quarter Credits (44 hrs Lecture)
This course includes representing and analyzing data through such measures as central tendency, dispersion, probability theory, the binomial distributions, the normal curve and normal distributions, central limit theory, and sampling distributions. Graphing and using polynomial functions and systems of equations and inequalities in the interpretation and solution of problems will be examined.
Prerequisite: None

MS113 Ethnomathematics
4 Quarter Credits (44 hrs Lecture)
All cultures have mathematics, though they may not have a class of people called “mathematicians.” In this course, students will be introduced to mathematical activities of a number of present-day and historical cultures. They will concentrate on general philosophy of measuring and counting; number words and number bases; strategy and chance in games and puzzles; symmetry in patterns; geometry; data structures; and elementary number theory, but will also try to gain some understanding of the cultural setting and to understand how culture and mathematics interact. The aims of the course are to examine the development of mathematics as part of a wider culture.
Prerequisite: None

MS114 Traditional Geometry
4 Quarter Credits (44 hrs Lecture)
Topics include line, angle, and diagonals in terms of polygons, triangles, quadrilaterals, and circles. Apply radius, chord, diameter, secant, and tangent to circles. Apply sine, cosine, tangent, cotangent, secant, and cosecant to triangles and rectangles. Solid geometry including prisms, pyramids, cylinders, cones, and spheres.
Prerequisite: None

MS130 Biology
4 Quarter Credits (44 hrs Lecture)
In this course, students will study life on our planet. In addition to discussing the origins of life, students will explore the biological processes of single-cell life forms, viruses and bacteria, plants, and animals. The theories of evolution will also be discussed.
Prerequisite: None

MS131 Physics
4 Quarter Credits (44 hrs Lecture)
This course introduces the concepts and methods of physics, including mechanics, heat, electricity, magnetism, and modern physics. Students study the relationship between physics and technology, physics and knowledge, and physics and cultural imagination.
Prerequisite: None

MS135 Nutrition Science
4 Quarter Credits (44 Hours Lecture)
This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions and source of nutrients - including proteins, carbohydrates, fats, vitamins, minerals, and water - are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.
Prerequisite: None

Mathematics & Sciences

MS311 Calculus I
4 Quarter Credits (44 hrs Lecture)
In this course, students learn concepts in calculus. Topics will include polynomials, trigonometric, exponential, and logarithmic functions. The course will also cover limits, derivatives, integration and applications of calculus.
Prerequisite: MS111 College Algebra

MS312 Linear Algebra and Geometry
4 Quarter Credits (44 hrs Lecture)
This course is an introduction to linear algebra and its application to geometry. Students study two- and three-dimensional vectors, matrix theory, linear transformations, determinants, and solving linear equations. These topics will be applied to concepts in analytic geometry.
Prerequisite: MS111 College Algebra

MS320 Transformational Geometry
4 Quarter Credits (44 hrs Lecture)
Students review the classical geometric concepts of dimension, curve, shape, solid, and line-and-arc construction. Coordinate systems bridge geometry and algebra and provide a foundation for exploring computer based geometry. The course also includes a survey of contemporary geometrical concepts: symmetry, projection, transformation, tessellation, L-system, and fractal.
Prerequisite: MS111 College Algebra

MS332 Astronomy
4 Quarter Credits (44 hrs Lecture)
Students study the macroscopic physical universe, including our planetary system, star systems and life cycles, and theories of origin. Techniques of measurement, dating, and scale are discussed.
Prerequisite: None

MS333 Physiology/Kinesiology
4 Quarter Credits (44 hrs Lecture)
In this course, students study the human body and its major systems, as well as how the body grows, moves, and functions.
Prerequisite: None

MS334 Environmental Science
4 Quarter Credits (44 hrs Lecture)
This course investigates humanity’s interaction with the natural environment. Science, ethics, and behavior will be avenues of exploration. Students will use political, economic, and scientific models to analyze current issues and examine the future of the environment and the effect they can have on it.
Prerequisite: None

MS398 Seminar in Mathematics
4 Quarter Credits (44 hrs Lecture)
In this course, students build on their previous math experience to explore more advanced topics.
Prerequisite: Any lower division Math course

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

Independent Study

IS400 Independent Study - Humanities
4 Quarter Credits (44 hrs Lecture)
Students will partner with faculty to develop an appropriate reading list and set of projects to pursue an area in Humanities not currently available in the curriculum. Students will be expected to complete a term project that reflects a depth of understanding of the chosen topic.
Prerequisite: Permission of Academic Director/Advisor

IS401 Independent Study - Social & Behavioral Science
4 Quarter Credits (44 hrs Lecture)
Students will partner with faculty to develop an appropriate reading list and set of projects to pursue an area in Social & Behavioral Science not currently available in the curriculum. Students will be expected to complete a term project that reflects a depth of understanding of the chosen topic.
Prerequisite: Permission of Academic Director/Advisor

IS402 Independent Study - Mathematics & Science
4 Quarter Credits (44 hrs Lecture)
Students will partner with faculty to develop an appropriate reading list and set of projects to pursue an area in Mathematics & Sciences not currently available in the curriculum. Students will be expected to complete a term project that reflects a depth of understanding of the chosen topic.
Prerequisite: Permission of Academic Director/Advisor
Transitional Studies

The Art Institute is committed to student success. Students come with various strengths and skills, and to determine academic preparation, especially in the areas of English and mathematics, entering students are required to take the ACCUPLACER test. To ensure proper placement in English and Mathematics courses, entering students are required to take this diagnostic test. Based on the results of the academic placement test, students may be required to take Transitional Studies courses.

HU090
Transitional Studies - English
Non-Credit Course (44 Hours Lecture)
This class will introduce students to the power of language by discussing purpose, audience, and creativity as they relate to the writing process. This course will also emphasize the skills needed to produce clear, competent English prose. Course work concentrates on basic paragraph writing with its attendant skills: parts of speech, various sentence structures, subject/verb agreement, correct verb tenses, pronoun/antecedent agreement, spelling, capitalization, and punctuation. A grade of C or better in Transitional English is required to advance to HUT10 College English.

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

FS090
Transitional Studies - Drawing
Non-Credit course (22 Lecture/22 Lab)
This is a preparatory course to introduce students to fundamental drawing skills. Students will use drawing tools in a variety of exercises to develop perceptual and craftsmanship abilities.
Admissions Policies and Requirements

Associate’s, Bachelor’s Degree Programs
A prospective student seeking admission to The Art Institute of California – Sunnyvale must be a high school graduate, hold a General Educational Development (GED) certificate or have earned a bachelor’s degree from an accredited institution of postsecondary education as a prerequisite for admission. Students who submit a California High School Certificate of Completion must satisfy the proof of high school graduation requirement. An applicant who holds a bachelor’s degree may submit proof of the bachelor’s degree to satisfy the proof of high school completion requirement. High school seniors who have not yet graduated should submit their most recent partial transcript that indicates their expected graduation date. Students that matriculate without submitting their official high school transcript showing proof of graduation will be accepted conditionally. Students must submit the official transcript within 90 days after matriculation and before continuing in a subsequent term. No financial aid can be paid until the transcript is received. In the interest of time, The Art Institute will pay for these transcripts up to a maximum of $10 per transcript.

Enrollment Procedure
An application for admission and the enrollment agreement must be completed and signed by the applicant and parent or guardian (if applicable) and submitted to The Art Institute. The Art Institute requires proof of high school graduation or GED scores. Prospective students are strongly encouraged to visit The Art Institute, although a visit is not a condition for submitting the application for admission or enrollment agreement. Arrangements for an interview and tour of the school may be made by contacting the Admissions Department. Each individual who seeks admission to The Art Institute of California – Sunnyvale will be interviewed either in person or by telephone by an Assistant Director of Admissions. The purpose of the interview is to:

1. Explore the prospective student’s background interests as they relate to the programs offered at The Art Institute.
2. Assist prospective students to identify the appropriate area of study consistent with their background and interest.
3. Provide information concerning curriculum offerings and support services available at The Art Institute. The predmission interview is designed to assist in assessing whether the student has a reasonable chance of successfully completing the appropriate program of study. Other nationally based exams, such as the SAT or ACT will be considered.

In addition, all prospective students will be required to independently conceive and write one essays of approximately 150 words. The application will provide topic choices for the essays.

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

Regardless of country of birth or citizenship all applicants to The Art Institute of California – Sunnyvale whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant’s “first” language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant’s “first” language, the applicant will need to meet the minimum acceptable proof of English Language Proficiency standards. Acceptable TOEFL scores for bachelor’s and associate’s degrees are 500 (Paper), 173 (Computer); and 81 (Internet, based Test [IBT]).

Please contact the Admissions office for acceptable alternatives to the T.O.E.F.L.

Game Art & Design Program Requirements
To be accepted into the Game Art & Design program, in addition to the general admissions requirements and enrollment procedure, an applicant must have achieved a minimum cumulative GPA of 2.5 from high school or have achieved the minimum 2.5 cumulative GPA in at least 24 semester or 36 quarter credits at an accredited college or university. Applicants must also submit for review a portfolio of original artwork. Entrance portfolios are required in order to assess a student’s aptitude and placement in the program or if appropriate, to direct the student to a program for which he or she demonstrates a greater aptitude.

Carefully follow the instructions and criteria listed below. It is important that the applicants include the appropriate number of pieces in their portfolio and that it is submitted in a timely manner.

If an applicant’s portfolio is rejected, the applicant may reapply for the following quarter by providing a new portfolio.

Standard Portfolio Content
1. Five (5) observational/life drawings
2. Five (5) pages from the applicant's sketchbook

OR, in lieu of a standard portfolio, applicants may prepare a portfolio by completing the following six exercises:

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

Submission
Label all pieces with:
• Name
• Date completed
• Dimensions and medium, if appropriate
• Approximate time it took to complete

Do Not Submit Original Work; SUBMIT COPIES ONLY. Copies should be on 8.5 x 11 unmatted paper or on CD-ROM.

Non-Discrimination Policy
The Art Institute does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the nondiscrimination policy:

Human Resources Generalist
The Art Institute of California – Sunnyvale
1120 Kifer Road
Sunnyvale, CA 94086
Phone: 650-583-7961

Financial Information

The Art Institute has a Student Financial Services Office where students and their families develop a financial plan to help ensure students’ completion of their programs. Specialists in this department help students complete applications for grants and loans applicable to students’ circumstances. Once a student’s eligibility for financial assistance has been determined, the student and the financial planning specialist develop a plan for meeting educational expenses. Students of The Art Institute may apply for scholarships, grants, or loans to assist with college expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student’s educational costs. Students do not repay scholarships or grants, but must meet specific requirements to receive them. Various loans are also available to assist students with educational costs. These loans must be repaid according to specific terms. All students who receive federal or state sponsored financial assistance must maintain satisfactory academic progress as defined above, for financial assistance eligibility.

The Art Institute offers various merit and competitive scholarships, including the following.

The Art Institute Best Teen Chef Competition
High school seniors may compete in The Art Institute Best Teen Chef competition. Winners are awarded full or partial-tuition scholarships to Art Institutes schools that offer a Culinary Arts program. A minimum of 10 semi-finalists from each Art Institute school will be chosen following the preliminary competition. Those semi-finalists will then go on to compete in the regional cook-off competition. One finalist from each Art Institute school will be chosen following the national cook-off and will advance to the national cook-off. Eighteen finalists will compete in the national cook-off. The first, second, and third place winners will be awarded a half-tuition scholarship, worth approximately $15,000 each. The seventh, eighth, and ninth place winners will be awarded a quarter-tuition scholarship, worth approximately $7,500 each. Each remaining candidate not in the top 10 will be awarded a $2,000 tuition scholarship. The full-tuition scholarships are for a two-year associate’s degree in the Culinary Arts program. Details may be obtained by calling The Art Institute location of the student’s choice. The Art Institute Scholarship Competition High school seniors and international students may compete in The Art Institute Scholarship Competition. Scholarship awards are based on the quality of projects submitted by students. Up to six full-tuition scholarships are offered annually at each campus of The Art Institute to high school graduates who demonstrate ability and commitment in one of The Art Institute programs of study. To enter, a student must fulfill all general competition guidelines and individual program entry requirements for the program of their choice. Details may be obtained by calling The Art Institute campus to which the student is applying.

The Art Institute and Americans for the Arts Poster Design Competition
This fresh approach to scholarship competition brought The Art Institutes together with Americans for the Arts, the nation’s leading non-profit organization for advancing the Arts in America. Together we are looking for original poster designs that support the Americans for the Arts theme “Life is Better with Art In It.”
This contest will reward high school graduating seniors interested in graphic design with a partial or full tuition scholarship at The Art Institute of their choice. The contest is also open to other qualified students interested in other programs, as long as the rules are followed. More than $200,000 in scholarships will be awarded, with the three prize-winning student receiving a $25,000 scholarship to study design at one of 33 Art Institutes locations throughout North America.

National Art Honor Society Scholarship
High school seniors who belong to the National Art Honor Society may apply for an Art Institute National Art Honor Society Scholarship. Senior class members of the National Art Honor Society are eligible to compete for these tuition scholarships, $20,000 first place winner; $10,000 second place winner; $5,000 third place winner; $3,000 fourth place winner; $2,000 fifth place winner. Details may be obtained by calling The Art Institute location of the student's choice or 1-800-275-2440.

Evelyn Keedy Memorial Scholarship
High school seniors who show dedication to their education and a desire for a creative career may apply for the Evelyn Keedy Memorial Scholarship through The Art Institutes. A $30,000 tuition scholarship is awarded each year to a worthy high school senior at one of the 33 eligible Art Institutes locations. Details and applications may be obtained by contacting The Art Institutes location of the student's choice or 1-800-275-2440.

Skills USA Championship
Students who belong to SkillsUSA may compete in local, state, and national championships. Winners at the national level are awarded a variety of scholarships. Winners of the culinary, advertising, and production arts fields are awarded $20,000 tuition scholarships. Winners of 3-D imaging/animation and the video production fields will be awarded $10,000 tuition scholarships. Each Art Institute location has a limited number of scholarships. Winners are permitted to choose their Art Institute location on a "first come, first served" basis. For more information about SkillsUSA, please visit their web site at www.skillsusa.org.

The Scholastic Art & Writing Awards Competition
Four thousand scholarship awards will be awarded by The Art Institutes to the Scholastic National Award recipients on a first-come-first-serve basis. Information may be obtained from Scholastic, Inc. at 1-212-343-6100 or from their website at www.scholastic.com/artandwriting National winners must contact Julie Walsh at The Art Institutes, 1-800-275-2440.

Technology Student Association Competition
Members of the Technology Student Association who win first place at the national championships in the high school category of Cyberspace Pursuit and Imaging Technology will receive a $5,000 tuition scholarship to The Art Institutes location of their choice. Students who have questions regarding the organization or competition should contact the Technical Student Association at 1-703-860-9000 or their website at www.tsaweb.org Careers through Culinary Arts Program (C-CAP) Scholarship C-CAP students may compete for one, two-year scholarship of approximately $49,000 for an associate program or approximately $21,000 for a Baking & Pastry diploma program to be applied to The Art Institutes location of their choice. Only students enrolled in a C-CAP program are eligible for this scholarship. Interested, students should contact the C-CAP director at their high school. For more information, please visit the C-CAP Web site at www.ccapinc.org or call 212-974-7111.

ProStart
First Place winners of the National ProStart Student Invitational Culinary Competition and Management Competition will receive a $3,000 tuition scholarship to The Art Institutes. Second Place winners will receive $2,000 scholarship and Third Place winners will receive $1,000. Applicants must be a student of a ProStart Culinary curriculum to participate. To find out more about ProStart, contact the National Restaurant Association at 1-800-765-2122, or visit their Web site at www.prostart.org. Winners of the National ProStart Student Invitational may contact Julie Walsh of The Art Institutes at 1-800-275-2440 for scholarship details.

Federal Student Financial Aid
The purpose of student financial aid programs is to ensure that all students have an opportunity to obtain a college education, and that no student will be denied that opportunity because of lack of funds. Central to the purpose of financial aid is the belief that students and their families, to the extent possible, have the primary responsibility to pay for the student's college education. Financial aid is made available to assist students when family resources are not sufficient to meet college costs. All students are to be treated fairly and equitably by applying policies and procedures consistently. Though applicants are encouraged to seek financial aid, students should not rely solely on these resources throughout the academic year. Students receiving any form of financial aid are required to meet standards for academic progress and attendance. Proof of such progress on a periodic basis is verified prior to any disbursements of financial aid. Failure to maintain satisfactory academic progress or satisfactory attendance requirements may result in the termination or reduction of financial aid. Though The Art Institute financial aid staff is responsible for accurate distribution, explanation, documentation, and validation of financial aid requirements, it is the student's responsibility to comply with all requests in a timely fashion so that the student wishes to continue receiving benefits. Federal grants are awarded on a fiscal year basis, beginning July 1 and ending June 30. Some applicants may need to complete the application process twice during an academic or calendar year.

Financial Aid Programs

The Art Institute Merit Award Program
1. Program of Purpose
To provide awards to students of The Art Institute of California--Sunnyvale who show evidence of merit and the motivation to successfully complete the program, but who are unable to enter classes or continue in the program without additional financial assistance.
2. Award Criteria
In order to be considered for a Merit Award, the student must meet the following criteria:

- If less than one year of previous postsecondary education, a high school cumulative grade point average (CGPA) of at least 2.5, or
- If a minimum of one year of postsecondary education, at least a 2.5 CGPA at the previous institution, or
- If presently an Art Institute student, maintenance of at least a 2.5 CGPA while attending The Art Institute.

- GED recipients must score a minimum of 50 on all three sections of the GED of assignments are available, with priority given to students with the greatest need. The Student Financial Services Department has more details. The maximum students can earn through this program is the amount of their unmet need (the difference between expenses and all other resources). For a more complete description of federal aid programs, please ask for The Art Institute Complete Guide to Financial Aid.

The California State Grant (Cal Grant)
The Art Institute is approved by the California State Grant (Cal Grant) for students who meet the program eligibility requirements. Financial aid is made available to students enrolled in The Art Institute of California--Sunnyvale who show evidence of merit and the motivation to successfully complete the program, but who are unable to enter classes or continue in the program without additional financial assistance.

The Federal Unsubsidized Stafford Loan
The Federal Unsubsidized Stafford Loan is a variable interest loan available to students through eligible lenders. The loan is obtained directly from private banks, savings and loan associations, and credit unions. To be eligible, the student must be a citizen or permanent resident alien of the United States and meet other eligibility requirements.

The Parent Loan for Undergraduate Students (PLUS) The Parent Loan for Undergraduate Students is available to parents of dependent students. The PLUS loan repayment begins 60 days after the loan is disbursed.

The Federal Work-Study
Through the Federal Work-Study program, students have the opportunity to meet part of their expenses by working part-time on or off campus. A limited number of scholarships are available, with priority given to students with the greatest need. The Student Financial Services Department has more details. The maximum students can earn through this program is the amount of their unmet need (the difference between expenses and all other resources). For a more complete description of federal aid programs, please ask for The Art Institute Complete Guide to Financial Aid.

The California State Grant (Cal Grant)
The Art Institute is approved by the California State Grant (Cal Grant) for students who meet the program eligibility requirements. Financial aid is made available to students enrolled in The Art Institute of California--Sunnyvale who show evidence of merit and the motivation to successfully complete the program, but who are unable to enter classes or continue in the program without additional financial assistance.
Student Aid Commission for students to receive Cal Grant funds under Cal Grant A, B, and C programs. Cal Grant programs require academic qualifications as derived from the Student Aid Commission Grade Point Average (GPA) Verification Form. Both the Free Application for Federal Student Aid (FAFSA) form and the GPA Verification (Cal Grant application) must be completed and postmarked by March 2 each year.

Suspension and Reinstatement of Financial Assistance: All Programs

Students who are suspended from a program of study or terminated from The Art Institute are ineligible for financial assistance until they regain admission and comply with satisfactory academic progress requirements.

Financial Assistance Appeal

Students who are denied or suspended from financial assistance may file an appeal under appropriate federal and state guidelines with The Art Institute Student Financial Assistance Review Committee.

Student Financial Assistance Review Committee

This committee consists of The Art Institute President, key staff in Administrative and Financial Services and Student Financial Services. The committee is responsible for the review of all student financial aid awards when there is a question regarding a student’s eligibility for such awards.

The Student:

1. Must write a letter to the attention of The Art Institute stating in detail the reasons for the challenge of a financial aid award. This letter must be received within 10 days after notification of financial aid denial.
2. Must attach any documents that evidence justification or reason for the student’s situation leading to the denial of financial assistance.
3. May request a personal appearance before the Student Financial Assistance Review Committee.

The committee will:

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

Refund Policy

Refund Policy Prior to Matriculation

Applicants may cancel their enrollment in person or by written request before the beginning of classes. An applicant not requesting cancellation before the starting date indicated on the Enrollment Agreement will be considered a student.

1. The Art Institute will notify the applicant, in writing, of his/her acceptance/rejection. All monies paid by an applicant, less the nonrefundable application fee, will be refunded if the applicant is not accepted for admission.
2. All monies, less the nonrefundable application fee paid by the applicant, will be refunded if requested by applicant within five business days after signing the Enrollment Agreement and making an initial tuition payment.
3. Applicants requesting cancellation more than five business days after signing the Enrollment Agreement (and making an initial tuition payment), but prior to the first day of classes, will receive a refund of all monies paid, less a cancellation fee of $100.
4. All tuition and fee monies paid by an applicant, less the nonrefundable application fee, will be refunded if, requested, within three business days after his/her first tour of the school and inspection of equipment or, if requested, within 30 calendar days after the student’s attendance at the regularly scheduled orientation program for his/her starting date, whichever is sooner. Refund of fees will be made within 30 calendar days after the applicant’s request or within 30 calendar days after his/her first scheduled class day.

Refund Policy after Matriculation (All Quarter Starts)

If a student withdraws from his/her program after the first day of instruction, the Associate and Bachelor’s degree programs, the student is entitled to only a partial refund. The refund policy is applied up to the 60 percent point of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will calculate how much is owed, and how it is to be returned. Refund of other charges, in accordance with California State policy, will be made at the end of the quarter. The school will first calculate how much needs to be returned under Title IV of the Federal Title IV Aid Policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The refund will then be calculated how much of the charges can be retained based on the State of California policy below.

Student Withdrawal

1. Student officially notifies The Art Institute that he/she is withdrawing and stops attending. The date that The Art Institute determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal. The student has 14 calendar days of the student’s last date of attendance if the student is withdrawn prior to the end of the quarter. This applies to students receiving Title IV funds.
2. Student officially notifies The Art Institute that he/she is withdrawing but stops attending. The date that The Art Institute determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal. The student has 30 calendar days of the date of withdrawal. Refund is made within 30 calendar days from the date of withdrawal as described above.

Cancellation of Start Date

Cancellation by The Art Institute of a scheduled class start for any program shall entitle a student to a cancellation of the Enrollment Agreement with a full refund of all monies paid, including application and enrollment fees. The student can elect to accept instead a guaranteed reservation in the next scheduled class for that program. Student Tuition Recovery Fund The Art Institute has been informed by the Bureau for Private Postsecondary and Vocational Education that the Student Tuition Recovery Fund fee is not to be collected until further notice. California law requires that upon enrollment, a fee must be assessed in relation to the cost of tuition (New California Education Code §94945). These fees support the Student Tuition Recovery Fund (STRF, a special fund established by the California Legislature, to reimburse students who might otherwise experience a financial loss as a result of the (a) closure of the institution or program or (b) financial loss as a result of the (a) closure of the institution for the quarter of withdrawal). If Federal Title IV Aid funds have been awarded to the student, and if the student withdraws prior to the first 60 percent of the quarter, the student may need to return some or all of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned. Adjustment of Charges During Compliance with Title IV of Federal Title IV Aid Program. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the State of California policy below.

Refund Example

A student enrolls in a 112-credit quarter program. The quarter in which the student withdraws has a total of 220 hours of study. The fees charged for that quarter’s hours of study are $7,008 (not including equipment). The cost per hour is calculated by dividing the tuition charges by the number of enrollment hours. The cost per hour is $33.86 per hour. From the date the student last attended the refund would be calculated as follows: $33.86 X (quarter of enrollment (charge period) = $7,008/220 = $31.86 per hour. From the date the student last attended the refund would be calculated as follows: $33.86 X (quarter of enrollment (charge period) = $7,008/220 = $31.86 per hour. The amount returned is $2,389.50. (amount institute retains) = $4,618.50
Placement in Transitional Studies
The Art Institute is committed to student success. We recognize that students come with various strengths and skill sets, and to help us determine academic preparation, especially in the areas of English and Mathematics, we have selected the ACCUPLACER test. To ensure proper placement in English and Mathematics courses, entering students are required to take this diagnostic test. Based on the results of the academic placement test, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in their program of study. Transitional Studies course credits do not count toward the total number of credits for graduation nor do they count in the Cumulative Grade Point Average (CGPA); however, they do count in determining the maximum time frame and the incremental Completion Rate (ICR). Transitional Studies courses may be individually attempted no more than three (3) times. Failure to pass the course after three (3) attempts will result in academic termination. Exceptions will be granted to:

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

Transitional Studies Courses
The courses included in this program are designed to help build and strengthen the foundation skills. To receive the benefits of such a program, students must enroll in the courses in their first (1st) year. Students enrolled in Transitional Studies courses may be required to take from three (3) to six (6) credits in addition to their standard program of study credit requirements. Students must successfully complete such courses with a grade of C or better in order to progress in their program of study. These credits will increase the total number of credits students must take, and they will not count toward graduation. However, they will be included in determining the maximum time frame and the Incremental Completion Rate (ICR). These credits will be charged at the current per credit hour rate.

Advanced Standing
Course credits, which may be awarded by advanced course credit, proficiency examination, or proficiency for prior experiential learning, are applied to the total credits required for graduation, but have no letter or point value and are not computed in the grade point average.

Advanced Course Credit
Credit will be given for college courses successfully completed with a grade of C or better, and where the courses are comparable to those offered by The Art Institute program to which the student applies. The credit must be from a college that is approved by the Bureau of Private Postsecondary and Vocational Education or accredited by an accrediting association that is recognized by the U.S. Department of Education. Credit will be given for designated Advanced Placement classes in which the student scores a three (3) or above on the Advanced Placement Test. Also, credit will be given for designated international baccalaureate classes in which the student scores a four (4) or above on the Higher Level (HL) Internationale Test. Official grades must be on file. For advanced course credit to be considered for acceptance, transcripts and descriptions MUST be received no later than two (2) weeks prior to the first day of the quarter. All advanced course credit must be applied for and approved before the first (1st) day of class of the initial quarter of study. The Art Institute reserves the right not to accept any advanced course credit applications and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis. All exceptions must be approved by a designee of the Academic Affairs Department.

Transfer of Credit Policy
Credit for courses taken at an accredited postsecondary or university level and which may be accepted at The Art Institutes if the following conditions are met:

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

Advanced Course Credit After Matriculation Requests for transfer of credit from an accredited institution, for a course taken concurrently with an Art Institute full-time schedule, after a student’s matriculation at The Art Institute may be made to the Dean of Academic Affairs. All approvals must be approved prior to enrollment in the course and must be completed prior to the student’s final term of study.

Transfer of Credit After Matriculation and Upon Re-entry Requests for transfer credit from accredited institutions, for a course taken while a student was not in attendance at The Art Institute, but after a student’s initial matriculation may be made the Dean of Academic Affairs.

Transfer credit may be awarded if all other criteria for transfer of credit are met.

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

Credit will be given for designated Advanced Placement classes in which the student scores a three (3) or above on the Advanced Placement Test. Also, credit will be given for designated international baccalaureate classes in which the student scores a four (4) or above on the Higher Level (HL) Internationale Test. Official grades must be on file. For advanced course credit to be considered for acceptance, transcripts and descriptions MUST be received no later than two (2) weeks prior to the first day of the quarter. All advanced course credit must be applied for and approved before the first (1st) day of class of the initial quarter of study. The Art Institute reserves the right not to accept any advanced course credit applications and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis. All exceptions must be approved by a designee of the Academic Affairs Department.

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Credit for courses taken at an accredited postsecondary or university level and which may be accepted at The Art Institutes if the following conditions are met:

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

Advanced Course Credit After Matriculation Requests for transfer of credit from an accredited institution, for a course taken concurrently with an Art Institute full-time schedule, after a student’s matriculation at The Art Institute may be made to the Dean of Academic Affairs. All approvals must be approved prior to enrollment in the course and must be completed prior to the student’s final term of study.

Transfer of Credit After Matriculation and Upon Re-entry Requests for transfer credit from accredited institutions, for a course taken while a student was not in attendance at The Art Institute, but after a student’s initial matriculation may be made the Dean of Academic Affairs.

Transfer credit may be awarded if all other criteria for transfer of credit are met.

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

Credit will be given for designated Advanced Placement classes in which the student scores a three (3) or above on the Advanced Placement Test. Also, credit will be given for designated international baccalaureate classes in which the student scores a four (4) or above on the Higher Level (HL) Internationale Test. Official grades must be on file. For advanced course credit to be considered for acceptance, transcripts and descriptions MUST be received no later than two (2) weeks prior to the first day of the quarter. All advanced course credit must be applied for and approved before the first (1st) day of class of the initial quarter of study. The Art Institute reserves the right not to accept any advanced course credit applications and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis. All exceptions must be approved by a designee of the Academic Affairs Department.

Transfer of Credit Policy
Credit for courses taken at an accredited postsecondary or university level and which may be accepted at The Art Institutes if the following conditions are met:

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

Administrative Position Responsible for Transfer Evaluation
The Dean of Academic Affairs is the administrator ultimately responsible for the transfer evaluation, though the Dean may delegate individual evaluations to faculty members or academic staff.

Proficiency Exam
Students may have the opportunity to test out of some courses prior to the first (1st) day of class of the initial quarter. Proficiency exams may only be attempted once. Students must pay a nonrefundable proficiency exam fee of up to $100 (USD) per proficiency exam taken.

Proficiency Credit
Students may request proficiency credit for courses in their program of study. A portfolio of examples demonstrating proficiency must be supplied to the appropriate Academic Director prior to the first (1st) day of the initial quarter. Students will be charged a nonrefundable administrative fee of $100 (USD) per course for which credit is sought.

Policy Statements on Qualifying the Experience
Credit for prior work/experiential learning shall only be granted by the Dean of Academic Affairs upon the written recommendation of a faculty member and may be granted only if all the following conditions apply:

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

Prior Work/Learning Documentation
Each college- or university-level work/experiential learning experience will be evaluated by faculty qualified in that specific subject area who shall ascertain to what college- or university-level learning the student’s prior experience is equivalent, and how many credits toward a degree may be granted for that experience. In addition, the faculty evaluating the prior work/experiential learning must complete a credit equivalency report containing all of the following:

1. The documents in the student’s record on which the faculty member relied in determining the nature of the student’s prior experience.
2. The basis for determining that the prior experience is equivalent to college- or university-level learning, and demonstrates a balance between theory and practice.
3. The basis for determining to what college or university-level the experience is equivalent, and the process used to determine if the credits may be transferred toward a degree.
4. The process used to determine if the experience is equivalent, and how many credits toward a degree may be granted for that experience.
5. The documents in the student’s record on which the faculty member relied in determining the nature of the student’s prior experience.
6. The basis for determining that the prior experience is equivalent to college- or university-level learning, and demonstrates a balance between theory and practice.

Maximum Advanced Standing
The Art Institute offers Associate of Science degree programs, which last just over two academic years and contain 64 quarter credits. Each Associate of Science degree program includes 28 quarter credits in Liberal Studies. The Art Institute offers Bachelor of Science degree programs, which last three calendar or four academic years and contain 192 quarter credits. Each Bachelor of Science degree program includes 56 quarter credits in Liberal Studies. For the Associate of Science and the Bachelor of Science, as much as 75 percent of the quarter credits required for graduation from The Art Institute may be satisfied through a combination of transfer credit for prior experiential learning, and/or challenge exams. This percentage equals 84 quarter credits for associate’s degrees and 144 quarter credits for bachelor’s degrees.

Academic Freedom
The Art Institute values the rights of expression pertaining to the teaching and research of its faculty. The Art Institute guarantees academic freedom in the classroom within the parameters of its mission and academic policies and procedures as approved by its applicable licensing and accrediting agencies. The faculty will be afforded freedom in the classroom to express professional points of view and conclusions supported by relevant evidence.

Academic Grading System
The grading system recognizes grades and codes that have the following numeric equivalences and definitions:

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In Progress (IP)
Indicates work in progress but assignment of a final grade is pending completion of coursework. It is not included in any calculations.

Advanced Course Credit (TR or P)
Course credit transferred from another accredited postsecondary institution is assigned a “TR” code. Those campuses that award proficiency credit, award credit based on the examination of an applicable examination or portfolio review. These courses are assigned a “P” code. Such credit is applied to the total credits required for graduation but has no grade point value and is not computed in the grade point average.

Pass (PA)
Indicates that a pass/fail course was completed satisfactorily. It is not included in any calculations.

Cumulative Grade Point Average (CGPA)
A cumulative grade point average (CGPA) is computed by dividing the total grade points earned for all courses attempted. 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 if the last digit is less than 5. Example: 1.95=2.0, Example: 1.94=1.9

Change of Grade
When a final grade has been established and recorded in the student’s record, the grade may not be changed without approval of the faculty member, Academic Department Director, and the Dean of Academic Affairs. Students who feel that they have received an erroneous grade may appeal that grade to their instructor. If the student and the instructor do not reach a resolution in the matter, the Academic Director, after consultation with the instructor and student, will make a final determination. A request for a change of grade will only be accepted by the Registrar’s Office through the end of the Schedule Adjustment period of the following quarter.

Eligibility for Graduation

Criteria for Honor Designation
To promote academic excellence and to recognize exemplary academic achievement, students are recognized on a quarterly basis and upon graduation. Any student who enrols for and completes 12 credits or more and meets the following criteria may receive the corresponding designation:

Quarter GPA Honor Designation
4.0 President’s Honor Roll
3.7-3.9 Dean’s Honor Roll
3.5-3.6 Honor Roll

Honor Designation at Graduation
Any student who achieves a CGPA of 3.5 or better is designated as an Honor Graduate. (Transitional studies classes are not considered when evaluating honor designations.)

Schedule Adjustment Period
Period The Schedule Adjustment period begins on Monday of week one and concludes at the end of the first class day of week two. During this time students may add or drop courses, or change sections. Tuition will be charged based on registered credits at the end of this period. Students will be responsible for all changes regardless of attendance. Students who fail to attend any classes or notify the Academic Affairs Department during the Schedule Adjustment period will be withdrawn from school.

Withdrawal from School
Students who are not registered for any courses by the end of the Schedule Adjustment period will be withdrawn from school. Students who voluntarily withdraw from school must complete the required status change form, obtaining all required signatures, and return it to the Registrar’s Office. Students who withdraw from school are subject to a tuition increase upon reenrollment.

Readmissions
Any student who has withdrawn from The Art Institute for any period must go through the formal reentry process. Each student’s status must be reviewed before consideration for reentry. For details, please see the Readmissions Advisor in the Admissions Office.

Transfers to Another Art Institute
A student must be in satisfactory academic and conduct standing to be allowed the opportunity of transferring from one Art Institute school to another.

Change of Program
Students will be allowed only one change of major. Changing from an associate program to a bachelor’s program for the same major is not considered a change of major. Changing from an associate program to a bachelor’s program for the same major is not considered a change of major. Courses taken in one major applicable to the second major shall be transferred with the grades. If students have taken a course more than once, all grades relevant to that course shall apply to the second major. Grades earned in the original major shall count toward the cumulative grade point average. For ICR purposes, only those courses transferred will apply to the new major. The maximum allowable time frame shall be calculated as the total number of credits in the program minus the number of credits applied to the new major. Example: if a student transfers 36 credits to a new major consisting of 160 credits, the calculation would be 160 - 36 = 144 / 150% = 216 credits. Second example: if a student earned 36 credits in the original major that are applicable to the new major, but transfers 48 credits due to repeating failed classes, then the maximum allowable time frame is reduced to 198 credits.
To be qualified to graduate, an Art Institute student must:

- Receive a passing grade or credit for all required coursework.
- Earn the minimum required credits for the program.
- Achieve a cumulative CGPA of not less than 2.0.
- Meet portfolio or other requirements as outlined by the student’s degree program.
- Satisfy all financial obligations to The Art Institute.

**Satisfactory Academic Progress Policy (SAPP)**

In order to graduate, a student must have a Cumulative Grade Point Average (CGPA) of 2.0 or higher, and complete the program in no more than 150% of the total credits in the program. To ensure that students will meet these criteria and graduate, students must be making Satisfactory Academic Progress or SAP. SAP is measured in two ways, Incremental Completion Rate (ICR) and Cumulative Grade Point Average (CGPA). ICR is the percentage of successfully completed credits relative to credits attempted. Students achieving SAP have a CGPA of 2.0 or higher and an ICR of 66.67% or higher. Evaluation points and SAP milestones outlined have a CGPA of 2.0 or higher and an ICR of at least 33.33%. Failure to meet these benchmarks will result in probation. The original grade and the subsequent grade, is computed in the CGPA. (Tuition is charged for repeated courses.) Students may also retake courses in which they received a passing grade in order to improve their CGPA. A student cannot receive financial aid for a repeated course in which a passing grade was earned.

**Transfer Credits**

Grades for courses transferred from any post-secondary institution (including an Art Institute) are recorded as “TR” and do not affect a student’s CGPA. Transfer credits are calculated in the ICR; however, transfer credits do reduce the total number of credits that can be attempted within a program. The maximum number of allowable credits for a student with transfer credits is one and one-half times the number of credits remaining for graduation. Example: if a student transfers 36 credits to a program consisting of 180 credits, the maximum attempted credits are 180 - 36 = 144 X 1.5 = 216 credits.

**Change of Program**

When a student changes programs, courses taken in the original program applicable to the second program are transferred with the grade. If a student has taken a course more than once, all grades pertinent to that course are transferred to the second program. Grades earned in the original program shall count towards the CGPA.

If a student has graduated from the Art Institute in one program then subsequently begins work in a different program, courses grades in the original program are recorded as “TR” and are not applied to the student’s new program CGPA.

Transferring from one program to a second program will reduce the total number of credits that can be attempted in the second program. Example: if a student transfers 36 credits to a program consisting of 180 credits, the maximum number of allowable credits will be 180 - 36 = 144 X 1.5 = 216 credits. Second example: if a student earned 36 credits in the original program that are applicable to the new program, but transferred 48 credits due to repeating failed courses, then the maximum allowable credits is reduced to 198 credits.

**Appealing Academic Termination**

Any student wishing to appeal an academic termination may do so in writing to the Dean of Academic Affairs before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the termination. Mitigating circumstances are generally events that are outside the student’s control and are unavoidable. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed. The Dean of Academic Affairs or the Appeals Committee will review a student’s appeal and will determine whether the student’s circumstance(s) and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Appeals Committee.

A student who is granted an appeal may be reinstated and if otherwise eligible, receive financial aid. The student will be placed on probation for the quarter of return and will be required to attain CGPA and ICR milestones by the next evaluation point.

If a student is denied an appeal, the student can appeal again one year after the quarter in which the appeal was denied. To be reinstated the student must demonstrate accomplishments or changes that show a degree of college readiness and reliably predicts success. Should a student have his or her appeal denied a second time, the student is permanently terminated.

**Readmissions**

Any student who left the Institute for any period of time and wishes to return must meet with the Readmissions Director or designee to complete the readmission process. The readmission process includes a review of academic progress. If a student cannot achieve satisfactory academic progress by the next evaluation period, the student will not be readmitted.

### Satisfactory Academic Progress Evaluation Points AND and Milestones

In order to graduate, a student must successfully complete all of the program requirements in no more than 150% of the total credits in the program. Maximum number of allowable credits in a program:

- Student in a 112-credit program can attempt no more than 168 credits.
- Student in a 192-credit program can attempt no more than 288 credits.

To maintain Satisfactory Academic Progress students must have a CGPA of 2.0 or higher and an Incremental Completion Rate of 66.67% or higher.

### Special Satisfactory Academic Progress Policy for California VA Students

**Effective Date:** January 15, 2008

Students receiving VA benefits in California have two additional evaluation points. These are not for purposes of determining academic standing but, rather, are for purposes of determining continued eligibility to receive VA benefits.

**Satisfactory Academic Standards for Degree Programs**

At the end of the second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.

At the end of the third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in termination.

At the end of the third quarter, students who are placed on probation and who were on probation after the second quarter will have their certification of eligibility to receive VA benefits withdrawn.

At the end of the fourth quarter, students receiving VA benefits who were on academic probation at the end of their second and third quarters will be evaluated to ensure that they have earned a CGPA of at least 1.5 and an ICR of at least 50%. Failure to meet these benchmarks will result in the withdrawal of certification of eligibility to receive VA benefits.

At the end of the fifth quarter, students receiving VA benefits who were on academic probation at the end of their third and fourth quarters will be evaluated to ensure that they have earned a CGPA of at least 1.8 and an ICR of at least 60%. Failure to meet these benchmarks will result in the withdrawal of certification of eligibility to receive VA benefits.

### Evaluation Points and Milestones

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Second Quarter</td>
<td>Less than 1.0 and/or 33.33%</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>End of Third Quarter</td>
<td>Less than 1.5 and/or 50%</td>
<td>Academic Probation</td>
</tr>
</tbody>
</table>

* If a student’s CGPA falls below 2.0, but is at least 1.8 and an ICR is below 60%, but at least 50%, the student may be placed on probation one time after he or she has moved beyond his or her sixth quarter. The student would then need to achieve the 2.0 and 66.67% milestones at the next evaluation point or be terminated. Please note that a student may be terminated for academic reasons without previous academic action.

The Art Institute of California - Sunnyvale • 55
allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of an ICR of 66.67% at the end of the next evaluation point or be terminated (note: evaluation points occur every other quarter after the sixth quarter). This can only happen once after sixth quarter.

At any evaluation point after the sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be terminated.

### Evaluation Point End

<table>
<thead>
<tr>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Second Quarter</td>
<td>Less than 1.0 and/or 33% Academic Probation</td>
</tr>
<tr>
<td>End of Third Quarter*</td>
<td>Less than 1.0 and/or 33% Termination</td>
</tr>
<tr>
<td>End of Third Quarter*</td>
<td>Less than 1.5 and/or 50%; Greater than 1.0 and 33.33% Academic Probation</td>
</tr>
<tr>
<td>End of Fourth Quarter</td>
<td>Less than 1.5 and/or 33% (and on probation in 2nd and 3rd Quarters) Loss of VA benefits</td>
</tr>
<tr>
<td>End of Fifth Quarter</td>
<td>Less than 1.7 and/or 60% (and on probation after 3rd Quarter) Loss of VA benefits</td>
</tr>
<tr>
<td>End of Sixth Quarter* and every Quarter thereafter</td>
<td>Less than 2.0 and 66.67% Termination</td>
</tr>
</tbody>
</table>

* If a student’s CGPA falls below 2.0, but is at least 1.8 and/or the ICR is below 66.67% but at least 60%, the student may be placed on probation one time after he and/or the ICR is below 66.67% but at least 60%, the student may be placed on probation one time after he

### ONLINE COURSES

The Art Institute offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh’s Online Division, as well as a reliable connection to the Internet. Specific technology requirements are at the student’s discretion and are determined by the institution. In addition, maximum relevance to prior learning and experiences. The Art Institute charges the same tuition for online courses as it charges for on-ground courses. A $200 fee is charged in addition for each online lab to cover administrative and technical support for students.

### Requirements for Participation in Online Courses

Students must have computer hardware and software equivalent to the specifications indicated by The Art Institute of Pittsburgh’s Online Division, as well as a reliable connection to the Internet. Specific technology requirements are at the student’s discretion and are determined by the institution. In addition, maximum relevance to prior learning and experiences. The Art Institute charges the same tuition for online courses as it charges for on-ground courses. A $200 fee is charged in addition for each online lab to cover administrative and technical support for students.

### Registration for Online Courses

Prior to registration each quarter, The Art Institute provides students with a list of courses to be offered online. Students register for online courses during the regular registration period for the academic quarter. Because The Art Institute of Pittsburgh’s Online Division needs additional lead time to set up the classes, registration for online courses will only occur during the normally scheduled registration period. Students wishing to register for online courses must do so through the Online Advocate. Students are required to add or drop online courses after the first week of the quarter, which is the normal add/drop period of the schools.

### Online Class Schedules

Online courses are offered in two sessions within the academic quarter calendar. The first session begins on the same day as the on-ground coursework begins and ends 5 1/2 weeks later. The second session begins following day and runs for 5 1/2 weeks and ends on the same day as the on-ground coursework ends.

### Online Schedule Adjustment Policy

The first seven academic days (including Saturday) of each quarter constitute the Schedule Adjustment Period. During this time, students may drop an online course without financial penalty. The second session courses have an extended Schedule Adjustment Period; these courses may be dropped up to four academic days after the start of the second session without financial penalty. Students who drop all of their courses, either online or on ground, will have their enrollment terminated and should refer to the Refund Policy for more information.

Once the Schedule Adjustment Period ends, a student may receive permission from their Academic Advisor or Academic Department Director to withdraw from an online course. A student choosing to withdraw from a first session online course must do so by the 5 PM Friday of the fourth week of the quarter and will receive a "W" (withdrawal) grade for the course(s). Students who choose to drop a second session online course by 5 PM Friday of the ninth week will receive a "W" (withdrawal) grade for their course(s).

### Online Orientation

Students wishing to take an online course must complete an online orientation to familiarize themselves with the platform that will be used in the virtual classroom. There are exercises to be completed during the orientation. Students not completing the orientation prior to the quarterly deadline published in the Online information packet will not be allowed to participate in the online course. Students who are exceptions to 24-hour support via a toll-free number throughout the class to assist them should they have any problems. Students will also have access to email through The Art Institute of Pittsburgh’s Web site, www.aionline.edu, to address any questions or concerns that arise.

### Online Course Textbooks

Textbooks for online courses are listed in syllabi located at The Art Institute of Pittsburgh’s Web site, www.aionline.edu. Textbooks can be purchased online from The Art Institute of Pittsburgh’s online textbook partner through the “Buy Supplies” link located on the campus home page at www.aionline.edu/campus/. They provide a secure site and 48-hour delivery for most books. Credit cards are accepted for payment.

### ATTENDANCE POLICIES AND PROCEDURES

Because developing and maintaining a good attendance record is an important facet of a student’s professional development, the attendance record is included in each student’s permanent file. A student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. Outside employment is not to be scheduled during class hours. It is recognized, however, that a student may be absent from class due to serious illness or family emergency. Documentation of absences of this nature will be considered prior to attendance withdrawal.

### Attendance Recording

All student attendance is recorded from the first day of the quarter. There are no excused absences. Should a student adjust his/her schedule within the Schedule...
1. Full Absence: A full day of absence is defined as being absent for the total number of hours classes are scheduled each day for the program in which a student is enrolled. This absence is recorded from the first day of the quarter regardless of the reason for absence.

2. Partial Absence: A student who arrives late or leaves class early is charged in 15-minute increments of absenteeism. This absence accumulates toward total absenteeism on a student’s quarterly record.

**Attendance Withdrawal**

Students who do not attend any classes for fourteen (14) consecutive calendar days and fail to notify Academic Affairs, will be withdrawn from school. In addition, the student may be involuntarily withdrawn at the discretion of the Academic Director, and with the approval of the Dean of Academic Affairs, at any time.

**Attendance Appeal**

If a student is withdrawn due to a lack of attendance, the student must appeal in writing to the Dean of Academic Affairs to be reinstated for the same quarter in which the violation occurred. The written appeal must address the circumstances that caused the withdrawal to be invoked and how the circumstances have been remedied or changed so as to allow the student to be successful in his/her education endeavors. The Dean of Academic Affairs and the Appeals Committee will review the student’s appeal and determine if the student is to be reinstated or the appeal is to be denied. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Committee. If the student does not appeal the attendance violation, he/she will be eligible to return in the next quarter as a readmission as long as he/she is in good academic standing.

**TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

The mission of The Art Institute is to help students to prepare for entry-level employment in students’ chosen field of study. The value of programs like those offered by The Art Institute 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 students earn at The Art Institute will transfer to another school. For example, if a student enters as a freshman, he/she will likely be a freshman if he/she enters another college or university at some time in the future even though he/she earned credits at our school. In addition, if he/she earns a degree in our program, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university. This statement is provided in accordance with California Private Postsecondary and Vocational Education Reform Act §54481(b). January 1, 1998. Programs offered by one school within The Art Institute 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 a student decides to transfer to another school within The Art Institute system, transfer of all the credits you earned at The Art Institute may be transferable into that school’s program. If a student considers transferring to another Art Institute or an unaffiliated school, it is the student’s responsibility to determine whether that school will accept The Art Institute credits. Students should check if their school offers an articulation agreement with The Art Institute. The Art Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

**Student Life**

**Our Culture**

Students come to The Art Institute of Sunnyvale from the U.S. and abroad. The multi-cultural student body includes men and women who have enrolled directly after completing high school, have transferred from other post-secondary schools, or are deciding on a new career.

**Orientation**

An orientation program is held for all new students and their parents a few days before the start of each quarter. Students will be advised of the date, time, and events.

**Advising Services**

Academic advising is provided by Academic Department Directors and the Dean of Academic Affairs. Advising services are provided on an individual and small-group basis to help students deal with concerns or problems so that they may maximize their school experience.

**Career Services**

The Art Institute will assist in-school students in locating and securing part-time, freelance, and internship work and assist eligible graduates in locating and securing full-time, field-related employment.

Job search directories are maintained. Aggressive efforts are made in developing and maintaining employer contacts through telemarketing, promotional materials, and recruiting events. Portfolio shows are held, as appropriate, to enhance employment possibilities for graduates. While The Art Institute provides career services, it does not guarantee employment or any particular level of compensation following graduation.

**Library**

The Art Institute provides students, faculty, and staff with access to information and services needed in a teaching and learning environment. Collection emphasis is on creative production, as well as support for general education enhancement in the arts, communications, social sciences, and humanities.

**Residential Life & Housing Services**

The Art Institute is a non-residential campus and currently does NOT provide school-sponsored housing.

**Exhibition of Student Work**

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

**Field Trips**

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

**Summer Teen Programs**

A one-week program corresponding to the degree programs offered may be scheduled in the summer for high school students. For information and individual campus requirements, check with the Admissions Office.

**Disability Services**

The Art Institute of California – Sunnyvale provides accommodations to qualified students with disabilities. The Dean of Academic Affairs assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of California – Sunnyvale. The Art Institute of California – Sunnyvale is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact The Disability Services Office. If a student has a concern or complaint in this regard, please contact the Dean of Academic Affairs at The Art Institute of California – Sunnyvale. Complaints will be handled in accordance with the school’s complaint procedures. Appropriate Attire Students are requested to dress in the manner appropriate for their profession while attending The Art Institute.

**Smoking Policy**

The Art Institute provides a smoke-free environment, and all faculty and staff strictly enforce this restriction. Smoking is permitted in the outside designated area only. Smoking is not permitted outside the main entrance areas, and it is not permitted anywhere inside the buildings.

**Student Conduct**

Students at The Art Institute are generally men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they will conduct themselves during the educational processes in the same manner as will be expected in an employment situation. The Art Institute reserves the right to suspend or terminate any student whose conduct is detrimental to the training environment within the classrooms, to the well-being of fellow students and/or faculty and staff members within The Art Institute; at any Art Institute sponsored activity or facility; or who causes damage to the appearance or structure of The Art Institute facilities and/or equipment therein; or who copies or otherwise plagiarizes the artwork or assignments/ projects of other students or professionals; or who otherwise displays conduct detrimental to his/her own academic progress or ultimate success in the field for which he or she is being educated. Students are encouraged to refer to the Student Handbook for the complete Student Code of Conduct Policy. The Art Institute informs all students, through the Student Handbook, of the detailed requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and what The Art Institute requires of all staff and employees. Employees and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. The prohibition also extends to the presence and property of the school, or parking facilities, or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment. The Art Institute will make a good faith effort to maintain a drug-free and alcohol-free school and workplace through implementation of the above policy, and has established a drug and alcohol awareness program.

**Appeal Procedures**
Anti-Hazing Policy

Hazing involving The Art Institute of California – Sunnyvale students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization established by the Institute or sanction of an institution of higher education. For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be a basis for, or willful of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at The Art Institute of California – Sunnyvale. 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 and/or indirect responsible through the College’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who may be accused of violating this policy should contact The Dean of Student Affairs. The negligence or consent of a student or any assumption of risk by the student is not a sufficient defense to the sanction of an institution of higher education. If a student was injured during hazing and wishes to file a complaint with the Office of The President of the Art Institute of California Sunnyvale non discrimination policy has occurred.

Arbitration

A student at The Art Institute of California – Sunnyvale agrees that any dispute or claim between them and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to the enrollment agreement or, absent such agreement, the student’s enrollment or attendance at The Art Institute, whether such dispute arises before, during, or after a student’s attendance and whether the dispute is based on contract, statute, or otherwise shall be, at the student’s or The Art Institute’s election, submitted to and resolved by individual binding arbitration pursuant to the terms of this arbitration provision. If a student decides to initiate arbitration, they may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator. In the event that the arbitration administrator claims to be adjudicated by the arbitration administrator, any inconsistent arbitration provision published in any other document.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute may disclose to third parties without receiving prior written consent from the student.
student’s right to inspect and review their own education records. These 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 relate to the student’s admission, application for employment, job placement, or receipt of honors. In addition, the term ‘educational records’ does not include certain types of records such as, records of instructional, supervisory, administrative, and certain educational personnel who are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute. When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personal

II. Disclosure of Education Records

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

1. To The Art Institute officials who have been determined by the school to have legitimate educational interests in the records. A school official is: (a.) a person employed by the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in the course of an audit or inspection, or to those having a right to inspect and review their own education records.

3. In connection with the student’s request for, or receipt of, financial aid necessary to determine eligibility, amounts or conditions of financial aid; or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of the school.

5. To accrediting commissions, state licensing, or regulatory bodies to carry out their functions.

6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate parties in health or safety emergencies.

9. To officials of another corporate or Art Institute school, for which a student seeks or intends to enroll.

10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.

11. To persons in addition to the victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 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.

12. To a parent regarding the student’s violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of controlled substances; if the school determines that the student has committed a disciplinary violation with respect to the use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute officials with legitimate educational interests in the records or other exceptions described in the applicable regulations. The Art Institute maintains 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 designates the following information as directory. (Directory information is personally identifiable information, which may be disclosed without the student’s consent):

1. Student’s name;
2. Address (Local, email, and website);
3. Telephone number (local);
4. Date and place of birth;
5. Program of study;
6. Participation in officially recognized activities;
7. Dates of attendance;
8. Degrees and certificates awarded;
9. Most recent previously attended school;
10. Photograph of the student, if available; and
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.) Notice of these categories and of the right of an individual in attendance at The Art Institute to request, that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, at the campus they are attending. 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 Education Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of the privacy rights. The following are the procedures for the correction of records:

1. The student must ask the Dean of Academic Affairs to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

2. The Art Institute may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right of a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s privacy rights.

3. Upon request, The Art Institute will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an attorney. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by other people, including an attorney.

4. The Art Institute will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

5. If, because of the hearing, The Art Institute decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or to strike the portion of the record.

6. If, as a result of the hearing, The Art Institute decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or to strike the portion of the record.

7. If a statement is placed in the education records of a student under paragraph six above, The Art Institute will: (a) maintain the statement with the contested part of the record for as long as the record is maintained, and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

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 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. The definition of Sexual Harassment Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other physical or verbal 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 educational environment. Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; any request for or exchange of sexual favors; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments; 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 educational environment.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures,
and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

**Complaint Procedure**

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment & Discrimination. Promptly after learning of such alleged conduct, The Art Institute of California – Sunnyvale will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, The Art Institute of California – Sunnyvale will take prompt corrective action, which may include discipline, up to and including immediate dismissal. Counseling Services Centers Art Institute of Austin students may utilize the Student Assistance Program, which is a service available to students at no charge that provides confidential counseling via the telephone 24 hours per day, 7 days a week. The program counselor may refer the student for limited visits with an area network mental health provider or assist the student with locating resources within the local community. For more information on this service, contact the office of the Dean of Academic Affairs.
FACULTY PROFILE

CULINARY ARTS AND MANAGEMENT

Jim Accomando
Johnson and Wales University
- Bachelor of Science, Food Service Education
- Bachelor in Occupational Science

Martha Duke
University of New Haven
- Bachelor of Science, Hotel and Restaurant Management
- The Culinary Institute of America
- Associate in Occupational Science

Eric Frauwirth
Johnson & Wales University
- Master of Education Computing and Technology
- Bachelor of Science, Food Service Management
- Associate in Occupational Science, Baking and Pastry Arts

Mark Magiera
San Francisco State University
- Bachelor of Arts, English (Creative Writing)
- Bachelor of Fine Art, Social Ecology

Vincent Turner
Humboldt University
- Bachelor of Arts, Social Science
- California Culinary Academy
- Associate of Occupational Studies, Chef's Program

Rachel Wilson
Bakers College
- Bachelor of Science, Business Administration
- Culinary Institute of America
- Associate in Occupational Science

Gale Tan
Ateneo De Manila University
- Bachelor of Art, Interdisciplinary Studies

DIGITAL FILM & VIDEO PRODUCTION

Halimat Alabi
San Diego State University
- Bachelor of Arts, Film, Television and New Media Production
- Purdue University
- Bachelor of Science, Engineering

Jeanette Butler
University of San Francisco
- Bachelor's of Science: Information System Management, 1998

Gene Frye
Master's Institute
- Bachelor's of Science, Communications and Presentation
- Westchester Community College
- Associate of Applied Science, Electrical Technology

Donald Gates
EX'pression Center for New Media
- Bachelor's of Science, Comprehensive Sound Art
- Indiana University
- Associate of Science, Audio Technology

Gerald Olson
San Francisco State University
- Bachelor's of Science, Film

FASHION MARKETING AND MERCHANDISING

Terry Anthony
John F. Kennedy University
- Master's of Arts; Counseling Psychology
- James Madison University
- Bachelor's of Science, Fashion

Jinah Oh
Golden Gate University
- Bachelor of Science, Business Administration
- EWHA Woman's University
- Bachelor's of Arts, Bachelor of Home Economics

Jo Ann Ogee
San Jose State University
- Masters of Fine Art: Pictorial Arts
- Cypress Jr. College
- Associate in Art

FOUNDATION STUDIES

Dawn Bieser
San Jose State University
- Masters Degree, Education & Instructional Technology
- University of San Francisco
- Bachelor's of Science, Information Systems Management

Ireneusz Ciesiolkiewicz
University of California Berkeley
- Masters of Architecture
- Clemson University
- Bachelor of Science, Design

Jesse Gottesman
San Francisco Art Institute
- Bachelor of Fine Arts
- Long Island University Brookville
- Bachelor of Fine Arts

Kiril Hristov
National Academy of Arts
- Bachelor of Fine Arts, Printmaking

Christopher Kelly
School of Visual Arts
- Bachelor of Fine Art, Media Arts
Whitney Lynn
San Francisco Art Institute
• Master of Fine Arts; New Genres
Virginia Commonwealth University
• Bachelor of Fine Arts

Alexander Peter
New York Academy of Art
• Master of Fine Arts; Painting

Meeta Upadhyay
University of Pune, India
• Master of Computer Management
• Bachelor of Computer Science

GAME DESIGN

Max Sims
University of Illinois
• Bachelor of Fine Arts; Architecture and the Art

GRAPHIC DESIGN

Gokce Kasikci-Ata
San Diego State University
• Master of Fine Arts, Art
Middle East Technical University
• Bachelor of Arts, Foreign Language

Darryl Shelton
San Jose State University
• Bachelor of Science, Graphic Design
Gavilan College
• Associate of Arts

Angela Johnson
University of Michigan
• Master Business Administration
University California Berkeley
• Bachelor of Science

Kristin Kuehn
Texas Women’s University
Master of Science, Nutrition
California Polytechnic State University
Bachelor of Science, Nutritional Science

INTERIOR DESIGN

Gloria Bernard
Youngstown State University
• Bachelor of Art

Debra Kaufman
University of Minnesota
• Bachelor of Science, Interior Design

LIBERAL STUDIES

Halimat Alabi
San Diego State University
• Master of Arts; Film, Television and New Media Production
Purdue University
• Bachelor’s of Science: Engineering

Sarah Aminoff
California Institute of Integral Studies
• Master of Arts, East-West Psychology
Brandeis University
• Bachelor of Arts, English and American Literature

Carla Golder
The Academy of Art College
• Master of Fine Arts, Fine Art
The Ohio State University
• Bachelor of Fine Arts, Psychology

WEB DESIGN

Catherine Chase
California State University East Bay
• Master of Arts, Multimedia
Brown University
• Bachelor of Arts, Sociology

Stacey Houghton
Rochester Institute of Technology
• Master of Fine Art, Computer Graphics Design
Coaswell Polytech
• Bachelor of Arts, Computer and Video Imaging

Joanne Hobbs
Eastern Michigan University
• Master of Science, Psychology
Grant Valley State College
• Bachelor of Arts, Psychology

The Art Institute of California - Sunnyvale • 63
For every five on-time monthly payments made to the school before you start classes, you will receive an AiEPIC equal to the lowest monthly payment of those five payments. The credit is posted to your account upon 30 days attendance once in school at The Art Institute. If for some reason you do not start school, all payments received under this program will be refunded in full within 30 days of the request to return the funds.

Here is an example: If you made a $500 payment on the first of each month for five consecutive months, upon attending school for 30 days, the school will automatically credit your account for an additional $500. This means that you would pay $500 less out of your pocket than if you had not made the early payments!

Benefits to you and your family:
* Since you can make monthly payments of tuition over a greater period of time than just the program length, your average monthly payments would be reduced throughout the duration of your program.
* Paying in advance would also encourage you to learn how to budget your resources, which will assist you in the future. Since you are in a routine of making monthly payments, this should assist you with the repayment of your education loans, and in some cases could even reduce the need for education loans.
* You and your family will also financially benefit since they would receive a credit towards your tuition.

Technical Terms and Conditions:
* The minimum month payment under this program is $100 and the maximum is $1,000.
* You must enroll and start making tuition/plan payments at least 5 months PRIOR to starting school.
* You MUST make 5 consecutive, on-time payments to receive the incentive. For every 5 consecutive, on-time payments received, you will receive one incentive credit. Thus, if you make 10 consecutive, on-time monthly payments PRIOR to starting school, you will receive 2 incentive credits. On-time means the school receives the funds within 10 days of the first of the month.
* The amount of the incentive credit will be equivalent to the lowest amount of the payments received. If payments differ in the 5 consecutive months, the smallest payment received will be used for the incentive credit amount. For example, if you make 3 payments of $200 and 2 payments of $300 due to a change in charges, $200 will be used as the incentive credit amount.
The Art Institute of California—Sunnyvale

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