THE ART INSTITUTE
OF HOUSTON
2009-2010
COLLEGE CATALOG

Ai The Art Institute of Houston®

Academic Calendar

Fall 2009 Session
October 5–December 19, 2009
Mid Quarter Start
November 12–December 19, 2009

Winter 2010 Session
January 11–March 27, 2010
Mid Quarter Start
February 18–March 27, 2010

Spring 2010 Session
April 5–June 19, 2010
Mid Quarter Start
May 13–June 19, 2010

Summer 2010 Session
July 12–September 25, 2010
Mid Quarter Start
August 19–September 25, 2010

Fall 2010 Session
October 4–December 18, 2010
Mid Quarter Start
November 11–December 18, 2010

Online Resources

Admissions:
www.artinstitutes.edu/houston/Admissions/
Financial Aid:
www.artinstitutes.edu/houston/FinancialAid/
Career Services:
www.artinstitutes.edu/houston/CareerServices/
Academic Affairs:
www.artinstitutes.edu/houston/Academics/
Student Life:
www.artinstitutes.edu/houston/StudentLife/
Alumni Network:
www.artinstitutes.edu/houston/AlumniNetwork/

Student Body

Facts as of Fall 09
Number of Students: 2,000+
Students under 22: approximately 50%
Student/Faculty Ratio: 20:1
Alumni: 10,000+

Technological Facilities

Facts as of Fall 09
Computer Labs: 11
Number of Workstations: 300+
Mac/PC ratio: 7:3
Specialty Labs: 3:
Audio Production Studio, Digital Filmmaking Studio,
and Photography Studio and Digital Photography Lab

Culinary Faculities

Facts as of Fall 09
Culinary Labs: 6
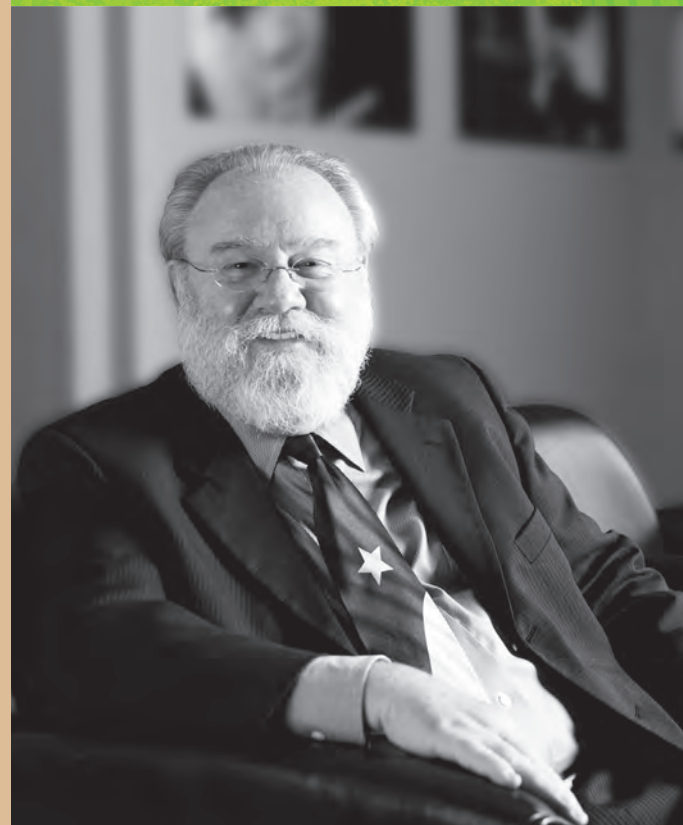**Restuarant:** 1, Courses on 6th Floor

Library

Facts as of Fall 09
Items in Library: 30,916
Multimedia/Video Discs in Library: 3,000+
Periodical Subscriptions: 160+
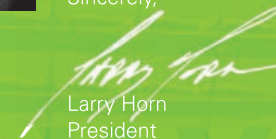**Databases:** 5

Dear Friends,

Recently we celebrated the opening of a new branch campus, The Art Institute of Houston-North. Being a part of the development of this new school from the ground up made me realize how much we've grown here as an educational institution in Houston. The main campus has been here for more than 30 years. And with the expansion of Houston as a city, The Art Institute of Houston continues to increase our reach and our influence in many professional industries.

For instance, we introduced the Audio Production program and opened the (soundproof) doors to an amazing new audio studio, created to arm our students with additional experience before they enter the industry. We are also excited to offer two new degree programs, Food & Beverage Management and Visual Effects & Motion Graphics, developed in response to the growth in the Houston market.

And as our alumni continue to span the globe, working for world-class organizations or being successful entrepreneurs, there is one thing that doesn't seem to change year after year and that is our commitment to you, our student, in providing to the best of our ability a quality, collaborative education in the creative arts.

Remember…you are a success!

Sincerely,

Larry Horn
President

from the
PRESIDENT'S OFFICE

www.artinstitutes.edu/houston

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Our Mission

The mission of The Art Institute of Houston is to provide a *quality, collaborative* academic environment for individuals seeking creative *careers* through higher education. *Bachelor's* and *associate's* degrees are competency based, incorporating traditional liberal arts and hands-on instruction. Faculty use *learning-centered* methodology that prepares students for career entry in the design, visual and culinary arts fields as well as continued professional development.

Accreditation & Licensing

The Art Institute of Houston is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Art Institute of Houston. The Art Institute of Austin and The Art Institute of Houston-North are branch campuses of The Art Institute of Houston. The Texas Higher Education Coordinating Board has granted a Certificate of Authority to The Art Institute of Houston to award the Associate of Applied Science, Bachelor of Fine Arts and Bachelor of Science degrees with programs in Baking & Pastry, Culinary Arts, Culinary Management, Food & Beverage Management, Restaurant & Catering Management, Audio Production, Design & Technical Graphics, Digital Filmmaking & Video Production, Fashion & Retail Management, Graphic Design, Interior Design, Media Arts & Animation, Photography, Visual Effects & Motion Graphics and Web Design & Interactive Media. The Interior Design program leading to the Bachelor of Fine Arts degree is accredited by the Council for Interior Design. Accreditation, www.accredit-id.org, 146 Monroe Center NW, Suite 1318, Grand Rapids, MI 49503-2822. The Culinary Arts Diploma and Associate degree programs are accredited by the American Culinary Federation Foundation, Inc. Accrediting Commission.

City of *HOUSTON*

The Art Institute of Houston is located in the heart of the nation's fourth largest city. A *lively* and *livable* metropolis of approximately *5.5 million* people, Houston is a *multi-cultural* city, full of bayous, marshlands, and natural forests and home to a number of *international* and *domestic* companies.

Here are some other facts about our fair city on the bayou:

- Houston has a unique museum district offering a range of major museums, galleries and art and cultural institutions.
- Houston has a Theater District second only to New York City with its concentration of seats in one geographic area. Located downtown, the 17-block Theater District is home to eight performing arts organizations with more than 12,000 seats.
- Houston is home to the Texas Medical Center, the largest medical center in the world, with a local economic impact of $10 billion. More than 52,000 people work within its facilities, which encompass 21 million square feet. Altogether 4.8 million patients visit each year.
- Houstonians eat out more than residents of any other city. While here you can choose to indulge in one of the more than 11,000 restaurants ranging from award-winning and upscale to memorable deli shops.*
- Mainly known for its oil and gas industry, Houston also is home to aerospace (NASA), construction, engineering and high-tech companies.

information from houstontx.gov
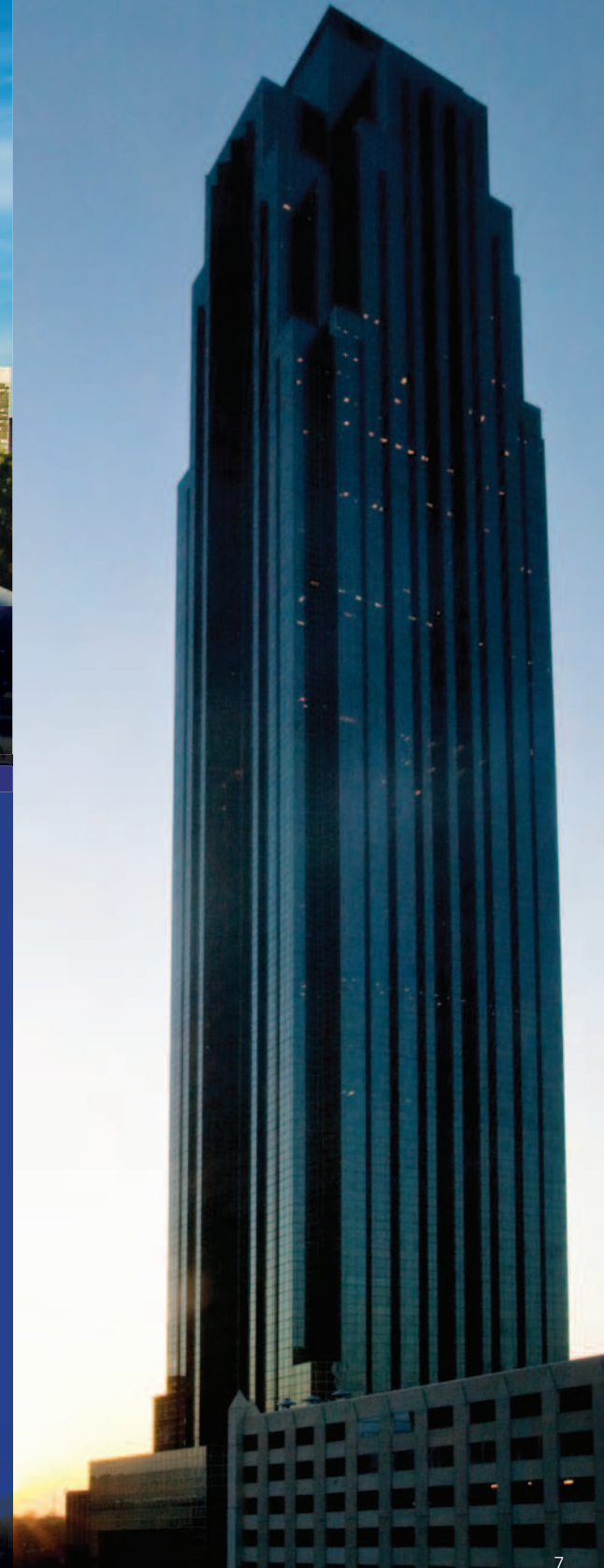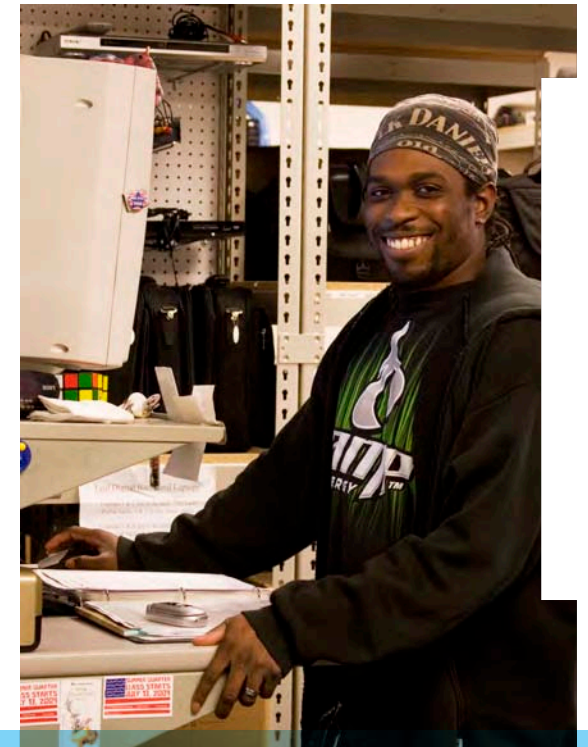
@ *The ART INSTITUTE of Houston*

1900 Yorktown

Founded as the Houston School of Commercial Art in 1965, the school technically has been in existence for over *30 years.* However, we celebrate the date when the college joined The Art Institutes system of schools in *1978.* With three decades of creative arts history, the school has graduated over *10,000 alumni* who work in Houston, all over Texas, the nation and the world.

– The college currently contains 11 computer labs with over 300 workstations.
– Classrooms are comprised of roughly70% Macintosh machines with 30% PC-based workstations.
– The Digital Photography Lab is adjacent to the Photography Studio and contains: Eizo ColorEdge Monitors, Apple Mac Pro computers, Epson archival printers for 17" and 24" prints (matte, luster, and glossy), 5000 K color correct viewing station and Epson Perfection V750 scanners.
– The TV Studio with Control Room contains JVC HD Studio cameras, a Synergy 100 Digital Production Switcher, a Deko 1000 HD Graphics System, a Mackie 14-channel Audio Mixing Board, an Autoscript Teleprompter Composer and a Videssence Lighting Control Board.

– The Audio Production Studio was designed by the Walter Storyk Design Group in NYC and has a Duality console—part analog and part digital.
– The Library has 30,916 items listed in its online catalog—over 3,000 are multimedia discs and cassettes. Additional resources include 5 databases and over 160 periodical subscriptions.
– For culinary students, we have six professional kitchen labs, including a full baking and pastry shop and an à la carte restaurant kitchen.
– As of Fall 2009, about 90% of the college's 2,000+ students are from Texas.
– About half of the students are under 22.
– Class sizes are approximately 20 students for each instructor.

STUDENT AFFAIRS:
Find your solution

At The Art Institute of Houston we believe that education is *more* than what is learned in the classroom. The Student Affairs office is committed to *providing* services, resources and activities that *enhance* your learning and development. Whether it's joining one of our many student organizations, becoming a member of our student housing community, or participating in a student event, it's our goal to provide you the *opportunity* to form connections in order to enhance your college experience.

We can assist you in achieving your educational and career goals by providing you with the following services:

– Student Development
– Student Events and Activities
– Clubs and Organizations
– Academic Advising
– Wellness Services
– School-Sponsored Housing

College can be a challenging puzzle. Come to room 203, we'll help you find your way.
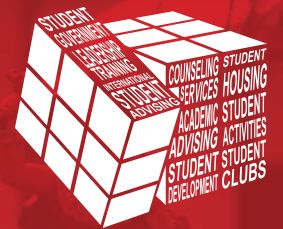
STUDENT AFFAIRS
FIND YOUR SOLUTION

STUDENT *LIFE*

Life is a Learning Experience

Students at **The Art Institute of Houston** are encouraged to get involved in student life and campus activities. It's a great way to meet new people with **like-minded interests.**

A Few Organizations You Can Make a Difference in:
– AIGA (American Institute of Graphic Arts)
– ASID (American Society of Interior Designers)
– Baking & Pastry Club
– Fashion Club
– Film Society
– The Great Chef's Club
– International Student Club
– Musician's Club
– National Technical Honor Society
– Photography Club
– Poetry Club
– SIGGRAPH (Special Interest Group on Graphic and Interactive Techniques)
– Student Ambassadors Program
– Student Government
– Student Housing Association

Some Student Events You Might Want to Get Involved With:
– Habitat for Humanity
– Week of Welcome
– Cinco de Mayo celebration
– Astros and Dynamo games
– Attend a local theatre production
– Outdoor concerts
– Bowling
– Pool parties
– And more…

Pick up an events calendar in Room 203.

STUDENT HOUSING

It's a big step to move out on your own and start college. That's why the housing department is here to help. The **friendly staff** can help students choose the place that is right for them, whether it be school-sponsored or independent housing. Many students currently reside at the **Park@Voss,** a **luxury apartment** community located 5 minutes away from school at **2424 South Voss Road.**

Some of the Benefits of Living in Student Housing

– Spacious studio and 2 bedroom apartments
– Limited access gates
– Heated pool, spa, and sauna
– Fitness center
– Lighted tennis courts, volleyball court
– Free student life activities
– Business center with high-speed internet access
– Less than 3 miles from school
– On-site convenience store
– Party/conference rooms
– Theater room
– Poolside grilling facilities
– Convenience, comfort, and community living
– 2 Resident Life Coordinators
– Staff of Student Resident Assistants

For additional information on housing, please contact Resident Life and Housing Services at 713.353.4129.
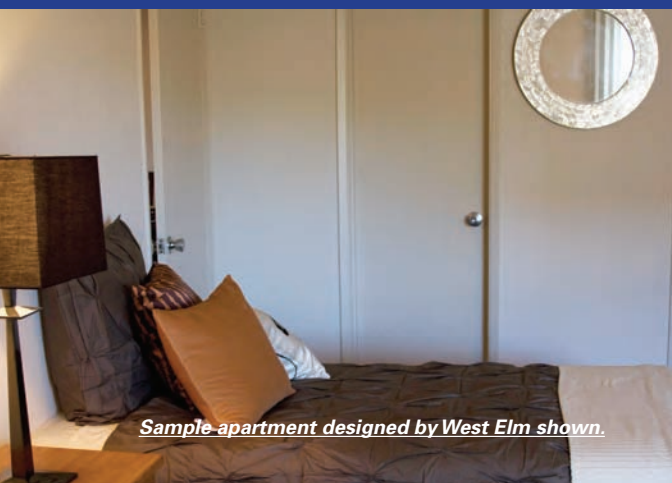
Sample apartment designed by West Elm shown.

Student,
GET READY
FOR THE WORLD

What's Next After Graduation?

Team members of the *Career Services* department are committed to helping students develop the *skills, confidence* and *industry contacts* to succeed in their *professional future.* The department not only supports students' professional goals after graduation, but throughout the students' *entire education.*

Each quarter by holding a portfolio show featuring graduating student work, job fairs, employer lectures, and more, the Career Services team connects potential employers with The Art Institute of Houston's students.

At The Art Institute of Houston, real-world work experience is a priority. Therefore, the Internship program is a significant element in all of our curricula as well as a requirement for graduation.

Prior to graduation, Career Services' team members work individually with students to help prepare them for employment. Our advisors guide students and alumni with résumé writing, portfolio development, industry knowledge, professional networking and job leads.

Some Companies Where Students Have Had Internships or Employment Opportunities are:

– 2020 Exhibits
– 3RDi Printing
– ADV Films
– Aramark Corporate Dining
– Blausen Medical Communications
– Cameron
– Children's Museum of Houston
– Clear Channel Communications
– Compass Group/Eurest Dining
– Continental Airlines
– FMG Design, Inc.
– Gary Greene Realtors
– Gensler & Associates
– Harry Gendel Architects
– Hill
– Hilton Hotels
– HOK
– Houston Chronicle
– Kuhl-Linscomb
– Marriott Hotels
– Morris Architects
– National Oilwell Varco
– OM Workspace
– Pappas
– Patriot Advertising
– Perkins & Will
– Rice University—Baker Public Policy Institute
– Saba Design
– Savage Design
– Schipul—The Web Marketing Company
– Six Foot Studios
– Spectra Energy
– Studio Works
– The Health Museum
– US Led, Inc.
– Vertical 360

PROGRAMS
of STUDY

‡ Program features Evening & Weekend Option at The Art Institute of Houston

BAKING *& PASTRY*
Associate of Applied Science

The Baking & Pastry program is designed to train students in the art of bread baking and classic pastry techniques. Students develop competencies in breads, desserts, cake decoration, buffet center pieces and food science. The program focuses upon both production and the individualized skills necessary to gain employment in bakeries, restaurants, and other catering or institutional settings. The program also offers Food Sanitation and Safety, Nutrition and Career Development to support the professional skills needed for employment and supervision. The program also includes a possible internship at a quality food service operation and culminates with a Capstone project. This project consists of a complete business plan to open a commercial baking and pastry facility.

Mission Statement

The Art Institute of Houston offers a seven-quarter program in which students are trained for entry-level career opportunities related to the culinary arts, with a concentration in baking and pastry. The mission of the Baking & Pastry program is to provide an environment for students to become learners possessing the skills, knowledge, creativity and ethical values necessary in the rapidly changing, culturally diverse culinary, restaurant and catering professions. Overall, the intent of the program is to have experienced industry professionals impart their knowledge and technical acumen to the students. This approach to education relies heavily on actually participating in projects that are practical or technical in scope. All classroom activity relies heavily on a philosophy of total and personal immersion into the subject. The student is exposed to the business aspects of culinary arts, along with practical, hands-on training. The primary focus of this curriculum is to become knowledgeable in the culinary arts with the potential to progress along a successful career path. The technical studies in this program are supported by the life skills the student will be exposed to in the liberal arts and sciences program courses.

Career Opportunities

Graduates of the Baking & Pastry Associate of Applied Science program will be prepared for entry-level employment in retail and commercial bakeries. Graduates are prepared to seek employment as an entry-level pastry cook, production baker, decorator, or assistant bakery chef. Students graduate with an overview of production, organization, and the business of baking and pastry catering.

CULINARY ARTS

Diploma Program
Associate of Applied Science

The Art Institute of Houston Culinary Arts program is accredited by the American Culinary Federation Accrediting Commission. The ACFAC is the oldest chef organization in the United States dating back to 1929. Our college's culinary arts program is the only culinary school in Houston to receive this honor. In the diploma program, students learn traditional, fundamental cooking skills, followed by labs in American Regional Cuisine, Baking & Pastry and Garde Manger. In addition, students learn Sanitation and Safety, Purchasing and Cost Control, Career Development, and Dining Room Operations. For the associate's degree, students have additional labs in International Cuisines, Art Culinaire with advanced cooking and presentation skills, and the À la Carte Kitchen, where they run the dining lab called Courses. In both programs students work an internship in a quality food service operation to gain practical experience and learn the realities of the food service industry. The associate's degree program culminates with a Capstone project which is a complete business plan to open a restaurant that seats at least 100 guests.

Mission Statement

The Art Institute of Houston offers a seven-quarter program wherein students are trained for entry-level career opportunities related to the culinary arts. The mission of the Culinary Arts program is to provide an environment for students to become learners who possess the skills, knowledge, creativity and ethical values necessary in the rapidly changing, culturally diverse culinary, restaurant and catering professions. Overall the intent of the program is to have experienced industry professionals impart their knowledge and technical acumen to the students. The approach to education relies heavily on actually participating in projects that are practical and technical in scope. All classroom activity relies heavily on a philosophy of total and personal immersion into the subject. The student is exposed to the business aspects of culinary arts, along with practical, hands-on training. The primary focus of this curriculum is to become knowledgeable in the culinary arts with the potential to progress along a successful career path. The technical studies in this program are supported by the life skills the student will be exposed to in the liberal arts and sciences program courses.

Career Opportunities

Graduates receiving the Associate of Applied Science degree in culinary arts will be prepared to seek entry-level positions in the field of culinary arts such as line cooks, assistant pastry chefs, Garde Manger cooks, catering cooks, personal chefs, and other positions found throughout the kitchen. Graduates receiving the diploma in culinary arts are prepared to seek entry-level positions in the field of culinary arts as stated above and other positions found throughout the kitchen.
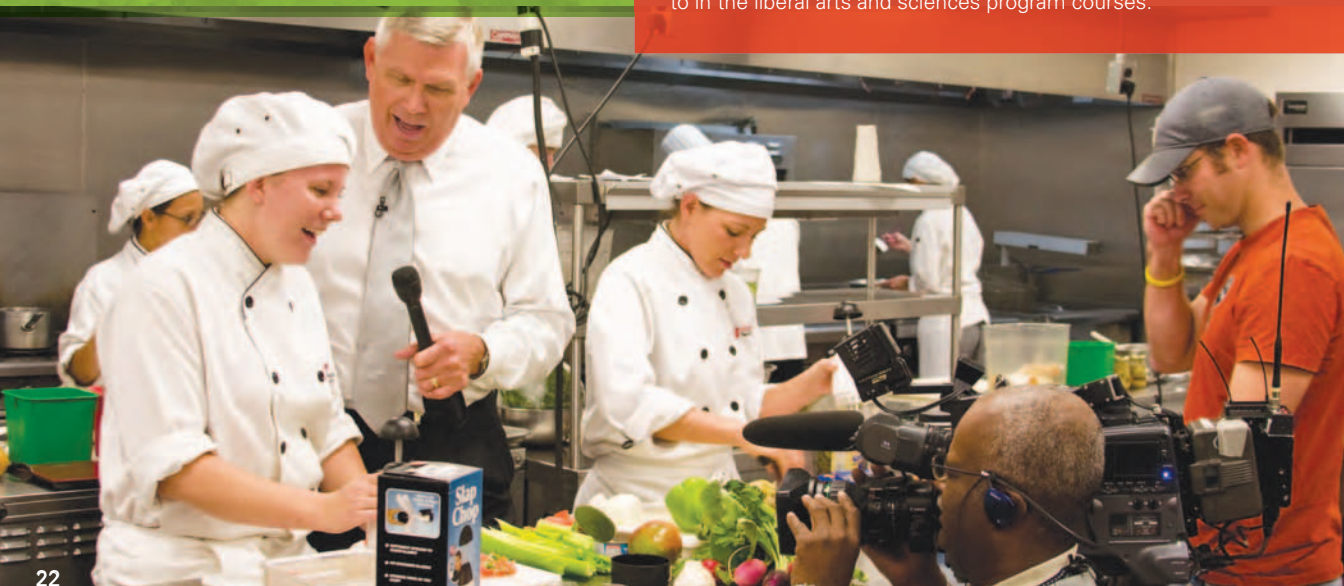
CULINARY
MANAGEMENT
Bachelor of Science

Bachelor's degree students integrate classical culinary techniques, entrepreneurial business skills and general education in a curriculum designed to foster their culinary leadership ability. They build fundamental cooking skills and progress to advanced food techniques, garnishing and presentation. Students develop abilities in marketing, human resources, accounting and financial management, technology, business communications, beverage management, legal issues, global operations, and customer service. They explore factors affecting the food service industry in a global marketplace and develop proficiency in industry technology through advanced training. Students learn to think critically and broadly in a series of general education courses. The methodology of the curriculum is deliberately learner-centered and focuses on practical applications and case studies.

Mission Statement
The Bachelor of Science degree in Culinary Management at The Art Institute of Houston may help accelerate a management career in the culinary arts. The program graduates bachelor's degree students who have the foundation to become industry leaders and to make valuable contributions to the organizations that employ them.

Career Opportunities
Graduates of the Culinary Management program may begin their careers as management trainees, kitchen managers, assistant pastry chefs, banquet chefs, sous chefs, purchasing managers, unit level restaurant managers, or banquet and catering managers. With experience, graduates may progress to become executive sous chefs, executive pastry chefs, chef educators, chef owners/entrepreneurs, directors of catering, or food and beverage directors.

FOOD & BEVERAGE
MANAGEMENT

Bachelor of Science

The Food and Beverage Management program is a 180-hour baccalaureate course of study which provides a wide variety of specialized education to students planning to pursue a management career in the food and beverage industry. The program is constructed around four academic tracks: foundational courses in culinary arts, upper level management courses, specialized beverage and beverage management courses, and general education.

Mission Statement
The mission of the Food & Beverage Management program is to prepare students for a wide variety of careers in the food and beverage industries. This is accomplished through a combination of practical hands-on training, lecture and survey classes, participation in the dining lab and internships.

Career Opportunities
Graduates of this program may seek employment in a wide variety of entry-level management careers in the hospitality industry which require a bachelor's degree. Possible job titles include Food and Beverage Manager, Purchasing Director, Director of Restaurants, Sommelier, Dining Room Manager, Banquet Manager, Barista, Assistant Restaurant Manager, Trainer, Bar Manager, Wholesaler/Distributor, and Retail Manager.
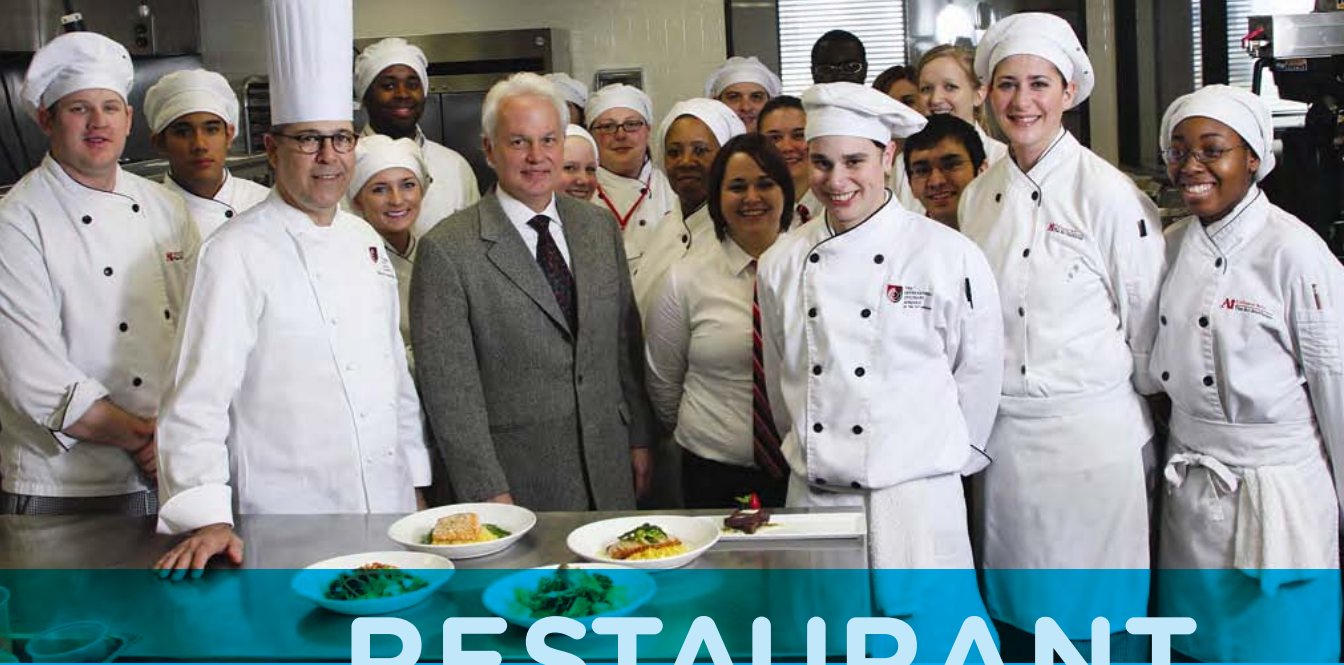
RESTAURANT & CATERING MANAGEMENT

Associate of Applied Science

Students learn skills in management, marketing, human resources, accounting, and financial management. They also become savvy in business communications, beverage management, legal issues, customer service, and global management and operations as they relate to the food industry. Developing managerial and leadership skills are important factors for students graduating in the program. The Restaurant & Catering Management program includes a possible internship in a quality food service operation, and culminates with a Capstone project. This project consists of a complete business plan to open a restaurant that seats at least 100 guests, and two complete catered event plans.

Mission Statement

The Art Institute of Houston offers a six-quarter program of training for a career related to restaurant and catering management. The mission of the Restaurant & Catering Management program is to provide an environment for students to become learners who possess the skills, knowledge, creativity, and ethical values necessary in the rapidly changing, culturally diverse culinary, restaurant, and catering professions. Overall the intent of the program is to have experienced industry professionals impart their knowledge and technical acumen to the students. The approach to education relies heavily on actually participating in projects that are practical and technical in scope. All classroom activity relies heavily on a philosophy of total and personal immersion into the subject. The student is exposed to the business aspects of culinary arts, along with intensive, practical hands-on training. The primary focus of this curriculum is to become knowledgeable in the culinary arts with the potential to progress along a successful career path. The technical studies in this program are supported by the life skills the student will be exposed to in the liberal arts and sciences program courses.

Career Opportunities

Graduates receiving the Associate of Applied Science degree in Restaurant & Catering Management may begin their careers in entry-level positions such as management trainees, kitchen managers, unit level restaurant managers, or banquet or catering managers.

AUDIO PRODUCTION
Bachelor of Science

Today's professional audio engineers and producers must constantly stay abreast of current developments in equipment technology and production methods. To do this, they must have a solid foundation in the basic physics of sound and acoustics as well as skills in equipment operation, usage, and design. The Audio Production program will meet the needs of the industry by offering a curriculum that provides students with a solid background in technology, theory and industry practices. Practical hands-on experience with recording and live production equipment is essential to being prepared for the contemporary marketplace. Candidates must complete a core curriculum in audio plus additional courses in electronics, business, ear training, sound for picture, web technologies, and a variety of studio production courses. All students are required to serve an internship in the industry and prepare a portfolio of original audio productions.

Mission Statement
The Art Institute's Audio Production program is designed to prepare graduates for careers in the field of audio engineering and production. Through rigorous study of theoretical concepts, industry practices, and hands-on production techniques, students work to develop the technical skills and aesthetic sensibilities needed to become professional engineers, technicians and business people.

Career Opportunities
The current market for workers trained in audio knowledge and production skills includes the following areas: 1) Audio engineering for radio and television broadcasting, 2) Audio sound design for film and video, 3) Audio engineering and production in music recording, 4) Audio engineering in equipment design, maintenance and repair, 5) Audio engineering for live venues and field recording and 6) Audio design for cell phone, electronic games and other digital applications. Graduates completing this program are prepared to seek entry-level jobs at production houses, record labels, radio and TV stations, recording studios, single houses and production companies, CD manufacturing facilities, posting houses, mastering houses, film audio post studios, and sound design studios for game and the Internet.

Program Advisory Committee
Skip Burroughs
Sunrise Studios

Andy DiRaddo
LD Systems

Dr. Arthur Gottschalk
The Shepherd School of Music

Fred Huebner
Lil' Red Sound & Recording

Todd Hulslander
KUHF Public Radio

Charlie Ray
Digital Services Recording Studios

Jeff Wells
Sound Arts Recording Studio

DESIGN & TECHNICAL GRAPHICS

Bachelor of Science

Students in the Design & Technical Graphics program study CAD, enterprise graphics, and technical illustration. The curriculum revolves around six academic tracks: Design Principles, Drawing and Visualization, Production, Technology, Professional Practices and General Education. Each of these contains elements which support entry into the professional workplace. The program begins with foundational coursework in design, visual expression, and technical documentation, and graduates thereafter quarter-by-quarter to more advanced and complex skills. The core of the program is an intensive 10-quarter sequence of CAD/CAM instruction, to which is added freehand drawing, 2-D design fundamentals, color fundamentals, typography, page layout, digital imaging, technical illustration, and 3-D modeling & rendering. Additional coursework covers business applications, file management and delivery options, production technology, and professional practice.

Mission Statement

The mission of the Design & Technical Graphics program is to prepare students for careers in the design, building, manufacturing, and general business sectors. Graduates communicate design solutions through concept development, 2-D/3-D visualization, and technical document production. The program offers a balanced curriculum of design, visualization, production, technology, professional practice, and general education courses using appropriate production software.

Career Opportunities

The fields served by Design & Technical Graphics range from sole-proprietorships to multinational corporations. Design & Technical Graphics graduates may work in engineering firms (civil, structural, mechanical, process), manufacturing companies, natural resource & energy companies, retail sales companies, home builders and developers, publishing companies, and general business firms. Graduates are prepared to seek the following entry-level positions: CAD draftsperson/designer/technician/operator, architectural draftsperson, 3-D rendering artist, media production coordinator, visualization specialist, product designer/development illustrator, production artist/technician/specialist, technical coordinator/artist/illustrator, or visual designer/merchandising manager/presentation coordinator.

DIGITAL
FILMMAKING
& VIDEO
PRODUCTION
BACHELOR OF SCIENCE

The Digital Filmmaking & Video Production program is intended for students who are committed to creative visual storytelling, mastery of video production equipment and computer software, and who enjoy working in a highly collaborative environment. Students learn to create compelling television programming, use the digital production tools, and receive a comprehensive education in the skills to reach any audience with video. From concept development and research, through scriptwriting, production, and distribution, graduates will gain experience essential to entering careers in broadcasting, cable TV, advertising, corporate and educational video, and the growing field of video for interactive media—streaming media and webcasting on the internet, DVD, and soon, the new generation of video cell phone technology. Students take advantage of studios, computer labs, a wide range of industry-utilized software, as well as from working closely with dedicated faculty, many of whom have extensive industry experience.

Mission Statement
Graduates of the Digital Filmmaking & Video Production program will learn to formulate, construct, and deliver digital audio, video, and motion graphics. Coursework will familiarize students with advances in high definition video, storage area networks, software toolsets, and industry-related software and equipment.

Career Opportunities
Graduates of the bachelor's degree program are prepared to seek entry-level positions where they create dynamic content by formulating, constructing, combining, and delivering digital audio, video, broadcast graphics, and animation, using a variety of traditional and new media, including CD, DVD, television, and broadband Internet. Entry-level positions include: production assistant, editor, master control operator, or assistant floor director.

Program Advisory Committee
Jim Barham
Jim Barham Inc.

Bruce Bryant
Ghost Ranch Films

Alfred Cervantes
Houston Film Commission

John Garza
Jag Creative Media

Jack Hattingh
Texas Video & Post

Ken Kosub
XL Films

Paul Schneider
RGB Solutions; University of Houston

FASHION & RETAIL MANAGEMENT

The Fashion & Retail Management Bachelor of Science program at The Art Institute of Houston offers experience across disciplines in business and fashion management. This cross-functional focus allows students to expand beyond traditional fashion positions and choose among opportunities in manufacturing, retail management, buying and merchandising, fashion publicity, and even business ownership. Students complement their program courses with a component of General Education courses. These classes focus on developing strong communication, problem solving, and critical thinking skills. Students have multiple opportunities to develop real-world projects that are taken from concept to final product. This program also includes Internet and international components that respond to the rapidly changing world of retail.

Mission Statement
The Fashion & Retail Management program provides individuals with a combination of current fashion knowledge and business judgment that will prepare for successful futures in fashion and retail management.

Career Opportunities
Graduates of the bachelor's degree program are prepared to seek entry-level, professional positions such as sales manager, assistant department store manager, associate buyer, buyer, display manager, online sales manager, stylist, special events coordinator and visual merchandiser.

Program Advisory Committee

Dan Alvarez
Nordstrom

Chloe Dao
Lot 8

Sydney Dao
Lot 8

Debra Dumas
Dillards

Ron Golding
Dillards

Jane Carlton Hall
Carlton Hall, Inc.

Gloria Pearson
Fashion Group Int'l

Tabitha Page
Page Parkes

Todd Ramos
Todd Ramos Productions

Joy Sewing
Fashion Editor Houston Chronicle

Fashion & Retail Management Student Work

1. Visual Merchandising display by Nancy Calderon, Katryna Thomas, Anna Harris and Heather Herndon. Illustrations in display by Rafael Mayorga, graphic design student
2. The Art Institute of Houston 30th Anniversary fashion show
3. Pool-side fashion show at 3525 Sage
4. Michelle Cabigon
5. Kathleen Romijn
6. Michelle Cabigon
7. Michelle Cabigon

1.

2.

3.

4.

5

6.

7.

All graphic design students begin with fundamental courses in color, design, drawing, and technology. The Graphic Design Associate of Applied Science degree program focuses on the software skills related to print production, typography, and print design. The Bachelor of Fine Arts program builds proficiency in typography, layout, photography, and illustration in combination with the study of conceptual thinking, problem solving, and project management. Bachelor of Fine Arts candidates take courses such as interactive design, environmental design, information design and brand identity. Before graduating, students prepare their portfolios for job searches and work as interns in the field.

Mission Statement
The Graphic Design program at The Art Institute of Houston provides individuals the opportunity to study the visual, conceptual, historical, and technical aspects of the discipline through a curriculum that offers comprehensive experiences in the analysis of communication problems, the development of creative solutions to those problems, and the implementation and evaluation of those solutions.

Career Opportunities
The Graphic Design Associate of Applied Science degree program prepares students with the life skills and technical background for entry-level positions such as a production artist or layout artist. Bachelor of Fine Arts program graduates may join the creative staffs of advertising agencies, design studios, publishing houses, or corporate communication departments in entry-level positions as a graphic designer. Opportunities are also available for entrepreneurial graduates to enter the market as freelance graphic designers.

Program Advisory Committee
Doug Atkinson
Solvay Management Services

Charles Braun
The Desktop Companies

Jackie Dryden
Origin Design

Chris Garcia
Chris Garcia Design

Michael Manuel
Network Interstate

Kari Musick
The Liberty Group

Steven Sessions
Sessions Group

GRAPHIC DESIGN

Associate of Applied Science
Bachelor of Fine Arts

Graphic Design Student Work

1. Heather Tippy
2. Veronica Ramos
3. Matthew Hughes
4. Jason Gambino
5. Adeliya Akhmerova
6. Garrett Huls
7. Pedro Cardona
8. Esmé Aparato
9. Charles Byrd

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PLUMAGE | A New Experimental Typeface
The Art Institute of Houston
By Matt Hughes
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FARGO
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INTERIOR *DESIGN*
Bachelor of Fine Arts

Interior designers impact the lives of others by creating spaces in which people live, work, and play. The Art Institute of Houston's Interior Design program leading to the Bachelor of Fine Arts degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 146 Monroe Center NW, Suite 1318, Grand Rapids, MI 49503-2822. The Council for Interior Design Accreditation is the principal standards setting body for post secondary interior design programs in the U.S. The Interior Design program encourages creativity while providing students practical experience in space planning, color, lighting, furniture, and materials. Building on a foundation of drawing, drafting, color theory and design, students continue on to interior detailing, perspective, life safety and building codes, computer-aided design (CAD), and other skills.

Mission Statement
The Art Institute of Houston's Interior Design program prepares students for careers in the interior design profession, or an interior design-related field. Students employ the design process to solve environmental problems; acquire cultural and artistic literacy; apply specialized knowledge to meet program requirements; and gain an understanding of environmental technology matters. Students design safe, functional and aesthetically pleasing interiors that facilitate and enhance human activity. The Bachelor of Fine Arts curriculum is based on industry and professional standards, and serves as a platform supporting student success in a wide variety of professional and life settings.

Career Opportunities
The Bachelor of Fine Arts program prepares our graduates to seek entry-level positions with interior design firms or companies specializing in facilities or space planning. After gaining additional on-the-job experience, many graduates become independent consultants or decide to open their own firms.

Program Advisory Committee
Sylvia Hajo
Gensler & Associates

Lisa Marker
HOK

Linda Mendeloff
Michael E. DeBakey VA Medical Center

Donn Moll
Donn Moll and Associates

Robert Montgomery
Montgomery Design Studio

Ed Sargent
Arc/Com Fabrics, Inc.

Joy Taylor
McCoy Floor Covering

Interior Design Student Work

1. Aleida Gallardo
2. Christine Ho
3. Amy Strum
4. Shundra Harris
5. Loren Cibulski
6. Iva Carasco
7. Amanda Wilson
8. Juan Hron
9. Amy Vo
10. Ashley Cornetet
11. Alex Torres

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MEDIA ARTS
& ANIMATION

Bachelor of Fine Arts

The Bachelor of Fine Arts program provides students with an important foundation in drawing skills, color theory, design concepts, audio/video techniques and basic computer applications. From this foundation, degree candidates develop advanced skills in various aspects of computer graphics and animation. Students explore the various tools used in computer animation, including operating systems, 3-D modeling and animation software, 2-D animation techniques and desktop video production. These tools and concepts enhance our students' versatility and creativity, and enable them to produce a digital portfolio that demonstrates their practical and technical abilities to employers.

Mission Statement
The Art Institute of Houston Media Arts & Animation program provides graduates with the relevant career skills needed to obtain and develop careers in the animation industry. The goal is accomplished through a focused curriculum based on program exit competencies. Faculty who possess industry experience and content expertise as well as appropriate resources support the curriculum.

Career Opportunities
Animation use is widespread in advertising, broadcast television, film and video production, virtual reality, rides and location-based entertainment, games, architectural, educational, corporate communication, medical, petrol-chemical and the legal and insurance industries. Graduates may begin their career in entry-level positions as modelers, storyboard artists, animation artists, 3-D illustrators, FX artists, broadcast graphic designers or other similar positions.

Program Advisory Committee
Bruce Blausen
Blausen Medical Communications, Inc.

Al Brooks
Consultant

Ashford Butler
Cameron

Danny Erdeljac
Studio Works

Steve Golab
FG^2

Asaf Golan
Kashat Studio

Harris Milam
The Motion Pixel Co.

Mike Saba
Saba Studios
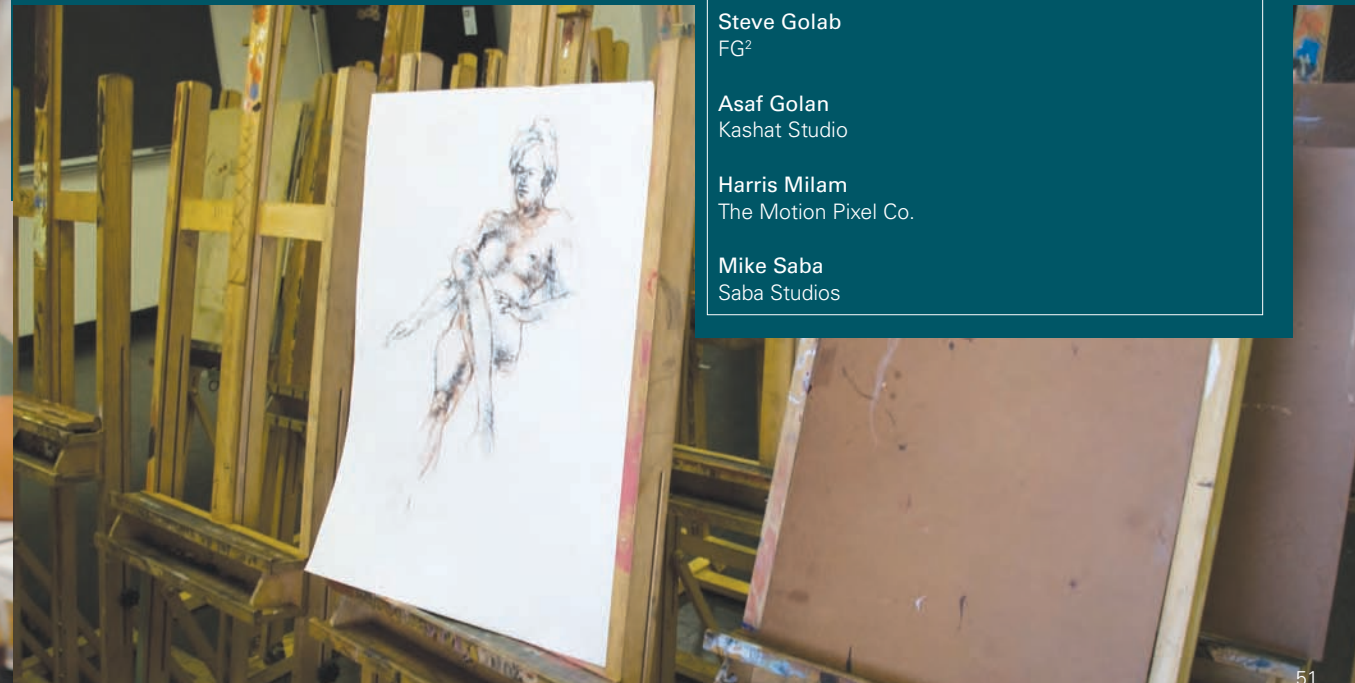
Media Arts & Animation Student Work

1. Paul Castro
2. Camila Salgado
3. Brandon Brown
4. Patric Perez
5. Patric Perez
6. Patric Perez
7. Jalil Whitmore
8. Josh Anderson

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*PHO*TOGRAPHY

Bachelor of Fine Arts

The Bachelor's degree program in photography reflects both the breadth of skills by students to meet the demands of a rapidly changing marketplace and the continued impact of technology on commercial photography. This course of study builds a strong technical and creative foundation by increasing the student's level of skill in areas such as digital color management, digital asset management, lighting, composition, and image manipulation. Students supplement this foundation by developing their expertise in a range of related skills in HTML, web, and video. Courses in business fundamentals, operations, marketing, and electives on special topics round out the program and enhance a student's marketability.

Mission Statement

Graduates of the Bachelor of Fine Arts program in photography will possess the technical skills and mature design vision needed to produce compelling photographic images, as well as communication and business skills appropriate to market needs.

Career Opportunities

Graduates are prepared for entry-level positions such as newspaper photojournalist, studio manager, commercial photographer, editorial photographer, or photographic editor with advertising agencies, publishing houses, magazines and production companies. Many commercial photographers open their own studios or work independently by taking freelance assignments.

Program Advisory Committee

Mark Green
Mark Green Photography

Gabriella Nissen
Gabriella Nissen Photography

Jim Olive
Jim Olive Photography

Joe Robbins
Joe Robbins Photography

Photography Student Work
1. Sarah Warren
2. Alixx Perez
3. Chris Conyers
4. Tiffany Kowalski
5. Chris Conyers
6. Erica Moncada
7. Mireily Castillo
8. Jamie Gregory
9. Tiffany Kowalski

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What You Will Study:

The Bachelor of Science Program in Visual Effects & Motion Graphics will train graduates in the two interrelated fields of motion graphics and digital compositing. Motion graphics is graphic design for broadcast and film, requiring additional skills in television technology, audio, video, animation and experimental graphics. A motion graphics specialist makes type, colors and images move in order to communicate, educate, entertain, or build brand value. Digital compositing uses computer software to assemble various component images into a single integrated believable scene. The components that are digitally "layered" could be live action shots, digital animations or still images. Combining them requires expertise in color and lighting adjustment, motion tracking and other related skills.

The Visual Effects & Motion Graphics Program provides graduates with a variety of skills drawn from the fields of photography, graphic design, compositing, video, film, audio and animation, providing them with competitive entry level capabilities in both motion graphics and digital compositing. Program graduates will be able to edit and assemble a product for television, movies or the web. They will also have the skills necessary for creating opening titles for feature films and television shows, create station or network identification logos and bumpers, and design graphics which use type, color and brand elements.

Mission Statement:

The mission of the program is to train graduates to enter the field of Visual Effects & Motion Graphics by providing them with technical skills and knowledge, aesthetic and graphic design awareness, and strategies for continued learning that will allow them to launch careers in a growing and open-ended profession.

Career Opportunities:

Graduates of the program will be prepared to seek entry-level positions in broadcast and cable television, movie and television production, and in corporate video production.

Visual Effects &
Motion Graphics
Bachelor of Science

Shown are screenshots from the demo reel of Charissa Hanenburg,
Visual Effects & Motion Graphics student at The Art Institute International—Minnesota

WEB DESIGN & *INTERACTIVE MEDIA*

Associate of Applied Science
Bachelor of Fine Arts

The creation of interactive Web sites continues to be one of the fastest growing fields in business today. Web Design & Interactive Media students learn to use the Web to communicate effectively and to develop interfaces showcasing creativity, innovation, usability, and technical expertise. Students begin with art foundation skills in visual and color theory. The associate's degree program progresses through various aspects of techniques for project management, interface design, media production, information architecture, team project, and Web technologies. In the bachelor's degree program, students learn to use an even larger variety of techniques, including project management, interface design, creative media production, and development technologies and tools to communicate a message. As part of their course work, all students in both programs create an interactive CD and Web site to show prospective employers.

Mission Statement

Web Design & Interactive Media is the integration of audio, video, still images, animation, text and data for the creation, storage and delivery of interactive content. This program provides competency-based instruction to prepare students for entry-level multimedia and Web design employment in a variety of industries. Through direction and instruction by a team of industry professionals and educators, the student is trained for career opportunities with corporations, organizations, educational institutions, government agencies, entertainment and advertising industries. The graduate will be able to direct his or her career path with practical Web Design & Interactive Media skills and knowledge. Following completion of this program the graduate will be prepared to meet prospective employers with confidence.

Career Opportunities

Graduates are prepared for entry-level positions in the fast-paced, high-tech interactive communications field which includes publishing, education, entertainment, medical, marketing and corporate communications.

Program Advisory Committee

Matt Ballesteros
Six Foot Studios

Charles Fleming
Southwest Museum Services

Gary Foster
Texas Video & Post

Corey Freundel
Ideationone

Aaron Long
Schipul—The Web Marketing Co.

Stanley Marrder
Marrder Omnimedia

Jeannette Sanders
Idea Integration

Web Design & Interactive Media Student Work

1. E. W. Rector III
2. E. W. Rector III
3. Eric Wargo
4. Eric Wargo
5. John Cannon
6. Matt McCarson
7. Michael Tapia
8. Michael Tapia
9. Sam Khan
10. Joshua Weikel
11. Joshua Weikel

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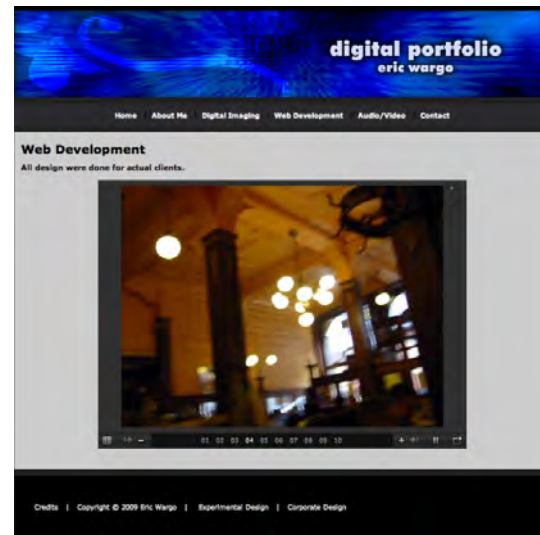
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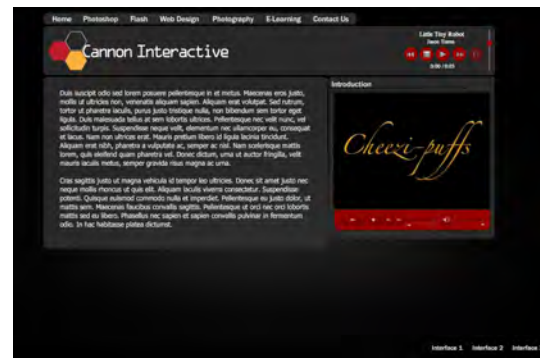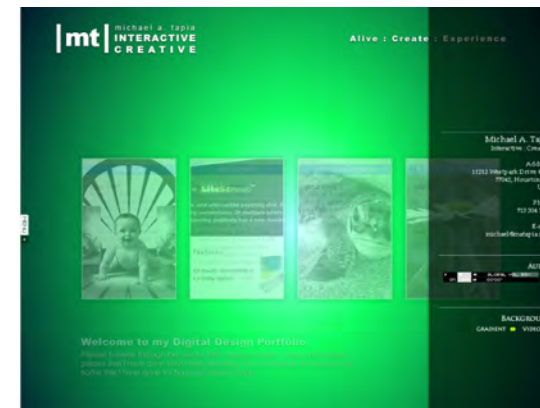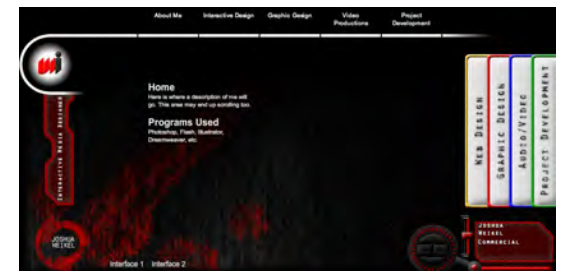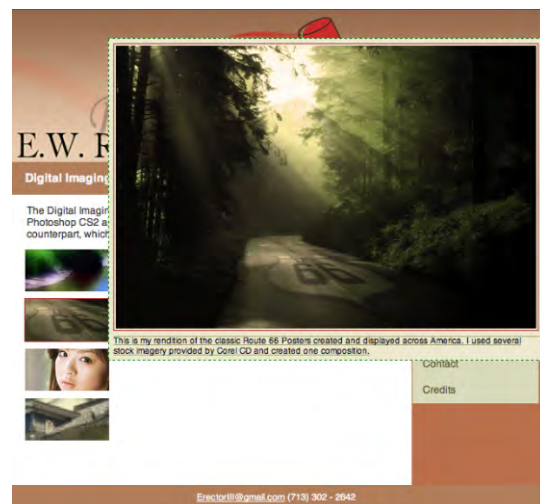
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MORE INFORMATION

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University of Kansas

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Rhode Island School of Design
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B.S., Vocational Home
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University of Texas

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B.S., Education,
University of Houston

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B.A., Architecture,
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Control Data Institute

Clark Ashburn
M.A., Media Studies,
Webster College
B.A., Media Studies,
Webster College

Michael Friedman
M.S., Biomedical Communications,
University of Texas
B.A., Biology,
Emory University

Mark Hargrove
M.S., Instructional Technology,
University of Houston-Clear Lake
B.A., Graphic Communication,
University of Houston

Steven C. Huston
M.A., Liberal Studies,
Goddard College
Graduate Diploma, Distance
Education,
University of London
B.A., Humanities,
Thomas A. Edison State College
A.A., General Studies,
Kaskaskia College

Samuel Moreno
M.A., Digital Media Studies,
University of Houston,
B.A., Communication,
University of Minnesota

Administration
Larry Horn,
President
M.A., Communication,
Baylor University
B.S., Education,
Dallas Baptist University

Gary Eaton,
Associate Dean, Academic Affairs
M.A., English,
University of Virginia
B.A., English,
Texas A & M University
A.O.S., Culinary Arts,
New England Culinary Institute

Deborah Helman,
Director, Public Relations
B.A., Communications, English,
University of Washington

Thomas Kuper,
Director, Administrative
& Student Financial Services
B.S., Accounting,
Oklahoma State University

Charles Lartey,
Director, Institutional
Effectiveness and Research
Ph.D., International Studies,
Old Dominion University
M.A., International Affairs,
Carleton University
M.A., International Relations,
International University of Japan
B.A., Industrial Psychology,
University of Ghana

Kenneth Pascal,
Dean, Academic Affairs
Ph.D., Organization and
Administrative Studies,
UCLA
M.Ed., Leadership
and Administration,
University of Massachusetts
B.A., Psychology,
Yale University
A.A., Social Science,
Orange County Community College

Bobbi Rabine,
Sr. Director, Admissions
B.A., Management,
College of St. Benedict

Mary Kate Robinson,
Director, Career Services
B.A., Speech, Journalism,
University of Houston

C. Paige Shelton,
Director, Human Resources
B.A., Psychology,
University of Kentucky
SPHR, Senior Professional
in Human Resources,
Human Resources
Certification Institute

Brandon Smith,
Director, Technology
M.B.A., Information Technology,
Argosy University
B.A., Communications,
Prairie View A & M University

John Willis,
Dean, Student Affairs
M.A., Communications,
Stephen F. Austin University
B.A., Radio/Television,
Stephen F. Austin University

Baking & Pastry,
Associate of Applied Science
108 Total Credits

Program Courses

CUL102	Fundamentals of Classical Techniques (6.0)
CUL104	Concepts and Theories of Culinary Techniques (3.0)
CUL112	Sanitation and Safety (3.0)
CUL113	Computer Literacy (1.0)
CUL114	Dimensions of Culinary Education (2.0)
RS001	Introduction to the Career Portfolio (0.0)
CUL132	Management by Menu (3.0)
CUL135	Purchasing and Product Identification (3.0)
CUL141	American Regional Cuisine (6.0)
CUL152	Latin Cuisines (3.0)
CUL212	Career Development (3.0)
RS002	Completion of the Career Portfolio (0.0)
CUL242	Planning and Controlling Costs (3.0)
CUL249	Pastry (6.0)
CUL250	Baking (3.0)
CUL252	Food and Beverage Operations Management (3.0)
CUL253	Internship (3.0)
CUL254	Artisan Breads and Baking Production (6.0)
CUL255	European Cakes and Tortes (3.0)
CUL261	A La Carte Kitchen (6.0)
CUL264	Advanced Patisserie and Display Cakes (6.0)
CUL265	Chocolate Confections and Centerpieces (6.0)
CUL272	Capstone (3.0)
	Elective (3.0)

General Education Courses

ENGL1301	English Composition (4.0)
HECO1322	Nutrition (4.0)
MATH1314	College Algebra (4.0)
SPCH1315	Public Speaking (4.0)
PSYC2301	General Psychology (4.0)

History Humanities Elective (choose one, 4.0):

ARTS1303	Art History I
ARTS1304	Art History II
GOVT2304	Political Science
HIST1301	U.S. History I
HIST1302	U.S. History II
HIST2321	World Civilizations I
HIST2322	World Civilizations II

Culinary Arts,
Diploma
61 Total Credits

CUL102	Fundamentals of Classical Techniques (6.0)
CUL104	Concepts and Theories of Culinary Techniques (3.0)
CUL112	Sanitation and Safety (3.0)
CUL113	Computer Literacy (1.0)
CUL114	Dimensions of Culinary Education (2.0)
CUL132	Management by Menu (3.0)
CUL135	Purchasing and Product Identification (3.0)
CUL141	American Regional Cuisine (6.0)
CUL152	Latin Cuisine (3.0)
CUL201	Garde Manger (6.0)
CUL212	Career Development (3.0)
CUL242	Planning and Controlling Costs (3.0)
CUL249	Pastry (6.0)
CUL250	Baking (3.0)
CUL252	Food and Beverage Operations Management (3.0)
CUL253	Internship (3.0)
HECO1322	Nutrition (4.0)

Culinary Arts,
Associate of Applied Science
108 Total Credits

Program Courses

CUL102	Fundamentals of Classical Techniques (6.0)
CUL104	Concepts and Theories of Culinary Techniques (3.0)
CUL112	Sanitation and Safety (3.0)
CUL113	Computer Literacy (1.0)
CUL114	Dimensions of Culinary Education (2.0)
RS001	Introduction to the Career Portfolio (0.0)
CUL132	Management by Menu (3.0)
CUL135	Purchasing and Product Identification (3.0)
CUL141	American Regional Cuisine (6.0)
CUL152	Latin Cuisine (3.0)
CUL201	Garde Manger (6.0)
CUL212	Career Development (3.0)
RS002	Completion of the Career Portfolio (0.0)
CUL242	Planning and Controlling Costs (3.0)
CUL244	Asian Cuisine (3.0)
CUL249	Pastry (6.0)
CUL250	Baking (3.0)
CUL252	Food and Beverage Operations Management (3.0)
CUL253	Internship (3.0)
CUL261	À La Carte Kitchen (6.0)
CUL271	Art Culinaire (6.0)
CUL272	Capstone (3.0)
CUL343	Classical European Cuisines (3.0)
CUL345	World Cuisine (3.0)
	Elective (3.0)

General Education Courses

ENGL1301	English Composition (4.0)
MATH1314	College Algebra (4.0)
PSYC2301	General Psychology (4.0)
HECO1322	Nutrition (4.0)
SPCH1315	Public Speaking (4.0)

History Humanities Elective (choose one, 4.0):

ARTS1303	Art History I
ARTS1304	Art History II
GOVT2304	Political Science
HIST1301	U.S. History I
HIST1302	U.S. History II
HIST2321	World Civilizations I
HIST2322	World Civilizations II

Culinary Management, Bachelor of Science
180 Total Credits

Program Courses
CUL102	Fundamentals of Classical Techniques (6.0)	
CUL104	Concepts and Theories of Culinary Techniques (3.0)	
CUL112	Sanitation and Safety (3.0)	
CUL113	Computer Literacy (1.0)	
CUL132	Management by Menu (3.0)	
CUL135	Purchasing and Product Identification (3.0)	
CUL141	American Regional Cuisine (6.0)	
CUL152	Latin Cuisine (3.0)	
CUL201	Garde Manger (6.0)	
CUL242	Planning and Controlling Costs (3.0)	
CUL244	Asian Cuisine (3.0)	
CUL249	Pastry (6.0)	
CUL250	Baking (3.0)	
CUL258	Management Internship I (3.0)	
CUL261	À la Carte Kitchen (6.0)	
CUL271	Art Culinaire (6.0)	
CUL310	Human Resource Management (3.0)	
CUL320	Hospitality Marketing (3.0)	
CUL330	Legal Issues and Ethics for Culinarians (3.0)	
CUL340	Leadership and Organizational Development (3.0)	
CUL343	Classical European Cuisines (3.0)	
CUL345	World Cuisine (3.0)	
CUL350	Catering and Event Management (3.0)	
CUL360	Quality Service Management and Training (3.0)	
CUL410	Foodservice Financial Management (3.0)	
CUL420	Facilities Management and Design (3.0)	
CUL430	Foodservice Technology and Information (3.0)	
CUL450	Management Internship II (3.0)	
CUL460	Exploring Wines and the Culinary Arts (3.0)	
CUL470	Senior Culinary Practicum (3.0)	
CUL480	Innovation and Entrepreneurship (3.0)	
CUL490	Global Management and Operations in the Hospitality Industry (3.0)	
CUL498	Baccalaureate Capstone (3.0)	
CUL499	Senior Seminar (3.0)	
	Elective (3.0)	
	Elective (3.0)	

Foundational Courses
CO101	College 101 (2.0)	
RS001	Introduction to the Career Portfolio (0.0)	
RS104	Accounting (3.0)	
CUL212	Career Development (3.0)	
RS002	Completion of the Career Portfolio (0.0)	

General Education Courses
ENGL1301	English Composition (4.0)	
MATH1314	College Algebra (4.0)	
HECO1322	Nutrition (4.0)	
SPCH1315	Public Speaking (4.0)	
PSYC2301	General Psychology (4.0)	
SOCI1306	Social Problems (4.0)	
SPAN1401	Introduction to Spanish (4.0)	

English Humanities Elective (choose one, 4.0):
ENGL1302	Introduction to Literature	
ENGL2307	Creative Writing	
ENGL2311	Business Writing for Professionals	
ENGL3511	Literature and Film Analysis	

History Humanities Elective (choose one, 4.0):
ARTS1303	Art History I	
ARTS1304	Art History II	
GOVT2304	Political Science	
HIST1301	U.S. History I	
HIST1302	U.S. History II	
HIST2321	World Civilizations I	
HIST2322	World Civilizations II	

Mathematics and Science Elective (choose two, 4.0):
BIOL1308	Biology	
ENVR1401	Environmental Science	
MATH4332	Mathematics for Decision-Making	
PHYS1301	Physics	

Social Science Elective (choose one, 4.0):
PSYC2319	Social Psychology	
PSYC3019	Human Sexuality	

Food & Beverage Management, Bachelor of Science
180 Total Credits

Program Courses
FB325	Merchandising for Food Service (3.0)	
FB335	Sales and Public Relations (3.0)	
FB340	Beverage Purchasing, Inventory Control, and Menu Authoring (3.0)	
FB345	Private Club Operations (3.0)	
FB350	Etiquette of Professional Service (3.0)	
FB470	New World Wines and Emerging Regions (3.0)	
CUL102	Fundamentals of Classical Techniques (6.0)	
CUL104	Concepts and Theories of Culinary Techniques (3.0)	
CUL112	Sanitation and Safety (3.0)	
CUL113	Computer Literacy (1.0)	
CUL132	Management by Menu (3.0)	
CUL135	Purchasing and Product Identification (3.0)	
CUL141	American Regional Cuisine (6.0)	
CUL201	Garde Manger (6.0)	
CUL242	Planning and Controlling Costs (3.0)	
CUL249	Pastry (6.0)	
CUL250	Baking (3.0)	
CUL252	Food and Beverage Operations Management (3.0)	
CUL258	Management Internship I (3.0)	
CUL261	A la Carte Kitchen (6.0)	
CUL310	Human Resource Management (3.0)	
CUL320	Hospitality Marketing (3.0)	
CUL330	Legal Issues and Ethics for Culinarians (3.0)	
CUL340	Leadership and Organizational Development (3.0)	
CUL345	World Cuisine (3.0)	
CUL350	Catering and Events Management (3.0)	
CUL360	Quality Service Management and Training (3.0)	
CUL420	Facilities Management and Design (3.0)	
CUL430	Foodservice Technology and Information (3.0)	
CUL450	Management Internship II (3.0)	
CUL460	Exploring Wines and the Culinary Arts (3.0)	
CUL470	Senior Culinary Practicum (3.0)	
CUL480	Innovation and Entrepreneurship (3.0)	
CUL490	Global Management and Operations in the Hospitality Industry (3.0)	
CUL498	Baccalaureate Capstone (3.0)	
CUL499	Senior Seminar (3.0)	
	Elective (3.0)	

Foundational Courses
CO101	College 101 (2.0)	
RS001	Introduction to the Career Portfolio (0.0)	
RS104	Accounting (3.0)	
CUL212	Career Development (3.0)	
RS002	Completion of the Career Portfolio (0.0)	

General Education Courses
ENGL1301	English Composition (4.0)	
MATH1314	College Algebra (4.0)	
HECO1322	Nutrition (4.0)	
SPCH1315	Public Speaking (4.0)	
PSYC2301	General Psychology (4.0)	
SOCI1306	Social Problems (4.0)	
SPAN1401	Introduction to Spanish (4.0)	

English Humanities Elective (choose one, 4.0):
ENGL1302	Introduction to Literature	
ENGL2307	Creative Writing	
ENGL2311	Business Writing for Professionals	
ENGL3511	Literature and Film Analysis	

History Humanities Elective (choose one, 4.0):
ARTS1303	Art History I	
ARTS1304	Art History II	
GOVT2304	Political Science	
HIST1301	U.S. History I	
HIST1302	U.S. History II	
HIST2321	World Civilizations I	
HIST2322	World Civilizations II	

Mathematics and Science Elective (choose two, 4.0):
BIOL1308	Biology	
ENVR1401	Environmental Science	
MATH4332	Mathematics for Decision-Making	
PHYS1301	Physics	

Social Science Elective (choose one, 4.0):
PSYC2319	Social Psychology	
PSYC3019	Human Sexuality	

Restaurant & Catering Management, Associate of Applied Science
90 Total Credits

Program Courses
CUL102　Fundamentals of Classical Techniques (6.0)
CUL104　Concepts and Theories
　　　　　of Culinary Techniques (3.0)
CUL112　Sanitation and Safety (3.0)
CUL113　Computer Literacy (1.0)
CUL114　Dimensions of Culinary Education (2.0)
RS001　　Introduction to Career Portfolio (0.0)
CUL132　Management by Menu (3.0)
CUL135　Purchasing and Product Identification (3.0)
CUL141　American Regional Cuisine (6.0)
CUL152　Latin Cuisine (3.0)
CUL201　Garde Manger (6.0)
CUL212　Career Development (3.0)
RS002　　Completion of the Career Portfolio (0.0)
CUL242　Planning and Controlling Costs (3.0)
CUL252　Food and Beverage
　　　　　Operations Management (3.0)
CUL253　Internship (3.0)
RCM241　Marketing of Hospitality Services (3.0)
RCM251　Financial Management
　　　　　for the Hospitality Industry (3.0)
RCM261　Capstone and Special Project (3.0)
RCM262　Catering and Banquet Operations (3.0)
RCM263　Hospitality and Human
　　　　　Resources Management (3.0)
　　　　　Elective (3.0)

General Education Courses
ENGL1301　English Composition (4.0)
MATH1314　College Algebra (4.0)
HECO1322　Nutrition (4.0)
SPCH1315　Public Speaking (4.0)
PSYC2301　General Psychology (4.0)
History Humanities Elective (choose one, 4.0):
ARTS1303　Art History I
ARTS1304　Art History II
GOVT2304　Political Science
HIST1301　U.S. History I
HIST1302　U.S. History II
HIST2321　World Civilizations I
HIST2322　World Civilizations II

Audio Production, Bachelor of Science
180 Total Credits

Program Courses
AP101　Survey of the Music Industry (3.0)
AP102　Fundamentals of Audio (3.0)
AP110　Audio Technology I (3.0)
AP111　Digital Audio I (3.0)
AP112　Music Theory I (3.0)
AP113　Audio Technology II (3.0)
AP114　Audio Recording I (3.0)
AP115　Music Theory II (3.0)
AP210　Acoustics (3.0)
AP211　Digital Audio II (3.0)
AP212　Listening and Analysis (3.0)
AP213　Audio Recording II (3.0)
AP214　Electronics I (3.0)
AP215　MIDI Systems I (3.0)
AP216　Digital Audio III (3.0)
AP217　Electronics II (3.0)
AP218　Live Sound Reinforcement I (3.0)
AP299　Internship I (3.0)
AP310　MIDI Systems II (3.0)
AP311　Electronics III (3.0)
AP312　Live Sound Reinforcement II (3.0)
AP314　Digital Audio IV (3.0)
AP315　Synthesis and Sound Design I (3.0)
AP316　Advanced Recording Techniques I (3.0)
AP317　Advanced Recording Techniques II (3.0)
AP318　Synthesis and Sound Design II (3.0)
AP320　Senior Project I (3.0)
AP399　Internship II (3.0)
AP420　Senior Project II (3.0)
AP430　Portfolio (3.0)
DFVP111　Fundamentals of Video Production (3.0)
DFVP113　Fundamentals of Editing (3.0)
DFVP212　DVD Authoring (3.0)
DFVP411　Media Delivery Systems
　　　　　and Distribution (3.0)
IMD131　Introduction to Scripting Languages (3.0)
IMD273　Media Business Practices (3.0)
　　　　　Elective (3.0)
　　　　　Elective (3.0)

Foundational Courses
CO101　College 101 (2.0)
RS001　　Introduction to the Career Portfolio (0.0)
CS104　Computer Applications (1.0)
ART107　Digital Imaging I (3.0)
CD400　Career Development (3.0)
RS002　　Completion of the Career Portfolio (0.0)
RS100　　Fundamentals of Business (3.0)
RS318　　Copyright and Intellectual Property (3.0)
RS350　　Digital Marketing Strategies (3.0)

General Education Courses
ENGL1301　English Composition (4.0)
MATH1314　College Algebra (4.0)
SOCI1306　Social Problems (4.0)
SPCH1315　Public Speaking (4.0)
PHYS1301　Physics (4.0)
PSYC2301　General Psychology (4.0)
English Humanities Elective (choose one, 4.0):
ENGL1302　Introduction to Literature
ENGL2307　Creative Writing
ENGL2311　Business Writing for Professionals
ENGL3511　Literature and Film Analysis
History Humanities Elective (choose two, 4.0):
ARTS1303　Art History I
ARTS1304　Art History II
GOVT2304　Political Science
HIST1301　U.S. History I
HIST1302　U.S. History II
HIST2321　World Civilizations I
HIST2322　World Civilizations II
Math and Science Elective (choose two, 4.0):
BIOL1308　Biology
ENVR1401　Environmental Science
MATH4332　Mathematics for Decision Making
PHYS1301　Physics
Social Science Elective (choose one, 4.0):
PSYC2319　Social Psychology
PSYC3019　Human Sexuality

Design & Technical Graphics, Bachelor of Science
180 Total Credits

Program Courses
DTG110　Presentation and Delivery Technology (3.0)
DTG120　Concept Drawing (3.0)
DTG130　Material and Processes (3.0)
DTG210　Computer-Aided Industrial Design (3.0)
DTG220　Fabrication Techniques (3.0)
DTG230　Computer-Aided Modeling (3.0)
DTG240　Principles of Mechanical Engineering (3.0)
DTG250　Storyboarding and Scriptwriting (3.0)
DTG260　Interactive 3-D Visualization (3.0)
DTG270　Design for Manufacturing (3.0)
DTG310　Package and Point-of-Sale Design (3.0)
DTG320　CAD for Civil Engineering (3.0)
DTG330　Training and Instructional Design (3.0)
DTG340　CAD for Process Piping (3.0)
DTG350　Visualizing Information (3.0)
DTG410　Event Design (3.0)
DTG420　Special Topic Industrial Design (3.0)
DTG440　Advanced Product Design (3.0)
DTG450　Portfolio Preparation (3.0)
DTG460　Portfolio (3.0)
GD101　Digital Illustration I (3.0)
GD111　Typography–Traditional (3.0)
GD203　Layout I (3.0)
GD205　Digital Imaging II (3.0)
GD211　Digital Illustration II (3.0)
GD214　Typography-Hierarchy (3.0)
GD416　Media Business Law (3.0)
ID104　Drafting I (3.0)
ID139　CAD I (3.0)
ID223　CAD II (3.0)
ID244　Fundamentals of
　　　　Construction Documents (3.0)
ID310　3-D Digital Modeling (3.0)
ID312　Advanced Construction Documents (3.0)
ID323　3-D Digital Rendering (3.0)
INT419　Internship (3.0)
　　　　Elective (3.0)
　　　　Elective (3.0)

Foundational Courses
ART106　Design Fundamentals (3.0)
ART108　Observational Drawing (3.0)
CO101　College 101 (2.0)
RS001　　Introduction to Career Portfolio (0.0)
CS104　Computer Applications (1.0)
ART114　Color Fundamentals (3.0)
ART111　Perspective Drawing (3.0)
ART107　Digital Imaging I (3.0)
CD400　Career Development (3.0)
RS002　　Completion of the Career Portfolio (0.0)

General Education Courses

ENGL1301   English Composition (4.0)
MATH1314 College Algebra (4.0)
PHYS1301   Physics (4.0)
ARTS1303   Art History I (4.0)
ARTS1304   Art History II (4.0)
PSYC2301   General Psychology (4.0)
SPCH1315   Public Speaking (4.0)
SOCI1306   Social Problems (4.0)
English Humanities Electives, (choose one, 4.0):
ENGL1302   Introduction to Literature
ENGL2307   Creative Writing
ENGL2311   Business Writing for Professionals
ENGL3511   Literature and Film Analysis
History Humanities Elective, (choose one, 4.0):
GOVT2304   Political Science
HIST1301   US History I
HIST1302   US History II
HIST2321   World Civilizations I
HIST2322   World Civilizations II
Mathematics and Science Elective, (choose one, 4.0):
BIOL1308   Biology
ENVR1401   Environmental Science
MATH4332 Mathematics for Decision Making
PHYS1301   Physics
Social Sciences Elective, (choose one, 4.0):
PSYC2319   Social Psychology
PSYC3019   Human Sexuality

Digital Filmmaking & Video Production, Bachelor of Fine Arts
180 Total Credits

Program Courses

DFVP101   Survey of Digital Filmmaking
              and Video Production (3.0)
DFVP111   Fundamentals of Video Production (3.0)
DFVP112   Intermediate Audio (3.0)
DFVP113   Fundamentals of Editing (3.0)
DFVP121   Intermediate Video Production (3.0)
DFVP122   Conceptual Storytelling (3.0)
DFVP123   Lighting (3.0)
DFVP201   Digital Cinematography (3.0)
DFVP202   Fundamentals of Scriptwriting (3.0)
DFVP203   Intermediate Editing (3.0)
DFVP204   Fundamentals of Producing
              and Directing (3.0)
DFVP211   Studio Production (3.0)
DFVP212   DVD Authoring (3.0)
DFVP213   Motion Graphics I (3.0)
DFVP214   Fundamentals of Web Design (3.0)
DFVP221   Electronic Field Production (3.0)
DFVP222   Scriptwriting (3.0)
DFVP223   Motion Graphics II (3.0)
DFVP224   Media Theory and Criticism (3.0)
DFVP301   Short Media Production (3.0)
DFVP302   Sound Design (3.0)
DFVP303   Compression (3.0)
DFVP311   Senior Project Preparation (3.0)
DFVP312   Audio Post Production (3.0)
DFVP313   Advanced Editing (3.0)
DFVP314   Multi-Camera Production (3.0)
DFVP321   Senior Project Production (3.0)
DFVP322   Media Production Workshop (3.0)
DFVP323   Acting and Directing (3.0)
DFVP401   Senior Project Post Production (3.0)
DFVP402   Portfolio Preparation (3.0)
DFVP411   Media Delivery Systems
              and Distribution (3.0)
DFVP421   Senior Portfolio and Defense (3.0)
AP102   Fundamentals of Audio (3.0)
GD101   Digital Illustration (3.0)
IMD222   Intermediate Scripting Languages (3.0)
IMD273   Media Business Practices (3.0)
INT419   Internship (3.0)
              Elective (3.0)
              Elective (3.0)

Foundational Courses

CO101   College 101 (2.0)
RS001   Introduction to the Career Portfolio (0.0)
CS104   Computer Applications (1.0)
ART107   Digital Imaging I (3.0)
ART114   Color Fundamentals (3.0)
CD400   Career Development (3.0)
RS002   Completion of the Career Portfolio (0.0)

General Education Courses

ENGL1301   English Composition (4.0)
MATH1314 College Algebra (4.0)
PSYC2301   General Psychology (4.0)
SPCH1315   Public Speaking (4.0)
SOCI1306   Social Problems (4.0)
SPAN1401   Spanish (4.0)
English Humanities Elective (Choose one, 4.0):
ENGL1302   Introduction to Literature
ENGL2307   Creative Writing
ENGL2311   Business Writing for Professionals
ENGL3511   Literature and Film Analysis
Mathematics and Science Elective (Choose two, 4.0):
BIO1308   Biology
ENVR1401   Environmental Science
MATH4332 Mathematics for Decision Making
PHYS1301   Physics
History Humanities Elective (Choose two, 4.0):
ARTS1303   Art History I
ARTS1304   Art History II
GOVT2304   Political Science
HIST1301   US History I
HIST1302   US History II
HIST2321   World Civilizations I
HIST2322   World Civilizations II
Social Science Elective (Choose one, 4.0):
PSYC2319   Social Psychology
PSYC3019   Human Sexuality

Fashion & Retail Management, Bachelor of Science
180 Total Credits

Program Courses

FRM110   Introduction to Retailing (3.0)
FRM111   Fashion History I (3.0)
FRM121   Fashion History II (3.0)
FRM130   Textiles (3.0)
FRM131   Fashion Drawing (3.0)
FRM132   Retail Math (3.0)
FRM210   Sales and Event Promotion (3.0)
FRM211   Apparel Evaluation and Construction (3.0)
FRM220   Elements of Retail
              Operations and Technology (3.0)
FRM222   Event and Fashion Show Production (3.0)
FRM223   Visual Merchandising (3.0)
FRM225   Consumer Behavior (3.0)
FRM230   Merchandise Management (3.0)
FRM232   Store Planning and
              Lease Management (3.0)
FRM233   Business Ownership I (3.0)
FRM235   Brand Marketing (3.0)
FRM310   Introduction to Manufacturing (3.0)
FRM311   Business Law (3.0)
FRM313   Business Ownership II (3.0)
FRM320   Trends and Concepts in Apparel (3.0)
FRM330   Product Development (3.0)
FRM334   Special Topics in Fashion
              and Retail Management (3.0)
FRM400   Media Planning and Buying (3.0)
FRM410   International Marketing and Buying (3.0)
FRM420   Web Marketing for Fashion
              and Retail Management (3.0)
FRM431   Fashion Capstone (3.0)
FRM439   Internship (3.0)
GD212   Digital Photography for Designers (3.0)
IMD131   Introduction to Scripting Languages (3.0)
              Elective (3.0)
              Elective (3.0)

Graphic Design, Associate of Applied Science
105 Total Credits

Foundational Courses
CO101   College 101 (2.0)
RS001   Introduction to the Career Portfolio (0.0)
CS104   Computer Applications (1.0)
ART106   Design Fundamentals (3.0)
ART107   Digital Imaging I (3.0)
ART108   Observational Drawing (3.0)
ART114   Color Fundamentals (3.0)
RS100   Fundamentals of Business (3.0)
RS104   Accounting (3.0)
RS105   Human Resource Management (3.0)
RS141B   Leadership (3.0)
RS321   Fundamentals of Marketing (3.0)
RS326   Sales Management (3.0)
RS345   Fundamentals of Advertising (3.0)
CD400   Career Development (3.0)
RS002   Completion of the Career Portfolio (0.0)

General Education Courses
ENGL1301   English Composition (4.0)
MATH1314   College Algebra (4.0)
PSYC2301   General Psychology (4.0)
SPAN1401   Introduction to Spanish (4.0)
SPCH1315   Public Speaking (4.0)
SOCI1306   Social Problems (4.0)
English Humanities Elective (choose one, 4.0):
ENGL1302   Introduction to Literature
ENGL2307   Creative Writing
ENGL2311   Business Writing for Professionals
ENGL3511   Literature and Film Analysis
Mathematics and Science Elective (choose three, 4.0):
BIOL1308   Biology
ENVR1401   Environmental Science
MATH4332   Mathematics for Decision-Making
PHYS1301   Physics
History Humanities Elective (choose one, 4.0):
ARTS1303   Art History I
ARTS1304   Art History II
GOVT2304   Political Science
HIST1301   US History I
HIST1302   US History II
HIST2321   World Civilizations I
HIST2322   World Civilizations II
Social Science Elective (choose one, 4.0):
PSYC2319   Social Psychology
PSYC3019   Human Sexuality

Graphic Design, Associate of Applied Science
105 Total Credits

Program Courses
GD101   Digital Illustration I (3.0)
GD104   Design Fundamentals II (3.0)
GD111   Typography—Traditional (3.0)
GD114   Concept Design (3.0)
GD203   Layout I (3.0)
GD205   Digital Imaging II (3.0)
GD211   Digital Illustration II (3.0)
GD212   Digital Photography for Designers (3.0)
GD213   Layout II (3.0)
GD214   Typography—Hierarchy (3.0)
GD218   Print Production (3.0)
GD219   Graphic Symbolism (3.0)
GD223   Brand Identity I (3.0)
GD225   Electronic Production (3.0)
GD305   Graphic Design Studio I (3.0)
GD331   Publication Design (3.0)
GD350   Portfolio (3.0)
GD417   Senior Project (3.0)
INT419   Internship (3.0)
   Elective (3.0)

Foundational Courses
CO101   College 101 (2.0)
RS001   Introduction to the Career Portfolio (0.0)
CS104   Computer Applications (1.0)
ART106   Design Fundamentals (3.0)
ART107   Digital Imaging I (3.0)
ART108   Observational Drawing (3.0)
ART111   Perspective Drawing (3.0)
ART114   Color Fundamentals (3.0)
CD400   Career Development (3.0)
RS002   Completion of the Career Portfolio (0.0)

General Education
ENGL1301   English Composition (4.0)
MATH1314   College Algebra (4.0)
SPCH1315   Public Speaking (4.0)
History Humanities Elective (choose one, 4.0):
ARTS1303   Art History I
ARTS1304   Art History II
GOVT2304   Political Science
HIST1301   US History I
HIST1302   US History II
HIST2321   World Civilizations I
HIST2322   World Civilizations II
Social Sciences Elective (choose one, 4.0):
PSYC2301   General Psychology
SOCI1306   Social Problems
Mathematics and Science Elective (choose one, 4.0):
BIOL1308   Biology
ENVR1401   Environmental Science
PHYS1301   Physics

Graphic Design, Bachelor of Fine Arts
180 Total Credits

Program Courses
GD101   Digital Illustration I (3.0)
GD104   Design Fundamentals II (3.0)
GD111   Typography—Traditional (3.0)
GD114   Concept Design (3.0)
GD116   Form and Space (3.0)
GD200   Design History (3.0)
GD203   Layout I (3.0)
GD205   Digital Imaging II (3.0)
GD211   Digital Illustration II (3.0)
GD212   Digital Photography for Designers (3.0)
GD213   Layout II (3.0)
GD214   Typography—Hierarchy (3.0)
GD217   Typography—Expressive (3.0)
GD219   Graphic Symbolism (3.0)
GD223   Brand Identity I (3.0)
GD226   Conceptual Imagery (3.0)
GD301   Brand Identity II (3.0)
GD305   Graphic Design Studio I (3.0)
GD310   Graphic Design Studio II (3.0)
GD314   Collateral Design (3.0)
GD315   Information Design (3.0)
GD320   Editorial Design (3.0)
GD321   Portfolio I (3.0)
GD331   Publication Design (3.0)
GD332   Web Design for Designers (3.0)
GD402   Design Team (3.0)
GD413   Web Design for Designers II (3.0)
GD416   Media Business Law (3.0)
GD417   Senior Project (3.0)
GD418   Sequential Design (3.0)
GD419   Digital Portfolio (3.0)
GD420   Portfolio II (3.0)
GD470   Graphic Design Capstone (3.0)
INT419   Internship (3.0)
   Elective (3.0)
   Elective (3.0)

Foundational Courses
CO101   College 101 (2.0)
RS001   Introduction to the Career Portfolio (0.0)
CS104   Computer Applications (1.0)
ART106   Design Fundamentals (3.0)
ART107   Digital Imaging I (3.0)
ART108   Observational Drawing (3.0)
ART111   Perspective Drawing (3.0)
ART114   Color Fundamentals (3.0)
ART116   Rapid Visualization (3.0)
CD400   Career Development (3.0)
RS002   Completion of the Career Portfolio (0.0)

General Education Courses
ENGL1301   English Composition (4.0)
MATH1314   College Algebra (4.0)
ARTS1303   Art History I (4.0)
SPCH1315   Public Speaking (4.0)
PSYC2301   General Psychology (4.0)
SOCI1306   Social Problems (4.0)
History Humanities Elective (choose two, 4.0):
ARTS1304   Art History II
GOVT2304   Political Science
HIST1301   U.S. History I
HIST1302   U.S. History II
HIST2321   World Civilizations I
HIST2322   World Civilizations II
Mathematics and Science Elective (choose two, 4.0):
BIOL1308   Biology
ENVR1401   Environmental Science
MATH4332   Mathematics for Decision Making
PHYS1301   Physics
English Humanities Elective (choose one, 4.0):
ENGL1302   Introduction to Literature
ENGL2307   Creative Writing
ENGL2311   Business Writing for Professionals
ENGL3511   Literature and Film Analysis
Social Science Elective (choose one, 4.0):
PSYC2319   Social Psychology
PSYC3019   Human Sexuality

Interior Design,
Bachelor of Fine Arts
180 Total Credits

Program Courses

ID104	Drafting I (3.0)
ID124	Introduction to Interior Design (3.0)
ID126	Drafting II (3.0)
ID128	Design Basics 3-D (3.0)
ID136	Human Factors (3.0)
ID137	Programming and Space Planning I (3.0)
ID138	Sketching and Rendering(3.0)
ID139	CAD I (3.0)
ID140	Textiles (3.0)
ID141	Presentation Techniques (3.0)
ID143	History of Architecture, Interiors and Furniture I (3.0)
ID216	Hospitality Design (3.0)
ID219	Codes and Regulations (3.0)
ID221	Residential Design I (3.0)
ID223	CAD II (3.0)
ID240	Kitchen and Bath Design (3.0)
ID244	Funds of Construction Documents (3.0)
ID254	Materials and Specifications (3.0)
ID272	Building and Mechanical Systems (3.0)
ID301	Commercial Design I (3.0)
ID307	Interior Detailing (3.0)
ID310	3-D Digital Modeling (3.0)
ID311	Environmental and Sustainable Design (3.0)
ID312	Advanced Construction Documents (3.0)
ID320	Lighting Design (3.0)
ID323	3-D Digital Rendering (3.0)
ID342	History of Architecture, Interiors and Furniture II (3.0)
ID346	Institutional Design (3.0)
ID400	Furniture Design (3.0)
ID404	Commercial Design II (3.0)
ID405	Professional Practice (3.0)
ID414	Residential Design II (3.0)
ID424	Project Management (3.0)
ID426	Portfolio Preparation (3.0)
ID436	Portfolio II (3.0)
INT419	Internship (3.0)
	Elective (3.0)
	Elective (3.0)

Foundational Courses

CO101	College 101 (2.0)
RS001	Introduction of the Career Portfolio (0.0)
CS104	Computer Applications (1.0)
ART106	Design Fundamentals (3.0)
ART108	Observational Drawing (3.0)
ART111	Perspective Drawing (3.0)
ART114	Color Fundamentals (3.0)
CD400	Career Development (3.0)
RS002	Completion of the Career Portfolio (0.0)

General Education Courses

ENGL1301	English Composition (4.0)
MATH1314	College Algebra (4.0)
ARTS1303	Art History I (4.0)
ARTS1304	Art History II (4.0)
ENVR1401	Environmental Science (4.0)
PSYC2301	General Psychology (4.0)
SPCH1315	Public Speaking (4.0)
SOCI1306	Social Problems (4.0)

English Humanities Elective (choose one, 4.0):

ENGL1302	Introduction to Literature
ENGL2307	Creative Writing
ENGL2311	Business Writing for Professionals
ENGL3511	Literature and Film Analysis

History Humanities Elective (choose one, 4.0):

GOVT2304	Political Science
HIST1301	U.S. History I
HIST1302	U.S. History II
HIST2321	World Civilizations I
HIST2322	World Civilizations II

Social Science Elective (choose one, 4.0):

PSYC2319	Social Psychology
PSYC3019	Human Sexuality

Mathematics or Science Elective (choose one, 4.0):

BIOL1308	Biology
MATH4332	Mathematics for Decision Making
PHYS1301	Physics

Media Arts & Animation,
Bachelor of Fine Arts
180 Total Credits

Program Courses

CA100	Acting and Movement (3.0)
CA112	Concepts I Storytelling/Scriptwriting (3.0)
CA115	Drawing and Anatomy (3.0)
CA120	Concepts II Storyboarding (3.0)
CA233	Life Drawing and Gesture (3.0)
CA240	2-D Animation Studio I "Cel" (3.0)
CA245	Digital Video I Cinematic Principles (3.0)
CA248	History of Animation (3.0)
CA251	Character and Object Design (3.0)
CA253	2-D Animation Studio II (3.0)
CA280	Modeling I Hard Surface and Organic Modeling (3.0)
CA285	Digital Video II Advanced Techniques (3.0)
CA290	Introduction to Animation 3-D (3.0)
CA300	Special Topics Broadcast Design (3.0)
CA312	Modeling II Advanced Techniques (3.0)
CA315	Animation Studio I (3.0)
CA318	Special Topics Industrial Design (3.0)
CA320	Modeling III (3.0)
CA325	Animation Studio II (3.0)
CA328	Texture Attributes Advanced Materials and Lighting (3.0)
CA330	Special Topics Particle Systems (3.0)
CA331	Special Topics Compositing Effects (3.0)
CA350	Animation Studio III (3.0)
CA400	Animation Production Team (3.0)
CA401	Animation Studio IV Advanced Techniques (3.0)
CA405	Special Topics Experimental Graphics (3.0)
CA408	Animation Studio V Final Project (3.0)
CA410	Professional Presentations I Demo Preparation (3.0)
CA415	Professional Presentations II (3.0)
AP102	Fundamentals of Audio (3.0)
GD101	Digital Illustration I (3.0)
GD111	Typography-Traditional (3.0)
GD212	Digital Photography for Designers (3.0)
IMD232	Audio for Interactive Design (3.0)
INT419	Internship (3.0)
	Elective (3.0)
	Elective (3.0)

Foundation Courses

CO101	College 101 (2.0)
RS001	Introduction to the Career Portfolio (0.0)
CS104	Computer Applications (1.0)
ART106	Design Fundamentals (3.0)
ART107	Digital Imaging I (3.0)
ART108	Observational Drawing (3.0)
ART111	Perspective Drawing (3.0)
ART114	Color Fundamentals (3.0)
CD400	Career Development (3.0)
RS002	Completion of the Career Portfolio (0.0)

General Education Courses

ENGL1301	English Composition (4.0)
MATH1314	College Algebra (4.0)
ARTS1303	Art History I (4.0)
PSYC2301	General Psychology (4.0)
PHYS1301	Physics (4.0)
SPCH1315	Public Speaking (4.0)
SOCI1306	Social Problems (4.0)

English Humanities Elective (choose one, 4.0):

ENGL1302	Introduction to Literature
ENGL2307	Creative Writing
ENGL2311	Business Writing for Professionals
ENGL3511	Literature and Film Analysis

History Humanities Elective (choose two, 4.0):

ARTS1304	Art History II
GOVT2304	Political Science
HIST1301	U.S. History I
HIST1302	U.S. History II
HIST2321	World Civilizations I
HIST2322	World Civilizations II

Mathematics and Science Elective (choose one, 4.0):

MATH4332	Mathematics for Decision Making
ENVR1401	Environmental Science
BIOL1308	Biology

Social Science Elective (choose one, 4.0):

PSYC2319	Social Psychology
PSYC3019	Human Sexuality

Photography,
Bachelor of Fine Arts
180 Total Credits

Program Courses
PHOT101   Principles of Photography (3.0)
PHOT111   Large Format Photography (3.0)
PHOT112   Image Manipulation (3.0)
PHOT113   Photographic Design (3.0)
PHOT121   Lighting (3.0)
PHOT122   Digital Image Illustration I (3.0)
PHOT124   History of Photography (3.0)
PHOT201   Photojournalism (3.0)
PHOT203   Printing (3.0)
PHOT204   Video for Photography (3.0)
PHOT205   Digital Retouching (3.0)
PHOT211   Advanced Lighting (3.0)
PHOT212   Editorial Photography (3.0)
PHOT214   Business of Photography (3.0)
PHOT221   Studio Photography (3.0)
PHOT222   Photo Criticism (3.0)
PHOT224   Portraiture Photography (3.0)
PHOT300   Advertising/Art Direction (3.0)
PHOT301   Architectural Photography (3.0)
PHOT302   Digital Publishing (3.0)
PHOT311   Location Photography (3.0)
PHOT312   Portfolio Exploration (3.0)
PHOT313   Digital Image Illustration II (3.0)
PHOT314   Portfolio I (3.0)
PHOT321   Photo Essay I (3.0)
PHOT322   Web Photographic Portfolio I (3.0)
PHOT323   Creative Concepts (3.0)
PHOT324   Business Operations and Management (3.0)
PHOT400   Corporate/Industrial Photography (3.0)
PHOT402   Portfolio II(3.0)
PHOT410   Internship (3.0)
PHOT412   Web Photographic Portfolio II (3.0)
PHOT413   Portfolio III (3.0)
PHOT420   Exhibition Printing (3.0)
PHOT423   Portfolio IV (3.0)
         Elective (3.0)
         Elective (3.0)
         Elective (3.0)

Foundational Courses
CO101   College 101 (2.0)
RS001   Introduction to the Career Portfolio (0.0)
CS104   Computer Applications (1.0)
ART106   Design Fundamentals (3.0)
ART108   Observational Drawing (3.0)
ART114   Color Fundamentals (3.0)
RS321   Marketing (3.0)
CD400   Career Development (3.0)
RS002   Completion of the Career Portfolio (0.0)

General Education Courses
ENGL1301   English Composition (4.0)
MATH1314   College Algebra (4.0)
PSYC2301   General Psychology (4.0)
SPCH1315   Public Speaking (4.0)
SOCI1306   Social Problems (4.0)
SPAN1401   Spanish (4.0)
English Humanities Elective (choose one, 4.0):
ENGL1302   Introduction to Literature
ENGL2307   Creative Writing
ENGL2311   Business Writing for Professionals
ENGL3511   Literature and Film Analysis
History Humanities Elective (choose two, 4.0):
ARTS1303   Art History I
ARTS1304   Art History II
GOVT2304   Political Science
HIST1301   U.S. History I
HIST1302   U.S. History II
HIST2321   World Civilizations I
HIST2322   World Civilizations II
Mathematics and Science Elective (choose two, 4.0):
BIO1308   Biology
PHYS1301   Physics
MATH4332   Mathematics for Decision Making
ENVR1401   Environmental Science
Social Science Elective (choose one, 4.0):
PSYC2319   Social Psychology
PSYC3019   Human Sexuality

Visual Effects & Motion Graphics,
Bachelor of Science
180 Total Credits

Program Courses
VEMG105   Introduction to Visual Effects (3.0)
VEMG115   Storyboarding (3.0)
VEMG123   Two-Dimensional Animation (3.0)
VEMG125   Maps, Mattes, and Masks (3.0)
VEMG205   Three-Dimensional Modeling
        and Animation I (3.0)
VEMG207   Introduction to Editing (3.0)
VEMG211   Intermediate Visual Effects I (3.0)
VEMG213   Broadcast Graphics (3.0)
VEMG215   Three-Dimensional Modeling
        and Animation II (3.0)
VEMG217   Intermediate Editing (3.0)
VEMG221   Intermediate Visual Effects II (3.0)
VEMG223   Intermediate Broadcast Graphics (3.0)
VEMG227   Advanced Editing (3.0)
VEMG301   Advanced Visual Effects I (3.0)
VEMG303   Interactive Visual Design (3.0)
VEMG305   Post-Production Management (3.0)
VEMG307   Three-Dimensional Effects (3.0)
VEMG311   Advanced Visual Effects II (3.0)
VEMG313   Video Production (3.0)
VEMG315   Art Direction (3.0)
VEMG321   Production Studio I (3.0)
VEMG323   Advanced Broadcast Graphics (3.0)
VEMG327   Advanced Sound Techniques (3.0)
VEMG401   Production Studio II (3.0)
VEMG403   Special Topics (3.0)
VEMG405   Portfolio Preparation (3.0)
VEMG411   Principles of Aesthetics (3.0)
VEMG415   Portfolio Development (3.0)
VEMG425   Portfolio Presentation (3.0)
AP102   Fundamentals of Audio (3.0)
DFVP111   Fundamentals of Video Production (3.0)
DFVP122   Conceptual Storytelling (3.0)
GD101   Digital Illustration I (3.0)
GD111   Typography-Traditional (3.0)
GD219   Graphic Symbolism (3.0)
GD416   Media Business Law (3.0)
PHOT101   Principles of Photography (3.0)
INT419   Internship (3.0)

Foundational Courses
CO101   College 101 (2.0)
RS001   Introduction to the Career Portfolio (0.0)
CS104   Computer Applications (1.0)
ART106   Design Fundamentals (3.0)
ART107   Digital Imaging I (3.0)
ART111   Perspective Drawing (3.0)
ART114   Color Fundamentals (3.0)
CD400   Career Development (3.0)
RS002   Completion of the Career Portfolio (0.0)

General Education Courses
ENGL1301   English Composition (4.0)
MATH1314   College Algebra (4.0)
ARTS1303   Art History I (4.0)
PSYC2301   General Psychology (4.0)
PHYS1301   Physics (4.0)
SPCH1315   Public Speaking (4.0)
SOCI1306   Social Problems (4.0)
English Humanities Elective (choose one, 4.0):
ENGL1302   Introduction to Literature
ENGL2307   Creative Writing
ENGL2311   Business Writing for Professionals
ENGL3511   Literature and Film Analysis
History Humanities Elective (choose two, 4.0):
ARTS1304   Art History II
GOVT2304   Political Science
HIST1301   U.S. History I
HIST1302   U.S. History II
HIST2321   World Civilizations I
HIST2322   World Civilizations II
Mathematics and Science Elective (choose one, 4.0)
MATH4332   Mathematics for Decision Making
ENVR1401   Environmental Science
BIOL1308   Biology
Social Science Elective *(choose one, 4.0):*
PSYC2319   Social Psychology
PSYC3019   Human Sexuality

Web Design & Interactive Media, Associate of Applied Science
105 Total Credits

Program Courses
IMD110   Digital Design and Typography (3.0)
IMD131   Introduction to Scripting Languages (3.0)
IMD211   Introduction to Authoring (3.0)
IMD213   Digital Visual Composition (3.0)
IMD221   Intermediate Authoring (3.0)
IMD222   Intermediate Scripting Languages (3.0)
IMD223   Desktop Video (3.0)
IMD231   Concepts in Motion Design (3.0)
IMD232   Audio for interactive Design (3.0)
IMD251   Advanced Authoring (3.0)
IMD260   Portfolio I (3.0)
IMD271   Portfolio II (3.0)
IMD273   Media Business Practices (3.0)
IMD305   Digital Imaging III (3.0)
IMD312   Interactive Motion Graphics (3.0)
IMD313   Animation Graphics (3.0)
IMD321   Project Management (3.0)
AP102   Fundamentals of Audio (3.0)
GD205   Digital Imaging II (3.0)
INT419   Internship (3.0)
    Elective (3.0)

Foundational Courses
CO101   College 101 (2.0)
RS001   Introduction to the Career Portfolio (0.0)
CS104   Computer Applications (1.0)
ART106   Design Fundamentals (3.0)
ART107   Digital Imaging I (3.0)
ART111   Perspective Drawing (3.0)
ART114   Color Fundamentals (3.0)
CD400   Career Development (3.0)
RS002   Completion of the Career Portfolio (0.0)

General Education Courses
ENGL1301 English Composition (4.0)
MATH1314 College Algebra (4.0)
PSYC2301 General Psychology (4.0)
SPCH1315 Public Speaking (4.0)
History Humanities Elective (choose one, 4.0):
ARTS1303 Art History I
ARTS1304 Art History II
GOVT2304 Political Science
HIST1301 U.S. History I
HIST1302 U.S. History II
HIST2321 World Civilizations I
HIST2322 World Civilizations II
Mathematics or Science Elective (choose one, 4.0):
ENVR1401 Environmental Science
BIOL1308 Biology
PHYS1301 Physics

Web Design & Interactive Media, Bachelor Of Fine Arts
180 Total Credits

Program Courses
IMD120   Programming Logic (3.0)
IMD131   Introduction to Scripting Languages (3.0)
IMD211   Introduction to Authoring (3.0)
IMD213   Digital Visual Composition (3.0)
IMD221   Intermediate Authoring (3.0)
IMD222   Intermediate Scripting Languages (3.0)
IMD223   Desktop Video (3.0)
IMD230   Introduction to User Centered Design (3.0)
IMD231   Concepts in Motion Design (3.0)
IMD232   Audio for Interactive Design (3.0)
IMD233   Advanced Scripting Languages (3.0)
IMD311   Usability Testing (3.0)
IMD312   Interactive Motion Graphics (3.0)
IMD313   Animation Graphics (3.0)
IMD320   Integrated Information Design (3.0)
IMD321   Project Management (3.0)
IMD323   Interactive Motion Scripting (3.0)
IMD330   E-Learning Design (3.0)
IMD331   Designing for Dynamic Websites (3.0)
IMD332   Fundamentals of Marketing (3.0)
IMD334   Writing for Interactive Design (3.0)
IMD410   E-Learning Applications (3.0)
IMD411   Professional Practice (3.0)
IMD412   Designing for Server-Side Technology (3.0)
IMD421   Portfolio I (3.0)
IMD432   Portfolio II (3.0)
AP102   Fundamentals of Audio (3.0)
GD101   Digital Illustration I (3.0)
GD111   Typography-Traditional (3.0)
GD114   Concept Design (3.0)
GD203   Layout I (3.0)
GD205   Digital Imaging II (3.0)
GD212   Digital Photography (3.0)
GD416   Media Business Law (3.0)
INT419   Internship (3.0)
    Elective (3.0)
    Elective (3.0)

Foundational Courses
CO101   College 101 (2.0)
RS001   Introduction to the Career Portfolio (0.0)
CS104   Computer Applications (1.0)
ART106   Design Fundamentals (3.0)
ART107   Digital Imaging I (3.0)
ART108   Observational Drawing (3.0)
ART111   Perspective Drawing (3.0)
ART114   Color Fundamentals (3.0)
CD400   Career Development (3.0)
RS002   Completion of Career Portfolio (0.0)

General Education Courses
ENGL1301 English Composition (4.0)
MATH1314 College Algebra (4.0)
ARTS1303 Art History I (4.0)
SPCH1315 Public Speaking (4.0)
PSYC2301 General Psychology (4.0)
SOCI1306 Social Problems (4.0)
History Humanities Elective (choose two, 4.0):
ARTS1304 Art History II
GOVT2304 Political Science
HIST1301 U.S. History I
HIST1302 U.S. History II
HIST2321 World Civilizations I
HIST2322 World Civilizations II
English Humanities Elective (choose one, 4.0):
ENGL1302 Introduction to Literature
ENGL2307 Creative Writing
ENGL2311 Business Writing for Professionals
ENGL3511 Literature and Film Analysis
Mathematics and Science Elective (choose two, 4.0):
MATH4332 Mathematics for Decision Making
BIOL1308 Biology
PHYS1301 Physics
ENVR1401 Environmental Science
Social Science Elective (choose one, 4.0):
PSYC2319 Social Psychology
PSYC3019 Human Sexuality

COURSE DESCRIPTIONS

AP101 Survey of the Music Industry
Students explore the music industry and its constituent sectors, including music performing, recording, promoting, and record distribution. Lectures and projects focus on identifying various career opportunities and typical career paths in the music industry and knowledge and skill sets needed to succeed as an entry level professional.

AP102 Fundamentals of Audio
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.

AP110 Audio Technology I
(Prerequisite: AP102 Fundamentals of Audio) This course examines the principles of audio signals and the equipment used to record, process, and distribute audio content. Students will begin to develop an understanding of signal flow of audio systems using block diagrams. A survey of audio transmission, manipulation, and delivery systems including cables, connectors, basic stereo mixers, microphones, amplifiers, and loudspeakers will be presented.

AP111 Digital Audio I
(Prerequisites: AP102 Fundamentals of Audio, CS104 Computer Applications) This course introduces students to the theories, practices, and tools used in digital audio production and techniques of non-linear digital audio editing, focusing on the fundamental theories and concepts behind various types of digital audio tools. Through lectures and in-class projects, students develop knowledge and skills needed to operate non-linear audio workstations.

AP112 Music Theory I
This course introduces students to the rudiments of music theory. Students learn to identify notes and common scales as well as the notation of notes, scales and simple rhythms. The concept and structure of the lead sheet will be introduced. An ear-training component will develop the students' skill in identifying and transcribing simple chords, melodies, and rhythms.

AP113 Audio Technology II
(Prerequisite: AP110 Audio Technology I, concurrent enrollment in AP114 Audio Recording I) In this course students continue to study the principles of audio signals and the equipment used to record, process, and distribute audio content. Sound in acoustical form is discussed in relation to studio acoustics. Students expand their understanding of signal flow of advanced audio systems by creating and reading complex block diagrams. Some of the topics studied in depth are: signal processors, dynamic range, distortion, analogue recording, and SMPTE time code.

AP114 Audio Recording I
(Prerequisite: AP110 Audio Technology I) This course runs in conjunction with Audio Technology II. The theoretical foundations presented in Audio Technology II are reinforced in this course through practical, hands-on applications. Students learn the operational techniques of basic audio systems with an emphasis on mixdown of prerecorded multi-track tapes and eight-track recording projects.

AP115 Music Theory II
(Prerequisite: AP112 Music Theory I) This course continues with the development of the rudiments of music theory and expands into an introduction to harmony, voice leading, modes and compound time signatures. Students will learn to create simple lead sheets. An ear-training component will extend the work from Music Theory I to include more complex chords and intervals.

AP210 Acoustics
(Prerequisite: AP113 Audio Technology II, MATH1314 College Algebra) This course examines the physical behavior of sound indoors and outdoors. Topics include human hearing and the principles of psychoacoustics, sound propagation, transmission, reflection, diffraction, diffusion, noise reduction, basic studio and room acoustics, and sound isolation. Concepts will be presented through lectures and case studies.

AP211 Digital Audio II
(Prerequisite: AP111 Digital Audio I) Students learn the concepts and production techniques used with Pro Tools integrated into a digital audio workstation. Topics include computer based digital audio workstations, sound design, field recording, digital audio transfer protocols, software-based effects plug-ins, and online automation.

AP212 Listening and Analysis
(Prerequisite: AP115 Music Theory II) This course introduces the student to ear-training and critical listening from the perspective of the audio engineer and contemporary production techniques. The student will learn to aurally analyze and identify typical contemporary popular song forms and the production techniques used to create them.

AP213 Audio Recording II
(Prerequisite: AP114 Audio Recording I) Students expand and develop the skills learned in Fundamentals of Audio Production through multi-track recording projects. The course focuses on recording techniques used in music production. Emphasis is placed on signal flow for basic tracks, mixdown, and overdubs. Other topics include close and distant microphone techniques, recording session management, analog tape recorders, studio documentation, signal processing, and moving fader automation systems.

AP214 Electronics I
(Prerequisite: MATH1314 College Algebra) This course introduces students to the fundamental concepts of electronics as they relate to audio production. Topics include Ohm's Law, AC and DC circuits, basic troubleshooting for audio equipment, AC line voltage and filtered DC voltage, etc.

AP215 MIDI System I
(Prerequisites: CS104 Computer Applications, AP112 Music Theory I) This course allows students to develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio. Both live and studio applications are covered, and full use is made of the digital signal processing resources available within the equipment.

AP216 Digital Audio III
(Prerequisite: AP211 Digital Audio II) This course covers in depth the use of Pro Tools in a number of different professional studio operation scenarios. Topics include SMPTE time code and synchronization, digital console automation, OMF file transfers, synchronization and machine control in post-production, and introduction to surround mixing and surround formats.

AP217 Electronics II
(Prerequisite: AP214 Electronics I) In the second electronics course, students explore the concepts, building, and application of transformers and filters and learn to read, interpret, and utilize data from schematic circuit diagrams. Emphasis is placed upon applying these electronic devices to the operation and troubleshooting of audio equipment.

AP218 Live Sound Reinforcement I
(Prerequisites: AP114 Audio Recording I) In this course students learn to set up and operate various audio equipment for a typical live sound reinforcement. Topics include reading block diagrams of audio systems, wiring speakers, connecting powers, testing and adjusting microphones, troubleshooting sound systems, and fine-tuning reinforcement effects.

AP299 Internship I
(Prerequisite: AP211 Digital Audio II) Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. Students will gain the experience they need to enter the field upon graduation.

AP310 MIDI System II
(Prerequisite: AP215 MIDI System I) In MIDI System II students develop a detailed knowledge of the MIDI language and learn to apply more flexible and in-depth uses of sequencers involving graphical and list based editing, static and dynamic parameter and tempo automation, and the basic recording of MIDI messages. Students gain greater proficiency in MIDI production processes through small group and individual production projects.

AP311 Electronics III
(Prerequisite: AP217 Electronics II) In Electronics III, students focus on the theoretical principles, physical properties, build, and characteristics of various microphones. They will learn to take apart and assemble the components of a microphone and perform basic troubleshooting and repairing of microphones.

AP312 Live Sound Reinforcement II
(Prerequisite: AP218 Live Sound Reinforcement I) This course presents students more sophisticated and complex situations for live sound reinforcement. Through studio settings or real world events, students learn to operate large format analogue and digital mixing consoles and solve signal manipulation problems with transformers. Students also learn professional protocols in live sound reinforcement settings.

AP314 Digital Audio IV
(Prerequisite: AP216 Digital Audio III) In this course, students explore digital audio theory and interact with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include analog-to-digital/digital-to-analog conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods.

AP315 Synthesis & Sound Design I
(Prerequisites: AP216 Digital Audio III, AP310 MIDI System II) This course develops advanced skills using synthesizers and samplers. Students study the elements of sound and how they apply to simple and complex waveforms, envelopes, LFOs, filters, and keyboard architecture. Theory and practice with sampling and subtractive synthesis using software and hardware sound sources.

AP316 Advanced Recording Techniques I
(Prerequisite: AP211 Audio Recording II) This course covers the techniques and technology typical to professional music recording and mixing using advanced large format consoles. Topics include: studio procedures and professionalism, SSL Console operation, advanced signal flow, signal processing, analytical and critical listening skills, close, distant and stereo mic techniques for a variety of musical instruments, and basic mix down strategies.

AP317 Advanced Recording Techniques II
(Prerequisite: AP316 Advanced Recording Techniques I) This course provides the student a greater understanding of SSL consoles and VCA automation systems. Students use SMPTE Time Code for synchronization to a variety of multi-track formats, use digital audio sampling for sound replacement, and integrate Pro Tools and MIDI sequencers into the analog studio mixing environment. Critical listening skills and critical analysis of master tapes are emphasized. Students participate in in-class recording sessions and engineer recording projects during and out of class hours, which may be included in their portfolio.

AP318 Synthesis & Sound Design II
(Prerequisite: AP315 Synthesis & Sound Design I) This course will survey both commercially available synthesis methods and recent developments at audio research institutes. Students will also survey the current market for hardware and software implementations of various synthesis methods. Analytical listening sessions will expose students to synthesis methods in various musical contexts. Detailed study of subtractive, FM, physical modeling and granular synthesis will culminate in original sound design projects.

AP320 Senior Project I
(Prerequisite: AP317 Advanced Recording Techniques II) This course initiates a two quarter long comprehensive project which will be integral to students' final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of the audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

AP399 Internship II
(Prerequisites: AP299 Internship I and 150 credit hours completed) Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. Students will gain the experience they need to enter the field upon graduation.

AP420 Senior Project II
(Prerequisite: AP320 Senior Project I) This course continues the two-quarter long comprehensive project begun in Senior Project I. Students will employ cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

AP430 Portfolio
Built on the preliminary collection of work from Portfolio Preparation, this course allows each student to determine and design the final organization and presentation of the graduation portfolio. Each student is expected to verbally present the portfolio and address audience questions as a format of defense.

ART106 Design Fundamentals
This introductory course will explore the principles of design, and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication.

ART107 Digital Imaging I
(Prerequisites: ART106 Fundamentals of Design, CS104 Computer Applications) Students develop basic image manipulation skills in a raster-based computer environment. Emphasis is placed on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects, and filters and masks.

ART108 Observational Drawing
This course involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition and line quality through the use of tone light and shadow.

ART111 Perspective Drawing
This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools with an emphasis on perspective, where the students will draw three-dimensional objects in one-, two-, and three-point perspective.

ART114 Color Fundamentals
This fundamental course will provide an introduction to the principles of color, and an exploration of color theory as it relates to design. Students will learn how to use color in both traditional and contemporary mediums, and to render color effects for print and electronic production methods. In addition, the psychological and cultural aspects of color will be explored as well as their role in the design process.

ARTS1303 Art History I
This course conducts a comparative study of the visual arts in different time periods and cultures. It concentrates on the chronological progression of techniques and the evolving styles of artistic expression.

ARTS1304 Art History II
This course is a comparative study of art, sculpture, and architecture showing the evolving styles of artistic expression from Baroque to the present.

BIOL1308 Biology
Students study basic concepts in biology. Topics discussed include the following: beginnings of life, genetics, evolution, living plants, animals, humans, ecosystems, and our planet and its special needs.

CA100 Acting and Movement
This course introduces acting as a tool of research through studies of animated movement. Character personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media. Exploration in the twelve principles of animation will be introduced. Students will learn through process, practical research, critical analysis, brainstorming, and improvisational techniques to create ideas for effective animation.

CA112 Concepts I: Storytelling/Scriptwriting
(Prerequisite: CA100 Acting and Movement) This course is an introduction to storytelling and the components of the story. The goal is to develop storytelling skills, and an understanding of story form. Exercises will familiarize the students with the fundamental elements used in writing for animation, including characters, the 3-act structure, scene construction, wants, needs, and lines of action and counteraction. Since the primary focus of the course will be on writing the animation, students will complete one original script—from idea through outline, first-draft, second draft, and final revision.

CA115 Drawing and Anatomy
(Prerequisite: ART111 Perspective Drawing) This course explores the fundamentals of drawing the human figure. Observation and rendering skills are developed, and the use of various drawing media is examined.

CA120 Concepts II: Storyboarding

(Prerequisite: CA112 Concepts I: Storytelling/Scriptwriting) This course focuses on applying industry-standard storyboarding and scripting techniques to animation. Contents to be covered include the various principles and formats of story-boards, basic cinematic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script. Students will learn through process, practical research, critical analysis, brainstorming, and improvisational techniques to create ideas for effective animation.

CA233 Life Drawing and Gesture

(Prerequisite: CA115 Drawing and Anatomy) Students will focus on depicting gesture and motion, capturing the essence of movement and form in space. Students will simplify drawing through contour lines, generating impressions of form under time constraints, and expressing emotion through the use of abstract line, form and color.

CA240 2-D Animation Studio I: "Cel"

(Prerequisite: CA120 Concepts II: Storyboarding) This course explores 2-D animation concepts and skills. Students will study basic timing, weight, and anticipation. Use of CaptureDevice, pencil tests, inking and other 2-D animationskills will be explored. The students will apply these through storyboarding and character studies.

CA245 Digital Video I: Cinematic Principles

A course in the fundamentals of working hands-on with pro-fessional and consumer video equipment in the digital format. This course explores video camera theory techniques and by learning to deconstruct and understand the components of the cinematic film principles, the student will develop the basic understanding of this visual language. Includes portable tape machine operation, theory and also covers use and handling of basic gear including tripods, lights, cables, safety, maintenance, and proper handling techniques.

CA248 History of Animation

This course provides students with an overview to the history of American film animation from 1900 to the present. This course introduces students to significant artists who have influenced the process and direction of film animation and to help in the understanding of the basic terminology and mechanics of animation. This course aims to enhance appreciation for the aesthetic dimensions of film art—including animated cartoons as political propaganda, cartoons as social satire and cartoons as cultural mythology. Emphasis will be given in allowing students the opportunity to conduct original research and criticism in the areas of both film and television animation.

CA251 Character and Object Design

(Prerequisite: CA115 Drawing and Anatomy) Students will design and draw characters for animation using line to accurately delineate the form. Appropriate proportions and form for an animated character will be studied.

CA253 2-D Animation Studio II

(Prerequisites: CA240 2-D Animation Studio: "Cel") Students will study advanced timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as keyframing, in-betweening and cycling will be addressed and reinforced.

CA280 Modeling I: Hard Surface and Organic Modeling

A fundamental course concerning general concepts and tools used to create 3-D models for animation. Students will learn basic 3-D modeling and texture and mapping techniques. Terminology, workflow, and final rendered output will be strongly emphasized in this foundations course.

CA285 Digital Video II: Advanced Techniques

(Prerequisite: CA245 Digital Video I: Cinematic Principles) A production course working with digital video in a non-linear format. Students will learn basic skills to capture video files to disk and edit them using a broadly based software package. Students will develop a more formal and technical understanding of the non-linear editing structure connected to digital video editing operations and will gain a better understanding and developmental approach to the cinematic language through actual production and editing process.

CA290 Introduction to Animation: 3-D

(Prerequisites: CA280 Modeling I: Hard Surface and Organic Modeling) A fundamental course where 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. Students will explore the principles of animation including: Squash and Stretch, Anticipation, Follow Through and Overlapping, Straight Ahead Action and Pose-To-Pose, Slow In and Out, Exaggeration, Secondary Action and Appeal.

CA300 Special Topics: Broadcast Design

(Prerequisite: CA285 Digital Video II: Advanced Techniques) Built upon the foundation "Introduction to Animation" and "Modeling I" this course continues to explore the various techniques used to create 3-D computer-generated animation. Specific animation features and functions of the given software will be discussed and applied to the production of a 3-D computer-generated animation. Emphasis will be given on the creation of a short animated piece focusing on Broadcast Design.

CA312 Modeling II: Advanced Techniques

(Prerequisite: CA280 Modeling I: Hard Surface and Organic Model-ing) Built upon "Modeling I" this course will explore higher software competency techniques for modeling complex and difficult shapes through assigned exercises and creative projects.

CA315 Animation Studio I

(Prerequisite: CA290 Introduction to Animation: 3-D) An exploration of the basic principles of anima-tion using 3-D computer generated animation. Students practice and de-velop observational skills that aid in understanding the dynamics of 3-D animation and the 3-D environment.

CA318 Special Topics: Industrial Design

(Prerequisites: CA312 Modeling II: Advanced Techniques and CA315 Animation Studio I) Built upon the foundation "Introduction to Animation: 3-D" and "Modeling I" this course continues to explore the various techniques used to create 3-D computer-generated animation. Specific animation features and functions of the given software will be discussed and applied to the production of a 3-D computer-generated animation. Emphasis will be given on the creation of a short animated piece focusing on Industrial Design.

CA320 Modeling III

(Prerequisite: CA312 Modeling II: Advanced Techniques) Participants will sculpt more sophisticated polygon models using tools that will focus on detailed creation, editing, and texturing of polygonal models. NURBS, subdivision surfaces, metaballs, metanurbs, Specular and Bump Mapping, Block Models, and Groups and Hierarchical Structures will be addressed. Custom materials and mapping types will be applied to interior and/or exterior models to produce still image or walk-through animations.

CA323 Digital Sculpture and Illustration

(Prerequisite: CA312 Modeling II: Advanced Techniques and CA315 Animation Studio I) This course examines the fine art aspects of computer generated imaging as they relate to a classical art program of study. Students will explore aspects of digital clay and how to utilize non-traditional modeling techniques to achieve efficient advances in animation production and single frame portfolio prints.

CA324 Sequential Illustration

(Prerequiste: CA120 Concepts II: Storyboarding) The fundam entals of sequential illustration, including storytelling through expressive fig-ure drawing, anatomy and character design, will be achieved by the stu-dents' understanding of the varied stages of page preparation.

CA325 Animation Studio II

(Prerequisite: CA315 Animation Studio I) Students will learn the intermediate techniques of anima-tion through the use and practice of a series of class tutorials and exercises. The focus is on creating real-life movements using advanced motion studies and applying them to the twelve fundamentals of classical animation.

CA326 Painting

(Prerequisite: ART108 Observational Drawing) This foundation level painting course focus is on observation, learning to see the practical world, learning to act in response to what is seen and expressing individual responses through the act of painting. Class assignments center on color use, physical paint surfaces, basic material instruction and translating what is seen onto the two-dimensional surface.

CA327 Timing for Animation

(Prerequisite: CA253 2-D Animation Studio II) Students will study the practice of timing and weight through a series of projects and exercises designed to demonstrate the principles of animation. Issues such as gravity, object construction,flexibility, and mood will be addressed and critiqued for a better understanding of animating movement.

CA328 Texture Attributes: Advanced Materials and Lighting

(Prerequisite: CA312 Modeling II: Advanced Techniques) Students will learn the advanced techniques through the use and practice of a series of class tutorials and exercises. Students will develop an advanced understanding of rendering environmental atmospheres through realistic and toon-like imaging using Texture, Transparency, Displacement and Bump Maps, environmental effects, Alpha Channels, and Clip and Glow Maps. Students will develop an understanding of Lambert, Phong, Blinn, and Anisotropic shading and lighting techniques. They will get a chance to formally apply knowledge from the Digital Imaging and Color Theory courses. This lighting and materials course will look at lighting techniques as well as 3-point lighting and staging. Emphasis will be placed on creating realistic looking modeled objects. Ideas such as mood and depth will also be discussed.

CA330 Special Topics: Particle Systems

(Prerequisites: CA300 Special Topics: Broadcast Design) Students will develop an understanding of Particle Systems and apply them to simulate natural phenomena such as bubbles, gases, smoke, dust, snow, rain and fire. Students will also learn to apply forces such as gravity, wind and turbulence that affect particle movement in particular.

CA331 Special Topics: Compositing Effects

(Prerequisite: CA300 Special Topics: Broadcast Design) Students will learn the techniques they need in order to create complex images using multi-plane techniques and get a chance to apply former knowledge from the Perspective Drawing course in order to explore advanced camera views and cinematic approaches including advanced rotoscoping, depth of field, rack focus, shadows, and smoke and haze.

CA350 Animation Studio III

(Prerequisite: CA325 Animation Studio II) Students will learn advanced 3-D computer-generated animation techniques through the exploration of choreographing character movement, embedding of behavior attributes into characters, forward and inverse Kinematics, skinning, deformers and rigid and soft body dynamics.

CA400 Animation Production: Production Team

(Prerequisite: CA350 Animation Studio III) Students go through a pre-production process oriented to the creation of material to be used as a basis for subsequent production of a 3-D computer-generated animation. Stages include initial concept creation animation design, staging design, lighting design, and sound design. The elements are combined into a presentation storyboard, a process book, timing sheets and a timed animatic.

CA401 Animation Studio IV: Advanced Techniques

(Prerequisite: CA350 Animation Studio III) This course serves to prepare students for the professional field. Students will begin to use skills as animators in the creation of a 30 to 45 second final 3-D animation project. Advanced skills in modeling and texture attributes will be used, as well as advanced understanding of the 12 principles of traditional animation.

CA404 Advanced Rigging

(Prerequisite: CA350 Animation Studio III) This course is for upper level students desiring to further their understanding of 3D character setup and advanced rigging mechanics.

CA405 Special Topics: Experimental Graphics

(Prerequisites: CA320 Modeling III, CA331 Special Topics: Compositing Effects) Students will have the opportunity to explore computer-generated animation in an experimental manner. Emphasis on a deeper investigation into theme, character, shot composition, structure, staging, lighting, editing and sound design will enable students to become better visual communicators.

CA408 Animation Studio V: Final Project

(Prerequisites: CA400 Animation Production: Production Team, CA401 Animation Studio IV: Advanced Techniques) Students begin the production process created in Animation Studio IV in order to produce broadcast quality 30 to 45 second finished animation. Emphasis will be given to a professional workflow and time management skills.

CA410 Professional Presentations I: Demo Preparation

(Prerequisite: CA408 Animation Studio V: Final Project) Workshops in professional practices, presentation, World Wide Web page development, demo packaging and self-promotional materials will assist students in documenting and organizing their work for job and/or internship placement.

CA415 Professional Presentations II

(Prerequisites: CA408 Animation Studio V: Final Project, CA410 Professional Presentations I: Demo Preparation) Students will continue their Final Project output and demo reel creation. Students will also complete final packages for final review by faculty and peers.

CD400 Career Development

This course prepares students for the business environment and the transition into an applied arts profession. It emphasizes the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including resume and cover letter writing, networking, and interviewing skills. Freelance business operating practices such as negotiations of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed.

CO101 College 101

This course introduces students to the general academic culture of The Art Institute of Houston. It provides students an opportunity to practice their critical thinking skills through the analysis of case studies, discussion and homework assignments. The course also covers self-awareness, interpersonal skills and professionalism.

CS104 Computer Applications

This course introduces students to the basic operation of computer hardware on both Mac and PC platforms. File management and storage, basic word processing, spreadsheet, and database techniques are explored. The use of peripherals and network operations will be examined. Students will also be introduced to the Internet as a research and networking tool.

CUL102 Fundamentals of Classical Techniques

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

CUL104 Concepts and Theories of Culinary Techniques

The fundamental concepts, theories and techniques involved in basic cookery are covered in the course. Through discussions and lectures, the hows and whys of culinary procedures, techniques, concepts and applications are introduced.

CUL112 Sanitation and Safety

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 is approved by the Federal Food and Drug Administration (FDA) and is recognized by approximately 95% of the state and local jurisdictions that require training and certification.

CUL113 Computer Literacy

An examination of the basic computer applications for the hospitality industry. Examines basic computer hardware, software, word processing and spreadsheet applications. Includes the "nuts and bolts" of hardware and software.

CUL114 Dimensions of Culinary Education

Students develop their communication skills. They learn how to present and assimilate information logically, make decisions, develop effective study habits, use available resources, improve interpersonal relationships, and enhance their professional performance. This course gives a profile of the hospitality industry and is intended to provide a sense of its scope. Career opportunities, education, and the experience required to pursue those opportunities, plus the advantages and disadvantages of working in these fields, are addressed.

CUL132 Management by Menu
This course prepares future culinarians and food service managers by giving a clear picture of the important role menu planning plays within operations. It covers topics ranging from menu development and pricing to evaluation of the facilities design and layout. Students will learn that understanding menus is crucial to the success of any food service operation, i.e., a planning tool, source of operational information and a merchandising method for reaching patrons.

CUL135 Purchasing and Product Identification
Purchasing and Product Identification is the study of different food products in their purchased raw/purchased form and how to accurately purchase needed product for production. The product identification portion will demonstrate the size, season, packing and general information on quality identification based on categories of produce (vegetables and fruits). groceries and dry goods, dairy products, meats, fish, poultry and other usable products in the line of food production. Students also analyze the complete purchasing cycle of a restaurant, beginning with product and vendor selection and ending with actual orders.

CUL141 American Regional Cuisine
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) American Regional Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. Each of the following regions is considered: New England, the Mid-Atlantic, Florida, the Central Plains, the Southwest, the Rocky Mountains, California, the Pacific Northwest, and Hawaii. The course reinforces the knowledge and skills learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills, mise en place, time-lines, plate presentation, organization and teamwork in a production setting are introduced and accentuated.

CUL152 Latin Cuisine
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) 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.

CUL201 Garde Manger
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) In this course the student learns the methods and theories related to cold food preparation, hors d'oeuvres, display platters, charcuterie, and home meal replacement. The course allows the students the opportunity to practice the fundamentals of cold food preparation, presentation, and service. Students develop Garde Manger skills and learn various functions as they rotate daily through work assignments and prepare products. Production methods and safe food handling techniques are emphasized.

CUL212 Career Development
In this course, students develop techniques and strategies for marketing themselves in their chosen field. Emphasis will be placed on students assessing their most marketable skills, developing a network of contacts, writing cover letters, resumes, thank you letters for employment interviews and developing a professional appearance.

CUL242 Planning and Controlling Costs
(Prerequisites: CUL132 Management by Menu, CUL135 Purchasing and Product Identification) This course helps students understand the planning and control process in the food and beverage industry. Topics studied include budgeting, menu pricing, standardized recipes, and food, beverage and labor cost controls.

CUL244 Asian Cuisine
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) Students will prepare, taste, serve and evaluate traditional regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations and techniques representative of the cuisines of Japan, China, India, Korea, Thailand and Vietnam.

CUL249 Pastry
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) Students receive comprehensive instruction regarding the preparation of creams, custards, puddings and related sauces. Students prepare a variety of cakes and icings and learn to apply a variety of decorating styles and techniques. Selection and proper use and handling of various chocolates used in baking and decorating is covered. Emphasis is also placed on dessert plating and presentation. Students must pass a practical exam.

CUL250 Baking
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) Baking introduces you to the functions of baking ingredients (such as yeast, flour and shortening) and mixing methods for dough's fermentation techniques, heat transfer methods and bread baking. Special emphasis is placed on lean dough production and ways to enrich a dough (laminating, rubbing and cut-in).

CUL252 Food and Beverage Operations Management
Topics covered include the psychology of service, professional standards of performance for dining room personnel, the fundamental skills required for serviceware handling, service sequence, order taking, guest relations and the liability and consumer dimensions of alcohol service. The budgetary process is introduced, employee scheduling, fundamentals of wine selection and pairing is covered.

CUL253 Internship
Students work in positions in commercial food service and hospitality establishments approved by The Art Institute of Houston. Students are responsible for securing an internship job and may seek assistance through The Art Institute of Houston.

CUL254 Artisan Breads and Baking Production
(Prerequisites: CUL249 Pastry, CUL250 Baking) Building on previous knowledge from Baking students learn to mix, shape, bake, store, and distribute handmade breads and rustic style rolls. Students also learn production speed and increase their proficiency in meeting production deadlines with quality products. Emphasis will be placed on increased use of traditional fermentation methods such as pre-ferments and sour dough starters as well as specialty flours and equipment, and methods that emphasize flavor, texture, and appearance as well as techniques that increase shelf life.

CUL255 European Cakes and Tortes
(Prerequisites: CUL249 Pastry, CUL250 Baking) Students will build on methods previously learned in Pastry and apply those skills into new products to create more elaborate tortes and gateaus using complex finishing methods by applying glazes, using decorative sponges, and building multi-component cakes. Topics to be covered include comparison of classical and modern preparations; classical cakes; and glazed, iced, molded, and cream filled tortes.

CUL258 Management Internship I
Students observe and participate in the supervisory operation of a successful professional in the food service business. They apply their professional skills to gain experience in order to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality management skills.

CUL261 À La Carte Kitchen
(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) The students prepare modern and regional American cuisine in a public restaurant. Correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and an À la carte menu are stressed. The principles of dining room service, and the philosophy of food are further explored and examined in light of today's understanding of food, nutrition and presentation.

CUL264 Advanced Patisserie and Display Cakes

(Prerequisites: CUL249 Pastry, CUL250 Baking) Building on previous knowledge, students learn the preparation and decoration of display pieces and classical and contemporary wedding cakes. Topics covered will include chocolate, sugar, and marzipan; finishing techniques using an air brush; and use of molds and templates. Students will prepare, cost, and price three-dimensional decorations, centerpieces, cakes for special events, and wedding cakes. Topics to be covered will include: small cakes decorated as a whole; cakes finished in molds or rings; and items that can be used for cakes, desserts, or individual pastries. Students will use specialized equipment, practice new presentation methods, and focus on fresh products, simplicity of style, and ease.

CUL265 Chocolate, Confections and Centerpieces

(Prerequisites: CUL249 Pastry, CUL250 Baking) This course introduces students to the principles involved in tempering chocolate, creating chocolate sculptures, forming simple centerpieces, and preparing chocolates and other confections with soft, hard, and liquid centers. Students learn to use both traditional and contemporary production methods in creating confections by hand and with special equipment. Efficient methods to increase productivity in this highly specialized field will be highlighted.

CUL271 Art Culinaire

(Prerequisites: CULEP100 Exit Practical Exam, CUL343 Classical European Cuisines) This class will celebrate the culinary styles, restaurants, restaurateurs 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 product.

CUL272 Capstone

(Prerequisites: CUL132 Management by Menu, CUL135 Purchasing and Product Identification, CUL242 Planning and Controlling Costs, CUL252 Food and Beverage Operations Management, CULEP100 Exit Practical Exam) Through competencies developed with previous related studies course work, students will develop a complete business plan for a minimum 100 seat restaurant. This 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 student will have the assistance of Chef/Instructor to facilitate with the completion of the capstone restaurant project.

CUL310 Human Resource Management

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 will include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity and ethics.

CUL320 Hospitality Marketing

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 include but are not limited to: unique attributes of service marketing; consumer orientation; consumer behavior; market segmentation principles; target marketing; product planning; promotion planning; market research; and competitor analysis.

CUL330 Legal Issues and Ethics for Culinarians

This course is designed to give the student an overview of legal issues arising in the food service 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.

CUL340 Leadership and Organizational Development

Students examine leadership, organizational management and culture by focusing on the role of the manager as a facilitator of change within the organization. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organizational culture. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are covered in the course.

CUL343 Classical European Cuisines

(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) 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, Germany, Austria, Switzerland, and Scandinavian countries. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

CUL345 World Cuisine

(Prerequisites: CUL102 Fundamentals of Classical Techniques, CUL104 Concepts and Theories of Culinary Techniques, CUL112 Sanitation and Safety) 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, the Middle East, Turkey, Greece, Africa and India. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.

CUL350 Catering and Event Management

This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the catering manager'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 and requires significant creative and independent work.

CUL360 Quality Service Management and Training

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.

CUL410 Foodservice Financial Management

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.

CUL420 Facilities Management and Design

This course provides students with information related to hospitality facility design and maintenance. Food service layout and design is related to operating issues, new building construction, and renovations. Course also focuses on planning and design of facilities including equipment, space and functional relationships, cost and operating efficiencies; emphasis on maintenance programs, safety regulations, building code requirements and energy conservation.

CUL430 Foodservice Technology and Information

This course is a survey course in foodservice information systems and technology (IS&T) designed to introduce students to the many diverse facets of IS&T in the foodservice industry. Current systems and issues of major importance in the field of IS&T will be considered as they relate to the foodservice industry. Emphasis will be placed on the managerial and business aspects of IS&T, rather then the technical perspectives. Core topics will include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales and catering, etc.), guest service and customer relationship management (CRM), knowledge management, and IS&T strategy.

CUL450 Management Internship II

Students develop additional leadership competencies by observing and participating in the supervisory operation of a successful foodservice business. The learning objectives of this second internship experience are developed and refined from the first internship and must clearly demonstrate growth in a supervisory capacity.

CUL460 Exploring Wines and the Culinary Arts

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.

CUL470 Senior Culinary Practicum

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 sold to the public. Students will experience the necessary functions of catering and event management.

CUL480 Innovation and Entrepreneurship

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. The course will examine how entrepreneurs find, screen, and evaluate ideas and new business opportunities.

CUL490 Global Management and Operations in the Hospitality Industry

This course provides students with an introduction to the dimension 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.

CUL498 Baccaulareate Capstone

Through competencies developed with previous related studies course work, students will develop a business plan for a restaurant business. 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.

CUL499 Senior Seminar

(Prerequisite: CUL498 Baccalaureate Capstones) Students will conduct independent research on a topic related to their Capstone business plan project. They will write a well-documented research essay presenting their research and conclusions. Students will then prepare presentation collateral and make a formal presentation of their capstone business plans and their independent research to a professional panel.

CULEP100 Culinary Exit Practical Exam

This course consists of a practical exam in which students demonstrate their mastery of the fundamental cooking, organization and sanitation competencies of the preceding culinary lab courses. The course is offered at no charge to students and does not bear credit. It is a prerequisite to CUL271 Art Culinaire, CUL272 Capstone, and CUL498 Baccalaureate Capstone.

DC092 Developmental Composition

(Prerequisite: Scores on the Accuplacer placement exam) This course emphasizes the skills needed to produce clear, competent English prose. Coursework concentrates on basic paragraph and essay writing with its attendant skills, various sentence structures, spelling, subject/verb agreement, pronoun/antecedent agreement, punctuation and correct verb tense. Student must receive a "C" or better to pass this class.

DFVP101 Survey of Digital Filmmaking & Video Production

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.

DFVP111 Fundamentals of Video Production

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

DFVP112 Intermediate Audio

(Prerequisite: AP102 Fundamentals of Audio) 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.

DFVP113 Fundamentals of Editing

(Prerequisites: DFVP111 Fundamentals of Video, AP102 Fundamentals of Audio) 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.

DFVP121 Intermediate Video Production

(Prerequisites: DFVP111 Fundamentals of Video, AP102 Fundamentals of Audio) 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.

DFVP122 Conceptual Storytelling

(Prerequisite: ENGL1301 English Composition) This course introduces students to storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard.

DFVP123 Lighting

(Prerequisite: DFVP111 Fundamentals of Video) In this course, students will be introduced to the basic concepts and principles of lighting for photography. The fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, direction and effect on the photographic image will be covered.

DFVP201 Digital Cinematography

(Prerequisite: DFVP123 Lighting) 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.

DFVP202 Fundamentals of Scriptwriting

(Prerequisite: DFVP122 Conceptual Storytelling) 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.

DFVP203 Intermediate Editing

(Prerequisite: DFVP113 Fundamentals of Editing) This course will focus on the postproduction 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.

DFVP204 Fundamentals of Producing and Directing

(Prerequisites: DFVP121 Intermediate Video Production, DFVP101 Survey of Digital Film and Video Production) 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.

DFVP211 Studio Production

(Prerequisite: DFVP121 Intermediate Video Production) 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.

DFVP212 DVD Authoring

(Prerequisite: DFVP203 Intermediate Editing) An introduction to creating interactive DVD titles. This course will focus on production techniques of DVD authoring, proofing and pre-mastering.

DFVP213 Motion Graphics I

(Prerequisite: DFVP203 Intermediate Editing) In this course, students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery. Students not only produce graphics but also apply them to media content design.

DFVP214 Fundamentals of Web Design
(Prerequisite: ART107 Digital Imaging I) Focused on the design of web pages, 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.

DFVP221 Electronic Field Production
(Prerequisite: DFVP121 Intermediate Video Production) 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 single-camera location shooting as expressed in documentaries, corporate projects, or commercials.

DFVP222 Scriptwriting
(Prerequisite: DFVP202 Fundamentals of Scriptwriting) 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.

DFVP223 Motion Graphics II
(Prerequisite: DFVP213 Motion Graphics I) Students explore the disciplines used in finalizing a digital film or video project using compositing software. The class reinforces compositing concepts, techniques and vocabulary from previous classes and introduces more sophisticated tools and techniques. Technical skills utilized will include advanced compositing techniques, typography, animation and design.

DFVP224 Media Theory and Criticism
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.

DFVP301 Short Media Production
(Prerequisite: DFVP121 Intermediate Video Production) 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.

DFVP302 Sound Design
(Prerequisite: DFVP112 Intermediate Audio) This course further explores the methods and techniques for digital sound composition and design. Students utilize multi-track audio software to digitally manipulate and layer sound that will enhance mood, tone, and atmosphere for various motion picture content.

DFVP303 Compression
(Prerequisite: DFVP203 Intermediate Editing) Students will learn to analyze, prepare, and compress media content for distribution on the Web, CD-R, and DVD using compression codecs and techniques.

DFVP311 Senior Project Preparation
(Prerequisite: DFVP301 Short Media Production) 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.

DFVP312 Audio Post Production
(Prerequisites: DFVP112 Intermediate Audio, DFVP203 Intermediate Editing) 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.

DFVP313 Advanced Editing
(Prerequisites: DFVP203 Intermediate Editing, DFVP302 Sound Design) 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.

DFVP314 Multi-Camera Production
(Prerequisite: DFVP301 Short Media Production) 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 equipment simultaneously and working as a production team.

DFVP321 Senior Project Production
(Prerequisite: DFVP311 Senior Project Preparation) 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.

DFVP322 Media Production Workshop
(Prerequisite: DFVP301 Short Media Production) 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.

DFVP323 Acting and Directing
(Prerequisite: DFVP204 Fundamentals of Producing and Directing) 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.

DFVP401 Senior Project Post Production
(Prerequisite: DFVP321 Senior Project Production) This course concludes the three-quarter long comprehensive project begun in Senior Project Preparation and created in Senior Project Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre.

DFVP402 Portfolio Preparation
(Prerequisite: DFVP321 Senior Project Production) 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.

DFVP411 Media Delivery Systems and Distribution
(Prerequisite: DFVP313 Advanced Editing) 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.

DFVP421 Senior Portfolio & Defense
(Prerequisites: DFVP402 Portfolio Preparation, DFVP401 Senior Project Post-Production) Built on the preliminary collection of work from Portfolio Preparation, this course allows each student to determine and design the final organization and presentation of the graduation portfolio. Each student is expected to verbally present the portfolio and address audience questions as a format of defense.

DR090 Developmental Reading
(Prerequisite: Scores on the Accuplacer placement exam) The course is designed to instruct students in the basic concepts of reading comprehension. Students will develop skills to identify the main idea and supporting details of a passage as well as learn to think and read critically. The areas of concentration will include comprehension, building vocabulary, and discovering patterns and signals in reading selections, which aid understanding. Students will strengthen requisite skills using chapter-length passages from college textbooks. Students will be required to complete integrated lab assignments to enhance their ability as independent readers. Student must receive a "C" or better to pass this class.

DTG110 Presentation and Delivery Technology
(Prerequisite: ART106 Design Fundamentals and CS104 Computer Concepts) This is a laboratory course that exposes students to various file output and delivery options. Students create single images, charts, graphs, presentation boards, small publications, electronic slide shows and animation for specified projects using traditional and digital media.

DTG120 Concept Drawing
(Prerequisite: GD101 Digital Illustration I and ART107 Digital Imaging I) In this course, students apply drawing techniques to investigate design concepts and represent manufactured objects. One-point and two-point perspective methods are enhanced. Students use a variety of media such as pencil, ink, and markers to simulate a variety of natural and man-made materials in their drawings.

DTG130 Material and Processes
(Prerequisite: CS104 Computer Concepts) This course introduces students to the means, materials and methods of basic manufacturing processes. Students consider how various raw materials are transformed by fabrication and finishing techniques into end products.

DTG210 Computer Aided Industrial Design
(Prerequisite: ID139 CAD I) In this course, students use 3-D modeling software to build models for conceptual designs. Manufacturing details are incorporated into the models considering requirements such as parting lines, draft angles, and preparation for rapid prototyping.

DTG220 Fabrication Techniques
(Prerequisite: DTG130 Materials and Processes) This is an introductory course in which students are taught the fundamentals of hand and power tool operations and applications. Various projects are assigned along with written and practical tests to verify students' course competency.

DTG230 Computer Aided Modeling
(Prerequisite: DTG210 Computer-Aided Industrial Design)This course builds on concepts and skills introduced in Computer Aided Drafting. Course material will develop digital modeling and surface techniques. Computer software will be used to visually communicate and present design concepts.

DTG240 Principles of Mechanical Engineering
(Prerequisite: PHYS1301 Physics) In this course, students are introduced to fundamental mechanical engineering principles that are important to the design of functional, manufacturable products. An exploration of engineering concepts will include engineering properties of materials, simple machines, principles of mechanical advantage, manufacturing tolerances, and basic structural design.

DTG250 Storyboarding and Scriptwriting
(Prerequisite: ART108 Observational Drawing and CS104 Computer Concepts) This course focuses on applying industry-standard storyboarding and scripting techniques to communicate effectively for various forms of media. Contents to be covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script.

DTG260 Interactive 3-D Visualization
(Prerequisite: ID139 CAD I) This course introduces simulated visual environments. Using the principles of linear perspective, visual composition, theatrical staging, spatial sound, and lighting, students will design and construct a virtual environment, including real-time models with associated behaviors, and an interactive user interface.

DTG270 Design for Manufacturing
(Prerequisite: DTG240 Principles of Mechanical Engineering, DTG220 Fabrication Techniques, DTG130 Materials and Processes) Students will learn about production and advanced manufacturing and processes in detail, focusing on tolerances, details, capabilities, and limitations of manufacturing, processes, and materials. Students study the effects on product costs and viability.

DTG310 Package and Point of Sale
(Prerequisite: GD214 Typography—Hierarchy) Students learn to understand the role of packaging and point-of-sale in product protection and presentation. Students focus on the structural integrity of products, marketing objectives, and the need for unique display aesthetics.

DTG320 CAD for Civil Engineering
(Prerequisite: ID139 CAD I) This course introduces computer-aided drafting for civil engineering. Through site planning, grading and drainage plans, boundary surveys, road and utility construction and detailing are presented to students in the form of design problems.

DTG330 Training and Instructional Design
(Prerequisite: GD214 Typography—Hierarchy) This course is a design studio where students create training and instructional documents in support of an instructional plan. The principles and practices of instructional design, learning styles, and instructional methodology are explored as students create instruction sheets, maps, process diagrams, step-by-step graphic instructions, and interactive tutorials.

DTG340 CAD for Process Piping
(Prerequisite: ID139 CAD I) This is a laboratory course that builds on mechanical drafting skills with an emphasis on orthographic, paraline, and auxiliary views of process plant construction, process equipment, and process piping. Pipe runs, flow controls, and rack assemblies are described using drawings, schedules, flow diagrams, control sequences, symbol conventions, and technical specifications.

DTG350 Visualization Information
(Prerequisite: GD214 Typography— Hierarchy) This course introduces the student to approaches to designing charts, maps, graphics, posters, signs, and other displays. In addition, students are introduced to standard software tools.

DTG360 Advanced 3-D Rendering
This course considers the advanced use of lights, cameras and visual effects in the creation of digital 3-D environments. Students integrate 3-D geometry with simulated 3-D visual environments using surface, lighting, and camera effects to produce a convincing visual result.

DTG 370 Building Information Modeling I
This course introduces Building Information Modeling and the concepts of database-driven parametric design. Students document design decisions using smart objects, object properties and dynamically-linked data within a widely-used computer software application.

DTG410 Event Design
(Prerequisite: GD214 Typography—Hierarchy) Design work is developed for commercial event environments, using structural systems that reflect portability and user-interface such as museums, trade shows, interactive kiosks, or themed environments. Concepts, working drawings, and presentation will address business and marketing criteria.

DTG420 Special Topics: Industrial Design
(Prerequisite: ID323 3D Digital Rendering) This course explores the various techniques used to create 3-D computer-generated animation. Specific animation features and functions of the given software will be discussed and applied to the production of a 3-D computer-generated animation. Emphasis will be given on the creation of a short animated piece focusing on Industrial Design.

DTG430 Building Information Modeling II
(Prerequisite: DTG370 Building Information Modeling I) This course builds upon the student's understanding of Building Information Modeling and the concepts of parametric design. Students apply a widely-used software application program to complex design and construction conditions, including custom/compound objects, parametric component families, and the import/export of project data.

DTG440 Consumer Product Design
(Prerequisite: GD214 Typography—Hierarchy)This course is an advance study of product design and processes. Students learn product development and teamwork processes and focus on developing and completing a model or prototype.

DTG450 Portfolio Preparation
(Prerequisite: CD400 Career Development) This course prepares students for the transition to the professional world. This course will prepare students for job interviews by helping them 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.

DTG460 Portfolio
(Prerequisite: DTG450 Portfolio Preparation) This course focuses on the completion of the portfolio. Your final portfolio should focus on your individual strengths. This work should reflect your uniqueness and your ability to meet demanding industry standards.

ENGL1301 English Composition
This course emphasizes the principles and techniques of textual interpretation, textual analysis, written composition, and critical thinking.

ENGL1302 Introduction to Literature
Through advanced critical reading and analysis of imaginative forms of writing, students gain insight into the richness of language resources and learn to write well developed critical essays that effectively communicate the writer's viewpoints. Readings include fiction, poetry, and drama.

ENGL2307 Creative Writing
This course is designed to teach students the principles and techniques of writing for individual expression, emphasizing the genre of poetry and forms within that genre.

ENGL2311 Business Writing for Professionals
This course emphasizes the principles and techniques of writing for the common business environment. Everyday writing formats and deliverables are examined and practiced. Specific emphasis is placed on thoroughness and completeness of all materials produced.

ENGL3511 Literature and Film Analysis
This course emphasizes the principles and techniques of thematic interpretation, textual analysis, written composition, and critical thinking. Five famous written stories and novels will be read and examined. Each will be closely compared to the five films made from those original sources. Contrast and comparison of the stories and films will yield analysis, synthesis, and evaluation in written form, and be supported by research and documentation of sources. Historical trends in filmmaking will be examined.

ENVR1401 Environmental Science
This is a general interest course that relates scientific knowledge to problems involving energy and the environment.

EOM090 Essentials of Mathematics
(Prerequisite: Scores on the Accuplacer placement exam) This course is designed to instruct students in the basic concepts of mathematics. Students will develop skills that will prepare them for the next level of math remediation, Fundamentals of Mathematics. Student must receive a "C" or better to pass this class.

FB325 Merchandising for Food Services
This course will focus on the study of visual merchandising in varied foodservice settings. Students will apply merchandising theory, principles and practices to solve industry case studies and emerging trends. Merchandising formats will consist of traditional, nontraditional and virtual. Upon successful completion of the course, the student should be able to define visual merchandising, explain how customers process visual merchandising messages, describe how retailers communicate through visual images, identify why visual merchandising efforts increase sales, explain how visual merchandising efforts support foodservice trends, utilize case studies to increase problem solving skills, explore visual merchandising strategies on the Internet, and develop a visual merchandising concept.

FB335 Sales and Public Relations
This course will focus on the sales function in varied hospitality settings. The relationship of sales to marketing will be explored, and the process involved in making a successful sales call will be emphasized. The role of a successful public relations plan will also be examined, as well as the benefits of favorable public impression on the hospitality operation.

FB340 Beverage Purchasing and Inventory Control
In this course, students acquire an understanding of the planning and control processes in the beverage industry. Principles covered include purchasing procedures for beverage operations, the culture between purveyor and client, tailoring buying decisions based on concept, pricing negotiations and payment terms. The basics of inventory management, including manual and automated loss prevention measures, will be given particular focus.

FB345 Private Club Operations
This course is designed to give students a foundational understanding of the organization and management of various types of private clubs including city, country, and other recreational and social clubs. It will provide students with exposure to the unique sensitivities required in managing and operating in the club management market.

FB350 Etiquette of Professional Service
This course is designed to teach students appropriate professional business etiquette necessary for success in the food and beverage segment of the hospitality industry The ability to respond confidently to most social and business situations will be addressed beginning with introduction of oneself as well as introducing others. The importance of food and beverage operational functions such as table settings, written communications, stationery, gifts, cards, determination of who is the host and the consideration of time and setting priorities will all be discussed in detail. Additionally, the key aspects of business etiquette, business dress and the history of good manners will be discussed in a manner that is reflective of early citations of accepted codes of conduct and moving forward to the increasing informality we experience today.

FB470 New World Wines and Emerging Regions
(Prerequisite: CUL460 Exploring Wines and the Culinary Arts) This class provides comprehensive information pertaining to the New World's wine regions and the varietals, vineyard conditions, and cellar practices essential to their production. Economic, political and sociological conditions, as well as historical context, are explored. Particular attention will be given to developing the student's sensory evaluation skills and their application to wine selection and food pairing.

FOM091B Fundamentals of Mathematics
(Prerequisite: Essentials of Mathematics or scores on the Accuplacer placement exam) This course is designed to develop the student's ability to deal with basic algebraic and geometric concepts. The student will be prepared for College Algebra. Student must receive a "C" or better to pass this class.

FRM110 Introduction to Retailing
Students will be introduced to all major retailing topics involving both large and small retailers, brick and mortar retailers and their combinations, and direct marketers. Topics to be discussed will include consumer behavior, information systems, store locations, operations, human resource management, customer communications, computerization, and integrating and controlling the retail strategy in the twenty-first century. Careers in retailing will also be discussed.

FRM111 Fashion History I
Students study the development of clothing from the earliest time to the Renaissance and the silhouette reflected through the eyes of the designer.

FRM121 Fashion History II
(Prerequisite: FRM111 Fashion History) An in-depth continuation of Fashion History, from the Renaissance to Modern.

FRM130 Textiles
Explores the nature of man-made and natural fibers, their product uses and characteristics. Content includes discussion of yarns, fabrics, finishes, design methods, aesthetic application and ordering specifications.

FRM131 Fashion Drawing
The goal of this course is to provide fashion drawing experience to Fashion and Retail Management students. The students will experiment with different mediums and techniques. This will enable the student to express fashion ideas in a professional way.

FRM132 Retail Math
(Prerequisite: placement testing or FOM091B Fundamentals of Mathematics) This course provides an understanding of the various financial tools used by retailers to evaluate performance. Students calculate, analyze and interpret financial concepts associated with accounting from a merchandising perspective.

FRM210 Sales and Event Promotion
This course is a workshop in which students design and prepare a sales and promotion package. The instructor acts as a facilitator and guide to ensure upon completion of this course students will have thoroughly explored the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales.

FRM211 Apparel Evaluation and Construction
This course is designed for fashion marketing students to evaluate the equation between quality and cost in garments. Students will be able to identify and analyze quality of trims, fabrics and construction in relationship to price point. Included will be women's sportswear, children's wear and men's wear in a range of price points from high end to discounted.

FRM220 Elements of Retail Operations and Technology
(Prerequisite: FRM210 Sales and Event Promotion) Develops the student's understanding of operational objectives in a retail structure. An emphasis will be placed on planning, control, profitability, and staffing in a retail environment. The use of technology in the industry and the responsibilities of retail executives will be examined as well. Also, career opportunities and ethical behavior of those individuals who choose to enter the retail arena will be discussed. Articles pertaining to current issues, (found in trade publications and newspapers) will be reviewed and discussed, in order to understand methods that have been created to expedite and increase profitability for the retailer.

FRM222 Event and Fashion Show Production
(Prerequisite: FRM211 Apparel Evaluation and Construction) The student will be introduced to a range of skills needed to produce a successful store event or fashion show. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up and video teams.

FRM223 Visual Merchandising
Students learn the importance of eye appeal and consumer buying habits. Students create their own displays using the latest principles and techniques in the visual organization of merchandise.

FRM225 Consumer Behavior
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.

FRM230 Merchandise Management
(Prerequisite: FRM211 Apparel Evaluation and Construction) Students study the categorizations of stores, organizational components, and the characteristics of various wholesale and retail markets. They will explore the Private Label and Brand Name businesses, develop customer profiles and look at franchising as a means of entering the retail world. Students will become familiar with merchandise accounting as it relates to the various retail formats.

FRM232 Store Planning and Lease Management
(Prerequisite: FRM220 Elements of Retail Operations and Technology) Students explore and learn the elements that combine to make a successful store layout, traffic patterns, furnishings, fixtures and security.

FRM233 Business Ownership I
(Prerequisite: 75 credits successfully completed in the Fashion & Retail Management Program) Students plan the foundation for opening and management of a small store: sales, budgets, market research, and staffing. This course is a workshop in which students design and prepare the beginning business plans necessary to open a retail store. 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 foundation for a business plan that can be developed into a model for actually opening a business. Final preparation of the plan will be completed in Business Ownership II.

FRM235 Brand Marketing
Branding became a buzz word 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 can 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.

FRM310 Introduction to Manufacturing
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.

FRM311 Business Law
(Prerequisite: ENGL1301 English Composition) This course gives an overview of basic legal principles related to starting and conducting a business. Topics include legal systems, litigation, dispute resolution and contracts. The protection of intellectual property, including patents, copyrights, trademarks, and service marks, is emphasized.

FRM313 Business Ownership II
(Prerequisite: FRM233 Business Ownership I) Students complete the planning of a small retail store: financing, budgets, market research, and inventory. This course is a final workshop in which students design and prepare all business plans necessary to open a retail store. Students will base all plans for this course on initial sales plans completed in Business Ownership I. 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.

FRM320 Trends and Concepts in Apparel
(Prerequisite: 105 credits successfully completed in the Fashion & Retail Management program) A comprehensive study of cultural and social issues that affect fashion and the emergence of trends. Students will analyze the meanings and importance of clothing and apply these concepts to contemporary society.

FRM324 Beginning Clothing Construction
Students demonstrate a working knowledge of stitches, pattern alterations, seams, zippers, and basic construction methods of garment-making in a laboratory setting. They will understand the basic sewing techniques involved in constructing apparel, evaluate fabric and pattern compatibility, utilize the knowledge in evaluating garments, and understand clothing construction techniques that will allow them to transition from basic techniques to advanced methods.

FRM330 Product Development
(Prerequisite: RS321 Fundamentals of Marketing) In this course students will review design concepts and technology and the development of merchandising in the modern market; analyze target markets; and source, cost and develop a product for that market in presentation form including a prototype.

FRM334 Special Topics in Fashion Retail Management
(Prerequisite: FRM320 Trends and Concepts in Apparel) This course is designed to change on a regular basis. It will look at a specific area of Fashion & Retail Management and will give students an opportunity to look at this area in-depth. Students will learn through lecture, field trips, hands-on experience and experimentation and will create a final project in this specific area.

FRM400 Media Planning and Buying
Media as part of a delivery channel for a marketing message will be the focus of this course. Topics include media as critical to the fulfillment of the overall marketing strategy, cost effectiveness, and alternative and new media.

FRM410 International Marketing and Buying
(Prerequisite: RS321 Fundamentals of Marketing) Students will gain an understanding of global marketing opportunities, problems and strategies that impact the international environment. In addition, students will become knowledgeable about international marketing concepts; cross-cultural sensitivities; political and legal influences; and economic considerations and how these concepts relate to decision making in an international environment.

FRM420 Web Marketing for Fashion and Retail Management
(Prerequisite: IMD131 Introduction to Scripting Languages) This course focuses primarily on marketing on the Web, addressing the elements and requirements of information distribution, advertising, or sales in this new medium. The content of the course includes an overview of major online services, portals, and developing content aggregators. Students learn how to modify traditional marketing theories and strategies as well as the demands and opportunities unique to the Web. One of these opportunities receives special attention: using server push or other push technologies to develop "shows" or "magazines" online.

FRM431 Fashion Capstone
(Prerequisite: 150 credits successfully completed in the Fashion & Retail Management program) Groups plan the opening and management of a non-traditional business (e-tailing, catalog, direct mail, etc): financing, budgets, market research, inventory and staffing. This course is a workshop in which students design and prepare all business plans necessary to open a non-traditional retail business. The instructor acts as facilitator and advisor, 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 to show prospective employers.

FRM439 Internship
(Prerequisite: 150 credits successfully completed in the Fashion & Retail Management program) Students are given the opportunity to practice the skills and knowledge they have learned in a real world situation by working in an approved industry internship site.

GD101 Digital Illustration I
(Prerequisites: CS104 Computer Applications) This course helps students communicate and design with the computer as a professional tool. Using Adobe Illustrator, the student will demonstrate an understanding of electronic illustration. The course will explore vector-based graphic applications that are considered to be industry standard.

GD104 Design Fundamentals II
(Prerequisites: ART106 Design Fundamentals, GD101 Digital Illustration I) This course is a continuation of Design Fundamentals. Students gain a deeper understanding of the basic principles that are the foundation for all their courses and their careers.

GD111 Typography—Traditional
(Prerequisite: GD101 Digital Illustration I) 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 also be introduced to contemporary typesetting technology.

GD114 Concept Design
(Prerequisite: ART106 Design Fundamentals) This course emphasizes the conceptualization process of design and its function in solving given problems. The student uses creative problem-solving and research techniques; specifically, problem identification, analysis, thumbnail development, brainstorming, and idea refinement.

GD116 Form and Space
(Prerequisite: GD104 Design Fundamentals II) This course involves the formal understanding and manipulation of the basic organizing principles of the third dimension. Point, line, plane, mass, volume, density and form are explored. Students learn to create and discuss 3-D situations using basic hand tools and available materials.

GD200 Design History
This course examines the influences of societal trends, historical events, technological developments, and the fine arts on contemporary graphic design, illustration, and photography.

GD203 Layout I
(Prerequisites: GD111 Typography—Traditional, ART107 Digital Imaging I) This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from roughs to comprehensives, layout, and the use of grid systems for multi-component layouts.

GD205 Digital Imaging II
(Prerequisite: ART107 Digital Imaging I) This course builds upon the Image Manipulation class to integrate raster and vector graphics with concerns for varied formats, including Web and print graphics. Students will create visual messages and focused visual statements and gain an understanding of the differences in Web and print graphics.

GD211 Digital Illustration II
(Prerequisite: GD101 Digital Illustration I) Students will generate advanced vector-based artwork that build on and enhance their digital illustration skills.

GD212 Digital Photography for Designers
(Prerequisite: ART107 Digital Imaging I) Students gain knowledge of the creative uses of digital photography and its application to graphic design problems.

GD213 Layout II
(Prerequisites: GD203 Layout I, GD214 Typography—Hierarchy, GD212 Digital Photography for Designers) This course concentrates on an in-depth study of the functionality of page design. The student works with photographic images, illustration and text to sequence pages. Additional layout software is introduced.

GD214 Typography—Hierarchy
(Prerequisite: GD111 Typography—Traditional) This course explores typographic and visual form and manipulation of variables that affect content. It also stresses the importance of informational composition as an integral component of contemporary visual communication design.

GD217 Typography—Expressive
(Prerequisites: GD214 Typography—Hierarchy, GD212 Digital Photography for Designers) Emphasis is placed on the expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools and by hand.

GD218 Print Production
(Prerequisite: GD203 Layout I) In this course, the terminology and process of preparing designs for reproduction will be defined and demonstrated. The preparation of the design projects will stress attention to detail and introduce the principles of digital "pre-press" associated with the printing industry.

GD219 Graphic Symbolism
(Prerequisite: ART106 Design Fundamentals) This course examines the simplification and abstraction of images. Logotypes and symbols are examined in historic and contemporary contexts.

GD223 Brand Identity I
(Prerequisites: GD213 Layout II, GD219 Graphic Symbolism) This course focuses on the role of design in a visual identity program. An analysis of visual objectives and practical applications are the basis for developing a structured visual image system, including corporate trademark and application to other visual communication.

GD225 Electronic Production
(Prerequisite: GD218 Print Production) This course teaches the student to prepare digital files for final digital and traditional printing processes. Proper use of page layout and drawing software to execute workflow procedures for the implementation of specific pre-press technologies is emphasized.

GD226 Conceptual Imagery
(Prerequisites: GD101 Digital Illustration I, GD212 Digital Photography for Designers) This course emphasizes the exploration and problem solving in visual communication using contemporary software tools and imaging facilities.

GD301 Brand Identity II
(Prerequisite: GD223 Brand Identity I) This course is a continuation of Brand Identity I.

GD305 Graphic Design Studio I
(Prerequisite: GD203 Layout I) This course concentrates on research, analysis, and synthesis of complex visual problems; emphasis on modular sequence, symbolic systems, and image making for real world visual communication problems. Professional requirements encountered by the designer in the visual communications industry are considered.

GD307 Design Core
(Prerequisite: GD213 Layout II) This course will explore pragmatic aspects of graphic design. Assignments will stem from a core foundation, each task will involve an examination and formation of meaning through typography, color, composition, and production technology. Students will undertake research.

GD310 Graphic Design Studio II
(Prerequisite: GD320 Editorial Design) This course will emphasize the methods and processes of graphic design problem solving. Students define communication problems while evaluating analytical and intuitive approaches to problem solving; develop critical thinking, oral presentation, and writing skills. Appropriateness of form to a given context is emphasized.

GD314 Collateral Design
(Prerequisite: GD223 Brand Identity I) This course introduces the role of graphic design in collateral materials with a focus on brochures, posters, point-of-sale materials, direct mail pieces, sales promotion materials, etc. The process of developing unified collateral materials involving multiple presentations will be emphasized.

GD315 Information Design
(Prerequisites: GD211 Digital Illustration II, GD213 Layout II) This course explores highly utilitarian problems in which the functional requirements of design are critical in making data and information understandable and accessible to the user. Principles of language, structure, emphasis, diagrammatic interpretation and the visual display of information are explored in the context of applied problems. Examples of problems: legal documents, business forms, diagrams, transportation maps, statistical information, charts, graphs and tables and instructional materials.

GD320 Editorial Design
(Prerequisites: GD213 Layout II and GD305 Graphic Design Studio I) This advanced-level course employs style continuity, visual sequencing, typographic and design elements to produce multiple page layouts for publication. Various computer applications are used to merge these elements.

GD321 Portfolio I
(Prerequisites: GD223 Brand Identity I, GD320 Editorial Design) This course will assist the student in developing a professional portfolio and learning how to best present their work. Evaluation of current work and assessment of strengths and weaknesses will determine the specific actions, revisions,or generation of new work to be undertaken.

GD331 Publication Design
(Prerequisites: GD213 Layout II) This class will focus on creating a publication, with emphasis on hierarchy, grid, page sequence and spreads. The publication will be typographically oriented with additional use of imagery, color and texture. Typography will visually correlate to the subject matter within.

GD332 Web Design for Designers
(Prerequisite: GD315 Information Design) This course introduces students to production and usability issues in the creation of websites.

GD350 Portfolio
The course focuses on the completion of the associate student's portfolio that enables them to begin their career search.

GD402 Design Team
(Prerequisite: GD321 Portfolio I) This is a special projects course in which students will utilize their knowledge of design, typography, and production skills to execute various design projects. Students also apply communication, teamwork, and organizational skills. The students work cooperatively to achieve a common goal, similar to industry experience.

GD413 Web Design for Designers II
(Prerequisites: GD213 Layout II, GD305 Graphic Design Studio I) This course helps students understand Web design concepts and processes through advanced Web design projects, and continues to develop planning, design and production skills for the Web. Advanced and dynamic methods in merging content and interactivity design are introduced.

GD416 Media Business Law
This course covers the multiple facets of media business law. Topics include: an overview of the legal system, contracts, personal property, intellectual property, copyright, and additional legal and ethical business issues as it impacts media and design professionals.

GD417 Senior Project
Directed individual creative activity or research.

GD418 Sequential Design
(Prerequisites: GD413 Web Design for Designers II) This course introduces and explores the structure and manipulation of time and space as a context for visual communication, with emphasis on design using type, image, sound, and motion.

GD419 Digital Portfolio
(Prerequisites: GD413 Web Design for Designers II) This course will guide students through the process of compiling their work into a final interactive portfolio. This course will also stress the importance of professional development and help the student with initial job initiative.

GD420 Portfolio II
(Prerequisite: GD417 Senior Projects) The course focuses on the completion of the student's portfolio which enables them to begin their career search.

GD470 Graphic Design Capstone
This course presents a comprehensive understanding of their academic experience. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation.

GOVT2304 Political Science
This course introduces students to the concepts of the American political system. Students explore the concepts and theories of American government through comparison and analysis of a variety of alternative political systems.

HECO1322 Nutrition
This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and source 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.

HIST1301 U.S. History I
This course will introduce students to United States history by addressing colonial developments in North America, the American Revolution, the emergence of the United States as a nation, the Civil War, and Reconstruction. This course will also pay attention to the role of women and minorities in the development of the United States. Students will learn to discuss these topics, both in oral and written exercises.

HIST1302 U.S. History II
This course will introduce students to United States history. It will cover Reconstruction, the Industrial Revolution, the nation's emergence as a world power, the Cold War, and developments since that time. We will pay particular attention to the contributions of women and minorities, and how history has molded an American identity.

HIST2321 World Civilizations I
This course is a survey of ancient and medieval history with an emphasis on the multicultural heritage of our world, including Asia, Africa, Europe, and the Americas. The course considers historical changes and relationships between cultures in this period.

HIST2322 World Civilizations II
This course covers some of the forces that have shaped world history for the sixteenth century to the present. Topics include the Renaissance, the Reformation, the Muslim empires, China and Japan, the Enlightenment, Imperialism, the Industrial Revolution, the military upheavals of the 20th century, and the post-modern world.

ID104 Drafting I
After having examined the language, tools, and techniques of drafting, the students learn to communicate relevant information through orthographic drafting. Dimension, scale, lettering, plans, elevations, sections, details, and graphic symbols are primary elements of this course.

ID124 Introduction to Interior Design
(Prerequisites: ID104 Drafting I and ID 140 Textiles) Students are introduced to the elements and principles of design as they relate to interior design. Students will also be introduced to the various aspects of commercial and residential design.

ID126 Drafting II
(Prerequisite: ID104 Drafting I) A studio course in architectural drafting and design. Students advance their design and drafting skills, focusing on interior design details, orthographic sections and construction conditions as they solve intermediate design problems.

ID128 Design Basics 3-D
(Prerequisite: ID104 Drafting I) This course is an introduction to the basic elements and principles of three-dimensional design and exploration of the visual and structural qualities of objects. Students solve problems by organizing and constructing three-dimensional forms within spatial environments.

ID136 Human Factors
This course covers the principles and considerations related to human factors, anthropometrics, ergonomics and the psychological response of users to interior spaces.

ID137 Programming & Space Planning I
(Prerequisite: ID124 Introduction to Interior Design) A foundation course introducing the basic techniques and concepts of model building. This course will progress from skill building exercises to the representation of designs through models. The focus will be on concept models to be used as a tool in design development.

ID138 Sketching & Rendering
(Prerequisite: ART111 Perspective Drawing and ID104 Drafting I) This course focuses on the development of sketching and rendering techniques from basic concept studies to presentation drawings. Students learn to replicate specific patterns, textures, and forms using various media, applying those techniques to perspectives, exteriors, and rendered floor plans.

ID139 CAD I
(Prerequisites: CS104 Computer Applications, ID104 Drafting I) With this laboratory course in computer-aided drafting, students apply their architectural drafting skills to the digital desktop through guided practice and the delineation of interior design conditions using a widely-adopted CAD program as a learning tool.

ID140 Textiles
Soft goods are explored from their raw state through processing, spinning, weaving and finishing. In order to facilitate an understanding of correct application, the characteristics of fibers, yarns, and fabrics are studied.

ID141 Presentation Techniques
(Prerequisite: ART106 Design Fundamentals and CS104 Computer Applications) A laboratory class using digital imaging software. Students practice image input and editing and output, using hardware and software solutions. The emphasis is on the application of digital technology to presentation graphics.

ID143 History of Architecture Interiors and Furniture I
A study and analysis of the history of furniture and architectural motifs in their historical settings. This covers the ancient world up to the Baroque.

ID215 Rendering in Wet Media
An advanced studio course designed to teach students wet media painting techniques. Students create quick loose expressions of interiors and architecture as well as refined presentation-quality renderings through projects and guided practice using water-based media.

ID216 Hospitality Design
(Prerequisites: ID219 Codes & Regulations, ID244 Fundamentals of Construction Documents, ID414 Residential Design II, ID404 Commercial Design II) The student will design and space plan a hospitality project within the parameters of a client profile. Appropriate architectural detailing and the efficient use of space will be studied.

ID219 Codes & Regulations
(Prerequisite: ID272 Building and Mechanical Systems) This course surveys the principles of interior construction and the interrelationship between materials, systems, structure, and environmentally sensitive issues. It includes research and application of building codes and other environmental regulations covering the health, safety and welfare of the public.

ID221 Residential Design I
(Prerequisite: ID136 Human Factors, ID139 CAD I, ID137 Programming & Space Planning I) Students are introduced to a residential design project. The instructor will guide the students through the design phases, taking into consideration specific client needs. Space planning, furniture placement, and interior finish selection will be studied and presented.

ID223 CAD II
(Prerequisite: ID139 CAD I) This is a second laboratory course in computer-aided drafting in which students advance their CAD skills, with the emphasis on 2-D production graphics for interior projects, using a widely-adopted CAD program as a learning tool.

ID 240 Kitchen & Bath Design
(Prerequisites: ID136 Human Factors, ID137 Programming & Space Planning, ID139 CAD I) Kitchen and Bath Design deals with the application of the design process, space planning, historical styles, lighting, and related design information as it applies specifically to kitchens and Baths. Students utilize elements and principles of design and apply them to kitchen and bath projects. The class examines the various career opportunities within the field, specific sources and technologies, and problems specifically relating to the kitchen and bath design. Content includes ergonomics, anthropometrics, universal design, and behavioral considerations that affect the planning of kitchen and bath spaces.

ID244 Fundamentals of Construction Documents
(Prerequisite: ID104 Drafting I) This course introduces students to the process of producing and using a set of contract architectural documents for interior spaces. Students focus on formatting and cross-referencing drawings and how to present floor plans, sections, elevations, details, notes, legends and schedules.

ID254 Materials and Specifications
(Prerequisite: ID124 Introduction to Interior Design) A basic course to introduce the various types of products used in interiors as well as how to estimate accurately the material and labor costs for draperies, carpeting, upholstery, wall coverings, masonry, wood, metal and other finishes. Financial and specification documentation is introduced.

ID272 Building and Mechanical Systems
(Prerequisite: ID124 Introduction to Interior Design) The student is introduced to the construction techniques of residential framing and lightweight commercial systems. Terminology of construction, products, and mechanical systems is also explored.

ID301 Commercial Design I
(Prerequisites: ID136 Human Factors, ID137 Programming & Space Planning, ID139 CAD I) This course is a study of the design process as it applies to commercial/corporate environments. Studio work includes problem solving, space planning, systems furniture application, code application, furniture, material and finish selection and presentation. Discussions of branding and corporate identity are included.

ID307 Interior Detailing
(Prerequisite: ID272 Building and Mechanical Systems) A study of 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 floors, ceilings, walls, and millwork.

ID310 3-D Digital Modeling
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.

ID311 Environmental & Sustainable Design
(Prerequisite: ID219 Codes and Regulations, ID272 Building and Mechanical Systems) This course covers the principles and practices of the design of environmentally sensitive interior spaces. Topics may include HVAC, electrical and plumbing as well as sustainability, LEED and green design issues related to interior spaces.

ID312 Advanced Construction Documents
(Prerequisite: ID244 Fundamentals of Construction Documents) This course provides students with the knowledge to develop a complete set of working drawings, and specifications for a commercial or residential project. The use of CAD software is emphasized.

ID320 Lighting Design
(Prerequisites: ID136 Human Factors, ID139 CAD I) This course will familiarize students with typical lighting products and their application in both residential and commercial situations.

ID323 3-D Digital Rendering
(Prerequisite: ID310 3D Digital Modeling) This course introduces students to the basic features and functions of 3-D computer software applications and enables them to develop 3-D models of interior and architectural designs. Principles and techniques of 3-D rendering will also be addressed.

ID327 Vernacular Interior Design
This class addresses different styles of architecture and interior design as influenced by location, environment and culture. Students consider indigenous interior spaces in diverse locales and cultural traditions, including Spanish and French Colonial, American Antebellum Style, etc. Special attention is paid to the properties of vernacular interior spaces: architectectonics, color, texture, light and finishes. The course includes a field trip for an in-depth study of particular cases.

ID 328 Traditional World Design
(Prerequisites: ID346 Institutional Design) This course discusses the application of traditional world heritage in terms of contemporary interior design. Students consider a client with a specific ethno-cultural profile, cultural norms, applicable industry standards and functional requirements as they program, plan and develop a complete interior design solution.

ID342 History of Architecture, Interiors and Furniture II
A study and analysis of the history of modern architecture, furniture and interiors from the late 19th century to the present.

ID346 Institutional Design
(Prerequisites: ID219 Codes and Regulations, ID301 Commercial Design I, ID244 Fundamentals of Construction Documents) A special-purpose design studio. Students consider client profile, industry standards and project needs as they program, plan and design a complete special-purpose design solution. Detailing, fabric, furniture and finishes and equipment are specified through research, manufacturer contact and site visits.

ID 351 Furniture Design From the Baroque to the Rococo
This course covers the evolution of architecture, interiors, furniture, and design from the world of Louis XIV to the rise of the English middle class. The cultural, political, social, and/or economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today.

ID400 Furniture Design
(Prerequisites: ID307 Interior Detailing) This course deals with the human psychological and physical factors affecting design. Course material progresses from general theory to the development of furniture designs based on human factors.

ID404 Commercial Design II
(Prerequisites: ID219 Codes and Regulations, ID244 Fundamentals of Construction Documents, ID301 Commercial Design I) The student will design and space plan a commercial project within the parameters of a client profile. Appropriate architectural detailing and the efficient use of space will be studied. The design will involve open office system planning as well as a series of closed office spaces.

ID405 Professional Practice
(Prerequisite: ID124 Introduction to Interior Design) A study of business practices and procedures, which include business formations, contracts, setting fees, billing, collections, record keeping, and dealing with supplies.

ID414 Residential Design II
(Prerequisites: ID210 Codes and Regulations, ID244 Fundamentals of Construction Documents, ID221 Residential Design I) Students learn to develop a project in residential design that meets the physical and psychological needs of a given client. This course will address the parameters of an existing structure with interior load bearing walls and an addition to the space. The project must address interior load-bearing construction and plumbing cores.

ID424 Project Management
(Prerequisite: ID405 Professional Practice) A lecture course in Interior Design project management. Students examine the pre-bid and post-bid phases of Interior Design projects, including standard-form contract documents, bid forms, insurance and surety forms and related documentation. The emphasis is on the practical effect of contract documents, as well as the legal liability they impose on the parties.

ID426 Portfolio Preparation
(Prerequisite: ID346 Institutional Design, ID404 Commercial Design II, ID405 Professional Practice, ID414 Residential Design II) A workshop where students demonstrate their strengths, skills and talents through the design of the student portfolio. Students select the binding, page layout, paper, color scheme, typographic and graphic design of their portfolio. Required work product includes a complete identity package, a compilation of certain aspects of the student's work while in school, and a finished resume.

ID434 Design and Technology in the Modern Era
(Prerequisites: ID342 History of Architecture, Interiors and Furniture II) A historical survey covering the period betwen the Industrial Revolution and Post-Modernism that focuses on the intersection of science, technology, culture, and architecture; and how these separate forces combine to produce changes in the form of furniture, furnishings, fixtures, buildings and the communities they comprise.

ID436 Portfolio
(Prerequisite: ID426 Portfolio Preparation) The student will develop a portfolio in preparation for entering the job market. Students and faculty work closely together in an effort to bring out individual qualities, strengths, skills, and talents.

ID440 Advanced Architectural Illustration
A studio course designed to refine rendering skills and introduce architectural illustration techniques which should be taken concurrently with either ID404 Commercial Design II or ID414 Residential Design II. Students learn rendering and illustration techniques that deal with various media and paper, and apply these skills to a design studio project.

ID441 Set Design
(Prerequisite: ID320 Lighting for Interiors) An advanced design studio in which students will research client profile, industry standard and project requirements as they program, plan, design and write specifications for a complete theatrical set.

ID442 Building Information Modeling I
This course introduces Building Information Modeling and the concepts of database-driven parametric design. Students document design decisions using smart objects, object properties and dynamically-linked data within a widely-used computer software application.

ID 443 Building Information Modeling II
(Prerequisite: ID 442 Building Information Modeling I) This course builds upon the student's understanding of Building Information modeling and the concepts of database-driven design. Students apply a widely used software application program to complex design and construction conditions, including custom/compound objects, parametric/component families, and the import/export of project data.

ID 444 Historic Preservation in Interior Design
This course surveys the principles of historical preservation and the strategies used to obtain historical certification of a project. The students will be tested on these strategies and a project produced to learn what it takes to obtain or maintain the historical preservation status and to understand what their role will be as a design professional. Historical Preservation and Adaptive Reuse will be compared as the trend across the country to save our history thrives in every city and town. The course will reinforce this need for conservation practices, how conservation efforts support the core of the environmental movement, and how ADA can effectively be woven into the architectural elements and material selections.

ID 445 Creating Custom Revit Families
(Prerequisite: ID312 Advanced Construction Documents) This course introduces students to the process of creating and using 2D and 3D component families of various categories: doors, windows, mass, furniture, casework, columns, lighting fixtures, detail items, symbols, etc. All family creation methods and techniques are covered: line-based, formula-driven, nested families, type catalogs and others. Students will learn the different types of families and understand the various parameters that drive them: object, family, project, system and shared parameters...The course will not only teach students how to create new components but also understand and utilize the concepts behind generating, modifying and using families.

ID 446 Computer Aided Furniture Design
(Prerequisite: ID310 3-D Digital Modeling) This course introduces students to computer aided furniture design, shop modeling. It covers topics such as the design process—from concept to prototype; design development; form; composition; proportion; dominance; repetition; color; and style. 3D digital modeling, CAD/CAM technologies and digital graphic presentation techniques will also be explored. Students will take field trips to a model building shop that utilizes CAD/CAM technology and the Houston Center for Contemporary Craft. A comprehensive Visual Journal of weekly freehand design process sketches will be maintained and then digitized for final presentation and review

ID 447 Art for Interior Design
(Prerequisites: ARTS1303 Art History I, ARTS1304 Art History II) This course discusses art as it relates to Interior Designer solutions. Topics include: Houston art resources; working with art resources; categories of fine; integrating art into an interior design solution; framing solutions for fine art; and appropriate art solutions for different types of clients. Class will consist of lectures, presentations, an art solution and gallery visits. There will also be research assignments concerning the placement of art in interior spaces; the specification of framing, lighting and installation criteria; and the development of separate budgets for art installations.

ID 448 Houses of Worship
An advanced commercial design studio in which students will consider client profile, industry standards, and project requirements as they program, plan, design, and specify FF&E for two complete diverse religious chapels. The course will focus on three-dimensional design, architectural and iconic detailing.

IMD110 Digital Design and Typography
This course teaches the student to use object-oriented drawing software to create line art, illustrations with color and graduated fill, and custom typographic solutions for logos and layouts.

IMD120 Programming Logic
An introduction to various logic statements used in all programming languages, providing the skills to convert written words into progamming logic.

IMD131 Introduction to Scripting Languages
Students will develop and refine basic programming skills needed to design, develop and produce practical applications with a specific scripting or programming language.

IMD211 Introduction to Authoring
(Prerequisite: ART107 Digital Imaging I) This course will introduce the student to concepts and designs utilized in the development of education, sales, and marketing presentations. Students will create an integrated, interactive multimedia presentation using the basic concepts and principles of multimedia and graphic design.

IMD213 Digital Visual Composition
This course introduces students to the fundamental terminology, concepts, and techniques of digital visual composition for both static and moving images. Instruction is given on basic techniques of production, including digital still camera as well as camcorder orientation, lighting, set-up and operation. It focuses on the principles of using color, composition, lighting, and other techniques for overall thematic and visual effects of moving and static images.

IMD221 Intermediate Authoring
(Prerequisite: IMD211 Introduction to Authoring) This course will build on the skills taught in the Introduction to Authoring class. Students will design production quality interactive presentations using intermediate-level scripting techniques focusing on good user interface design and usability.

IMD222 Intermediate Scripting Languages
(Prerequisite: IMD131 Introduction to Scripting Languages) 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.

IMD223 Desktop Video
(Prerequisites: IMD213 Digital Visual Composition) Students will demonstrate knowledge of editing using non-linear editing software and hardware in a computer lab. Students will produce and edit video and audio using digital desktop video techniques.

IMD231 Concepts in Motion Design
(Prerequisites: GD101 Digital Illustration I or IMD110 Digital Design and Typography) An introduction to motion design, concepts and techniques. Students create interactive motion using basic principles of design for timeline-based media.

IMD232 Audio for Interactive Design
(Prerequisite: AP102 Fundamentals of Audio) This course looks at the principles and practices of digital audio in an interactive design setting. Students learn to use current digital audio programs for recording, editing, sequencing, and mixing for a variety of outputs and applications.

IMD233 Advanced Scripting Languages
(Prerequisite: IMD222 Intermediate Scripting Languages) Students will refine dynamic scripting skills to develop complex interactivity and applications (applets). The course also examines client-side forms in conjunction with server-side scripting applications.

IMD235 Style Sheet Scripting
(Prerequisite: IMD222 Intermediate Scripting Languages) Students will develop and refine skills in the application of Cascading Style Sheets for creating standard-based XHTML layouts. Browser compatibility will be addressed, along with practical solutions to various common design problems.

IMD251 Advanced Authoring
(Prerequisite: IMD221 Intermediate Authoring)
Multimedia computer programs combine animation tools with the facilities for integrating text, sound, images, animated sequences, and full-motion video into a presentation or information product. This course will allow the student to explore the computer as a tool for integrative multimedia production. Students will fine-tune their skills in scripting, and they will design a product using interactive multimedia authoring software.

IMD260 Portfolio I
(Prerequisite: IMD251 Advanced Authoring) Students will apply techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on students assessing their most marketable skills, designing storyboards for their interactive portfolio, creating a professional design layout, creating interfaces, backgrounds, buttons, audio/visual elements, resumes and print material to support their interactive material.

IMD271 Portfolio II
(Prerequisite: IMD260 Portfolio I) This course is a continuation of the portfolio preparation process. Special emphasis is placed on the creation of a demo CD and portfolio book, business cards and letterhead.

IMD273 Media Business Practices
This is a survey course with emphasis placed on entrepreneurship and small business ownership. It provides the student an overview of the following disciplines: forms of business ownership, principles of management, human relations, marketing and consumer behavior, basic accounting principles, finance management, business law and business planning.

IMD305 Digital Imaging III
(Prerequisite: GD205 Digital Imaging II) This course builds upon skills developed in Digital Imaging II; more advanced techniques are introduced for Web banners and interface design for interactive projects.

IMD311 Usability Testing
This course introduces students to concepts and techniques used in usability testing. Through theories presented in the course, students learn common ways to locate errors or problems with interactive products. This course will focus on Web design usability testing.

IMD312 Interactive Motion Graphics
(Prerequisite: IMD231 Concepts in Motion Design) An intermediate level course focusing on motion graphics as an interactive design solution.

IMD313 Animation Graphics
(Prerequisite: IMD223 Desktop Video) A study of 2D and 3D animation using a computer modeling and animation software program as a primary tool. This class will emphasize the creation of animated sequences and GIF animation for multimedia and Web applications.

IMD320 Integrated Information Design
This course allows the students to refine their skills relating information design to company objectives, both business and financial.

IMD321 Project Management
This course focuses on the Interactive Media Design project management process and development of the project team as key to the successful achievement of Web Design & Interactive Media Design project goals. The process examines the main elements required in every proposal/plan, time frame, and budget. Key areas of interactive design project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively.

IMD323 Interactive Motion Scripting
(Prerequisite: IMD312 Interactive Motion Graphics) An advanced course that applies motion graphics as an integrated interactive solution; students will script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user-centered experience.

IMD330 E-Learning Design
(Prerequisites: IMD222 Intermediate Scripting Languages, IMD334 Writing for Interactive Design)
This course will introduce students to the principles of instructional design as applied to E-learning. Skill development will include goal analysis, performance objective writing, instructional strategies, and instructional materials creation.

IMD331 Designing for Dynamic Websites
(Prerequisite: IMD233 Advanced Scripting Languages) Students will apply user-centered design principles, database structures and server side scripting to create dynamic websites. Particular attention will be paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.

IMD332 Fundamentals of Marketing
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.

IMD334 Writing for Interactive Design
(Prerequisite: ENGL1301 English Composition) This is a specialized writing course for digital media production. Students will learn the unique characteristics and techniques of media writing and apply them to the creation of scripts for media production. Students will also learn to conduct research for media writing projects.

IMD410 E-Learning Applications
(Prerequisite: IMD330 E-Learning Design) Through this course, students are introduced and gain experience in the design, development, and evaluation of effective e-learning programs. The course focuses on theoretical foundations of e-learning, types of authoring software, options for authoring systems, principles of effective design, instructional analysis, and production of e-learning materials. Students design, build, evaluate, and revise instructional applications using industry standard authoring systems.

IMD411 Professional Practice
This course will introduce students to business functions, operations, and structures and explore the role of professional practice in business. Finance, business ethics, labor-management relations, organizational behavior, and marketing are among the topics to be covered. In addition, the guidelines and expectations of professional behavior will be addressed.

IMD412 Designing for Server-Side Technology
(Prerequisite: IMD331 Designing For Dynamic Websites) Students will build on the skills taught in the Designing Dynamic Websites class. Students will design and develop Web content for server-based dynamic delivery. Focus will be on incorporating server side solutions into user-centered Web design in order to provide an exchange of information between client and server.

IMD421 Portfolio I
(Prerequisite: Completion of 154 hours in the Web Design & Interactive Design Program) This course focuses on the beginning of the portfolio and enables students to begin their portfolio designs. The student should come into this course with designs for the portfolio and determine the concept(s) for their final portfolio. The student will also complete a professional résumé and begin the job search.

IMD432 Portfolio II
(Prerequisite: IMD421 Portfolio I) This course focuses on the completion of the portfolio and enables students to begin their career search. The student should come into this course with work for the portfolio and determine the quality of the work so those enhancements can be made. The student will also complete a professional résumé and begin the job search.

INT419 Internship
(Prerequisite: CD400 Career Development) Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.

MATH1314 College Algebra
This course introduces students to advanced topics of algebra such as the analysis of different functions: quadratics, polynomial, rational, logarithmic and exponential functions, and system of equations, matrices and determinants, parabolas, and probability.

MATH4332 Mathematics for Decision Making
Focused on quantitative reasoning as a means of critical thinking and problem solving, this course covers the application of mathematics to analytical strategies and as an instrument of decision making. Through analysis of mathematical data collection, management, application, manipulation, and presentation, students learn to recognize and employ mathematics as a tool for problem solving and decision-making.

PHOT101 Principles of Photography
In this fundamental course, students will identify basic photographic tools and their intended purposes, including the proper use of various camera systems and a light meter. Students will analyze photographs to determine their positive and negative attributes and apply these principles to produce their own visually compelling images by employing the correct photographic techniques.

PHOT111 Large Format Photography
(Prerequisite: PHOT101 Principles of Photography) Working individually and in teams, students will utilize large format cameras, both in the studio and on location, working with various light sources. Topics include exposure and image control, and the management of perspective and focus with movements that are unique to the view camera.

PHOT112 Image Manipulation
Students develop basic image manipulation skills in a raster-based computer environment. Emphasis is placed on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects and filters and masks.

PHOT113 Photographic Design
(Prerequisite: PHOT101 Principles of Photography) This course requires students to demonstrate their ability to define and solve advanced design problems. Students will analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. The students are expected to communicate ideas using symbolism appropriately.

PHOT121 Lighting
(Prerequisite: PHOT101 Principles of Photography) In this course, students will be introduced to the basic concepts and principles of lighting for photography. The fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, direction and effect on the photographic image will be covered.

PHOT122 Digital Image Illustration I
(Prerequisite: PHOT112 Image Manipulation) This class provides students with a more in-depth experience using digital imaging software. Students will explore channels, masks, basic compositing, vector tools and advanced layer techniques. In addition, the course will cover efficient workflow from input to output, advanced color correction and elementary color management.

PHOT124 History of Photography
This class increases the students' understanding of the history of photography through the discussion of recognized photographers and their influences on society. This course provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Students are expected to write papers and review exhibitions.

PHOT201 Photojournalism
(Prerequisite: PHOT101 Principles of Photography) In this course, students will obtain an accurate picture of photojournalism as presented by seasoned professionals. Emphasis is placed on creativity, content, gathering of information, and layout. Students will learn that this field is one that requires dedication and drive. They will be shown examples of photojournalism and will be required to produce their own renditions of the picture study, magazine covers, and page layouts for all types of print media.

PHOT203 Printing
(Prerequisites: PHOT112 Image Manipulation, PHOT122 Digital Image Illustration I) This course will prepare students to execute a variety of output methods commensurate with industry needs. Students will refine traditional Black & White printing skills and theory to create a benchmark for quality digital outputting. These refinements will be carried over into digital printing with inkjet and other digital output systems. Students will develop proficiencies in file preparation, resolution selection, print profiling, paper selection and soft proofing techniques.

PHOT204 Video for Photography
This course introduces the students to video production. Instruction is given on basic techniques of production including camera orientation, and lighting set-up. The course provides an overview of various video and television production processes. Introduction to the technology of video recording and playback is also covered.

PHOT205 Digital Retouching
(Prerequisite: PHOT112 Image Manipulation) In this course students will apply the digital image manipulation process to retouch and restore images. Portrait and glamour retouching will be addressed along with image repair and reconstruction. Students will utilize a raster-based image processing program.

PHOT208 Black and White Digital Photography
(Prerequisites: PHOT203 Printing) In this course, students will experience the concepts and techniques of black and white photography as it applies to the digital image. Utilizing a digital camera and raster-image processing programs, students will produce both commercial and fine art work. Photographic manipulation and archival printing will be addressed.

PHOT211 Advanced Lighting
(Prerequisite: PHOT121 Lighting) Students expand on the skills developed in the first Lighting course. Emphasis will be placed on lighting for products and people in both the studio and on location. Students will be introduced to the correct utilization of electronic flash and lighting tools in the studio and on location.

PHOT212 Editorial Photography
(Prerequisite: PHOT121 Lighting) In this course students will learn to photograph people featured in advertising and editorial layouts. Specific subjects covered are the fields of fashion, advertising design, and marketing with concentration on editorial portraits through completion of studio location projects.

PHOT214 Business of Photography
In the Business of Photography course students learn the basic concepts and principles of running a photographic- related business. Emphasis is placed on the legal and pricing aspects that are specific to the photographic industry.

PHOT221 Studio Photography
(Prerequisites: PHOT121 Lighting, PHOT111 Large Format Photography) The challenges of studio photography are studied via a variety of assignments that require students to photographically render various subjects with the appropriate clarity and artistry dictated by the assignment criteria.

PHOT222 Photo Criticism
This course will offer an in-depth study of photographic criticism. To assist students in developing a vocabulary for critically analyzing photographs, they will look carefully at contemporary critical thought. Further study will examine how personal beliefs and cultural values are expressed and represented in photography.

PHOT224 Portraiture Photography
(Prerequisite: PHOT121 Lighting) Workshops and critiques enable the student to learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Course emphasis is on classical portraiture with attention given to the use of lighting, posing, and facial view to create flattering portraiture.

PHOT300 Advertising/ Art Direction
(Prerequisite: PHOT211 Advanced Lighting) The specific needs of a variety of manufacturing and retail clients are examined and photographic solutions are developed in this course. Students create photographs meeting specific market and media needs.

PHOT301 Architectural Photography
This course covers the fundamentals of photographing interiors and exteriors for the architect. The student completes all assignments with the four-by-five or 35mm view camera.

PHOT302 Digital Publishing
As an introduction to typography, layout and digital publishing, this course will examine the fundamentals of typography and layout for publication and web design. Students will explore the practical application and use of fundamental typography, layout and digital publishing skills through the use of current software packages.

PHOT311 Location Photography
(Prerequisite: PHOT121 Lighting) This course explores the special needs of location photography. The planning and logistics of shooting on location are covered. Transportation, scouting, permits, and billing, in addition to lighting, metering, and other photographic controls will be demonstrated in a variety of assignments related to fashion, portraiture, still life, product, stock, and architectural photography. Students work alone and in teams, thus sharing a number of photographic and support roles.

PHOT314 Portfolio I
(Prerequisite: Senior status in Photography program) Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation.

PHOT313 Digital Image Illustration II
(Prerequisites: PHOT112 Image Manipulation, PHOT122 Digital Image Illustration I) In this course, the student demonstrates advanced research, conceptual development, and execution through the use of industry-standard raster-image software. The student applies conceptual and photographic skills to create innovative and compelling visual composites, which portray the visual message of the concept.

PHOT321 Photo Essay I
(Prerequisite: PHOT201 Photojournalism) In this course, the student will develop extended photographic narratives. This course will carry the student through the process of producing sets of imagery that convey a story or ideas that have little written narrative support. Photographs will be analyzed not only for their stand-alone creative content, but for their ability to introduce transition and conclude a picture story with maximum visual effect. The success of the essay will be through historical and cultural context, in-depth research and methods of project development.

PHOT322 Web Photographic Portfolio I
Students will learn the basic tools for placing their photographs on the Internet and for achieving their portfolio. Students will use Web creation software.

PHOT323 Creative Concepts
(Prerequisite: PHOT101 Principles of Photography) This course concentrates upon the exploration of image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single "documentary style" traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression.

PHOT324 Business Operations and Management
(Prerequisite: PHOT214 Business of Photography) Important business management skills and a range of practical, legal, and ethical issues for the self-employed professional photographer form the basis of this course. Students learn how to set up a business, research potential clients and contacts, put together price lists and invoices, and gain a general recognition of client needs. Course material includes promotion, pricing, accounting, studio overhead, and the development of a business plan.

PHOT400 Corporate/ Industrial Photography
(Prerequisite: PHOT121 Lighting) Students explore the special needs and challenges of the corporate and industrial photographer through a wide variety of assignments that these photographers are called on to execute. Students will shoot and produce assignments related to annual reports that will include executive portraiture, corporate-events, architectural and product photography.

PHOT402 Photo Essay II
(Prerequisites: PHOT201 Photojournalism, PHOT321 Photo Essay I) In this course, the student will be involved in advanced visual production. The class will explore and communicate current opinions, trends and newsworthy events. Single and multiple narratives, editorial portraiture and illustration will be developed for the purpose of producing a prototype publication.

PHOT403 Portfolio II
(Prerequisite: PHOT314 Portfolio I) This course is a continuation of the portfolio process. Students develop their work on the way to meeting their professional and creative goals. Students expand these ideas and concepts.

PHOT410 Internship
(Prerequisite: CD400 Career Development) Students apply educational experiences and professional skills in a practical situation. Students observe and participate in the operation of successful businesses related to the industry.

PHOT412 Web Photographic Portfolio II
(Prerequisite: PHOT322 Web Photgraphic Portfolio I) Students will acquire the skills to develop and design dynamic Web pages and interactive portfolios. Students will utilize motion software.

PHOT413 Portfolio III
(Prerequisite: PHOT403 Portfolio II) In this course, students continue to refine and edit their work in a continuation of the portfolio process. Students more clearly visually and verbally articulate the underlying themes in their work.

PHOT415 Photographic Assisting
In this course the student will receive hands-on training in the techniques of photographic assisting. Students will become familiar with the equipment and procedures of assisting along with how to work with clients and photographers.

PHOT420 Exhibition Printing
(Prerequisite: Senior status in Photography program) In this laboratory class, participants will produce final portfolio prints as well as final exhibition prints of gallery quality. Special attention will be paid to quality control as demonstrated in effective dust and artifact-aberration control, tonal and color control, archival preparation and gallery-quality presentation.

PHOT423 Portfolio IV
(Prerequisite: PHOT413 Portfolio III) In this course students complete the portfolio process. Students assemble portfolios, Web sites, resumes, marketing and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition.

PHYS1301 Physics
This course presents students to concepts of general physics, such as Newton's three laws of motion, momentum, and energy, one-dimensional motion, vectors, motion in a plan, rotational motion, and properties of light and sound waves.

PSYC2301 General Psychology
This course presents basic concepts, principles, and methods involved in the scientific study and understanding of human behavior. Students explore physiological, social, experimental, developmental, and abnormal psychological processes.

PSYC2319 Social Psychology
Students study principles related to experience and behavior of individuals in interaction with each other, in group situations, and in relation to items in the social setting, theories, concepts, and methods in Social Psychology.

PSYC3019 Human Sexuality
This course presents a scientific foundation for the understanding of the psychological, physiological, social and behavioral aspects of human sexuality. In addition to studying historical changes in sexual practices and attitudes, the course will review and evaluate current research, issues and concerns about sexuality in order to provide contemporary and relevant curriculum material. Topics include psychosexual development, gender roles, sexual orientation, sexual anatomy, alternate methods of reproduction, pregnancy/birth, contraception, sexually transmitted diseases, sex education, sexism, love and attraction, sexual abuse, sexual dysfunctions, sex therapy, paraphilia, and sexuality through the life cycle.

RCM241 Marketing of Hospitality Services
This course takes an in-depth look at proven marketing strategies specific to hospitality services and provides students with methods that can someday help their properties.

RCM251 Financial Management for the Hospitality Industry
This class will give the students the working knowledge of finance that is increasingly demanded of all hospitality managers. Easy to understand theories and applications show the students how to make business decisions and obtain critical information by analyzing financial statements.

RCM261 Capstone and Special Project
The students prepare modern and regional American cuisine in a public restaurant. Correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and an à la carte menu are stressed. The principles of dining room service, and the philosophy of food are further explored and examined in light of today's understanding of food, nutrition and presentation.

RCM262 Catering and Banquet Operations
This course introduces both the meeting planner and banquet manager perspectives to help students understand the requirements of the various market segments.

RCM263 Hospitality and Human Resources Management
This course prepares students in hospitality human resources management. Multiculturalism, conflict resolution, benefit and compensation packages, and legal considerations when interviewing are just some of the subjects covered in this authoritative course.

RS001 Introduction to the Career Portfolio
All students are required to produce a Career Portfolio in addition to their program portfolios or capstone projects in order to graduate. In this introduction, students learn to use their electronic portfolio service accounts, are introduced to the Career Portfolio skills, and complete their beginning portfolio and assignments. Students enrolled in either Dimensions or College 101 fulfill this requirement in those classes. All other students must successfully complete the four week Career Portfolio workshop.

RS002 Completion of the Career Portoflio
All students are required to produce a Career Portfolio in addition to their program portfolios or capstone projects in order to graduate. In this final course, students write final reflective essays and complete their Career Portfolio. Students enrolled in Career Development fulfill this requirement in that class.

RS100 Fundamentals of Business
In this course, students are introduced to the fundamentals of business. Topics of learning include forms of business ownership, starting a business, developing a business plan, business management principles and strategies, and marketing and promotion strategies for a business.

RS104 Accounting
This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to prepare accounting statements.

RS105 Human Resource Management
This course is designed to provide an overview and foundation for all facets of human resources management. Topics will include job design, labor relations, recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved with equal employment opportunity, affirmative action, accommodations, Fair Labor Standards Act, and workplace safety. The strategic aspect of human resource management will be explored in depth.

RS141B Leadership
This course focuses on the importance of leadership skills in managing and motivating teams. Effective group dynamics are emphasized through the application of problem solving, communication skills, and emotional intelligence in both individual and team situations. Leadership styles, decision-making, negotiating, and conflict resolution methods essential in today's business environment are also covered.

RS318 Copyright & Intellectual Property
(Prerequisite: AP101 Survey of the Music Industry) This course introduces students to the various concepts of copyright law and intellectual property and provides an in-depth exploration of copyright and intellectual property issues in competitive business practices. The emphasis of the course is placed on the protection of intellectual property, including copyright, trademark, business and service marks.

RS321 Fundamentals of Marketing
(Prerequisite: RS345 Fundamentals of Advertising) This course addresses the fundamental principles of marketing and marketing research. Students will learn the importance and key components of a marketing plan. Knowledge and practical application of the marketing research process are also a focus of this course. Data sources, sampling procedures, questionnaire design, data collection, and analysis will be covered.

RS326 Sales Management
An exploration of the steps involved in selling a product or service. Studies focus on the essential skills and knowledge necessary to effect a sale, as well as methods by which the sales pitch can be focused to solve customer problems.

RS345 Fundamentals of Advertising
This course is a basic introduction to advertising, its history, potential and limitations. Students will examine various definitions of advertising and different methods of communication, as well as the advertising spiral, objectives, copy and federal regulations. Changes in advertising over the years and the effects produced by culture, major events, trends and influences will also be examined.

RS350 Digital Marketing Strategies
This is a marketing course for digital media. Students learn to conduct demographic analysis for customer needs and expectations and develop marketing strategies to effectively market value-added media products.

SOCI1306 Social Problems
With this course students will learn the application of sociological principles to the major problems of contemporary society, such as inequality, crime and violence, substance abuse, deviance, or family problems.

SPAN1401 Introduction to Spanish
This course is designed to introduce students to the Spanish language and culture. Instruction will focus on preparing students to communicate in our expanding bilingual society.

SPCH1315 Public Speaking
With this course, students will learn how to research, compose, organize, and deliver speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques.

VEMG105 Introduction to Visual Effects
This course will explore various techniques to create and implement CGI into live action. The course will explore various methods of compositing and compositing concepts to enhance and expand productivity. Specific animation features and functions of the given software will be discussed and applied to the production of short 3D animation projects. Emphasis will be placed on creating CG environments and integrating elements into live action.

VEMG115 Storyboarding
This course focuses on planning for complex layered composites. Students will apply industry-standard storyboarding and scripting techniques to Visual Special Effects. Contents to be covered include purposes and formats of storyboards, basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script.

VEMG123 Two-Dimensional Animation
Students acquire foundation skills in two dimensional animation techniques. Emphasis is on concept development, sequencing, timing and character development using traditional animation materials and procedures.

VEMG125 Maps, Mattes, and Masks
This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels, and compositing.

VEMG205 Three-Dimensional Modeling and Animation I
Using a 3D modeling program, students will create and render 3D forms consisting of various combinations of light, color and texture.

VEMG207 Introduction to Editing
In this course students explore the features and functions of editing shots. The course focus is on the relationship between shots. Students will evaluate the editing process by watching films and understanding how editing supports the story being told. Students will then practice shot relationships and continuity editing using linear and/or non-linear video editing systems.

VEMG211 Intermediate Visual Effects I
This course begins with an overview of the history of visual effects with emphasis on the various effects processes in their historical contexts. It continues with discussions of the field of postproduction, animation and broadcast graphics and analysis of major sectors of those industries and career opportunities within them.

VEMG213 Broadcast Graphics
This course introduces techniques in type design and animation using compositing software. Emphasis is on design, storytelling and technical precision.

VEMG215 Three-Dimensional Modeling And Animation II
This course will continue to explore the various techniques to create animation in a 3D environment. The emphasis will be on creating animated logo designs for use in broadcast and corporate presentation venues. The course will also explore various methods of compositing and compositing concepts to enhance and expand productivity. Specific animation features and functions of the given software will be discussed and applied to the production of short 3D animation projects. Emphasis will be placed on the ability to breakdown a scene into various layers and integrate those layers into a completed, seamless product.

VEMG217 Intermediate Editing
Intermediate editing introduces the computer into the editing process. Students will adapt editing concepts learned in Basic Editing to the non-linear atmosphere. Students will develop editing skills in a digital environment. Emphasis is on digitizing media, media management, titling, importing/exporting graphics, audio mixing and outputting to videotape.

VEMG221 Intermediate Visual Effects II
Utilizing various painting and compositing packages students will learn the principles of rotoscoping and digital painting, as applied to rig removal and special effects.

VEMG223 Intermediate Broadcast Graphics
This course will expose students to the disciplines used in finalizing a video or animation project using compositing software. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. More sophisticated tools and techniques will be introduced. Each student should produce a final edited project utilizing these skills.

VEMG227 Advanced Editing
Advanced editing gives students the opportunity to refine knowledge and skill learned in the introductory and intermediate editing courses. The main focus of advanced editing is applying shot relations and transitions by creating a short video from original idea to edited master. Students explore the features and functions of video-editing systems and learn to edit video using linear and non-linear video editing systems.

VEMG301 Advanced Visual Effects I
This course will expose students to the disciplines used in creating and compositing video shot on a blue or green screen. More sophisticated methods will be introduced for color correcting and adjusting video to produce seamless composites. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. Each student should produce a final edited project utilizing these skills. Concepts presented will include; various methods of keying, matte extraction, garbage matting, track mattes, traveling mattes, RGB color space, and color correction.

VEMG303 Interactive Visual Design
Interactive Visual Design is a mastery level course encompassing broadcast design skills and information architecture as utilized in convergence media such as DVD and WebTV. The formats of DVD and WebTV/AOLTV are referred to as convergence media; both present virtually all of the design challenges and limitations posed by both television NTSC display and browser style navigation.

VEMG305 Post-Production Management
Students will learn to manage the production process. They will develop skill in managing clients and personnel. Students will discover the critical nature of preplanning and organization. Course will explore the various technical and artist issues that effect a project. Students will understand the financial implications of project management. Skill will be developed in establishing timelines and deadlines.

VEMG 307 Three-Dimensional Effects

Using a 3D modeling program, students will Particles systems from use in compositing as well as particle dynamics, space warps and effects such as combustion. Use 3d lighting to match real world lighting.

VEMG311 Advanced Visual Effects II

This course introduces students to the various methods of matching the motion shot on a live action plate and applying that motion to a digital element. 2D and 3D tracking methods will be introduced. The course will also introduce students to morphing technology and methods by which elements can be seamlessly blended together within the frame.

VEMG313 Video Production

This course introduces studio production with an emphasis on green screen shooting for compositing. Shooting in the studio forces students to work in a controlled environment. Matching lighting and camera angles/movement are stressed. Composition and blocking for translation into the digital realm is studied and practiced.

VEMG315 Art Direction

This course further explores the responsibilities of the art director, including the evaluation of the creative process, marketing strategies, design aesthetics and media application.

VEMG321 Production Studio I

In this course, two group projects will be produced. Students will build upon previously learned foundation skills in broadcast design and visual effects by simulating a real world production environment. Emphasis will be placed on both the competitive and collaborative aspects of broadcast design production, as well as various professional methods, procedures, techniques, skills, resources and equipment.

VEMG323 Advanced Broadcast Graphics

This course will expose students to more advanced compositing techniques. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. More sophisticated tools and techniques will be introduced. The class will focus mainly on group-oriented projects. Each student will have a vital role in producing a group project involving, animation, live action video, editing, and compositing for a final portfolio piece.

VEMG327 Advanced Sound Techniques

A survey of advanced topics relating to sound for video including: the professional audio post-production process, dual-system sound synchronization, multi-channel surround mixing for theatrical and DVD release, complex sound effect creation and sound design, advanced music and dialog editing and a basic introduction to music creation using synthesizers, samplers and the Musical Instrument Digital interface (MIDI.)

VEMG401 Production Studio II

This course is designed to expose students to the disciplines used in animation and related industries. In this course students will work as a production team to continue developing the full station ID (including bumpers, trailers, interstitials, openings, commercials, and lower thirds) that they started in the previous quarter.

VEMG403 Special Topics

Topics are based upon important trends and developments in Visual Effects and Motion Graphics. Lectures, demonstrations, or research reports pertaining to areas of interest in Visual Effects and Motion Graphics presented by resident faculty, expert visitors, and working professionals. Group projects may also be assigned. Topics selected are based upon important trends and developments in the industry. Study and discussion of computer hardware, operating systems, networking, programming languages, interactive digital media, streaming media, HDTV, entrepreneurship, marketing, workgroup organization, and film industry are but a few possible topics that might be covered. As an Independent study, this course allows the student to select special topics in Visual Effects and Motion Graphics and produce, under the guidance of an instructor, work related to the industry. The student will be exposed to the various applications of Visual Effects and Motion Graphics and apply those skills to chosen topics.

VEMG405 Portfolio Preparation

Students will create Treatments, Scripts, Storyboards and Shooting schedules for the acquisition of source material for the student's final portfolio.

VEMG411 Principles of Aesthetics

Aesthetics is the philosophical study of the nature of art. Students will examine various aspects of art including the relationship between the various arts and concepts of beauty, the creative process, principles of art criticism, style, and symbolism.

VEMG415 Portfolio Development

This course continues the refinement of the student's digital portfolio. Student's will focus on meeting digital portfolio requirements, showcasing their individual strengths and areas of specialization. Students will apply time management, technical and artistic skills to complete final video.

VEMG425 Portfolio Presentation

In this course students will compile the digital portion of their portfolio, to assess its strengths and weaknesses, to correct those weaknesses and augment the students strengths to produce a professional demonstration tape. Students will apply time and resource management principles to the development and production of visual special effects projects.

Vision Statement

The Art Institute of Houston—To be the preferred destination for individuals seeking careers through creative education.

Mission of The Art Institute of Houston

The mission of The Art Institute of Houston is to provide a quality, collaborative academic environment for individuals seeking creative careers through higher education. Bachelor's and Associate's degrees are competency based, incorporating traditional liberal arts and hands-on instruction. Faculty use learning-centered methodology that prepares students for career entry in the design, visual and culinary arts fields as well as continued professional development.

The Art Institute of Houston Values

Integrity A personal commitment by every person to conduct themselves with honor, trust, respect, ethics and honesty while working towards the common goals.

Teamwork To reach common goals by working together, sharing information and building on each other's strengths.

Service Anticipating the unexpected, providing courteous, timely, skilled assistance with attention to detail and the commitment to follow through on students, faculty, staff and constituent's needs.

Commitment Giving 100% effort to achieve success toward common goals.

Information about The Art Institute of Houston

The Art Institute of Houston is owned by The Art Institute of Houston, Inc., a wholly-owned subsidiary of The Art Institutes International LLC, which through two intermediary limited liability companies is a subsidiary of Education Management Corporation, 210 Sixth Avenue, Pittsburgh, PA 15222.

The Art Institute of Houston prepares its graduates for entry-level employment within specific career areas of the design, media arts, fashion and culinary arts fields. The Art Institute's primary purpose is to provide students with practical, employment-related skills and the curriculum is periodically modified to meet the needs of the local and national marketplace. From its founding in 1965 until joining The Art Institutes in 1978, The Art Institute of Houston was known as the Houston School of Commercial Art. In December 1990, the school moved to its current facility at 1900 Yorktown in the Galleria area.

The information contained herein was published in September 2009 and applies to the 2009-2010 academic year. Curriculum, fees, expenses and other items described are subject to change at the discretion of The Art Institute of Houston.

Accreditation and Licensing

The Art Institute of Houston is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Art Institute of Houston. The Art Institute of Austin and The Art Institute of Houston-North are branch campuses of The Art Institute of Houston. The Texas Higher Education Coordinating Board has granted a Certificate of Authority to The Art Institute of Houston to award the Associate of Applied Science, Bachelor of Fine Arts and Bachelor of Science degrees with programs in Baking & Pastry, Culinary Arts, Culinary Management, Food & Beverage Management, Restaurant & Catering Management, Audio Production, Design & Technical Graphics, Digital Filmmaking & Video Production, Fashion & Retail Management, Graphic Design, Interior Design, Media Arts & Animation, Photography, Visual Effects & Motion Graphics and Web Design & Interactive Media. The Interior Design program leading to the Bachelor of Fine Arts degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 146 Monroe Center NW, Suite 1318, Grand Rapids, MI 49503-2822. The Culinary Arts Diploma and Associate degree programs are accredited by the American Culinary Federation Foundation, Inc. Accrediting Commission.

Student Body

Students come to The Art Institute of Houston 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.

The Admissions Process

How to Apply

The Art Institute of Houston welcomes all applications for admission. We value intellectual ability, academic achievement, creative expression, and personal qualities that would contribute to career success in the design, visual, and culinary arts.

Prospective students will submit a completed and signed Application for Adm ission, an Enrollment Agreement, and the $50.00 application fee. When applicable, a parent or guardian will also sign the

documents. The college requires a tuition deposit of $100 within ten days of submitting the Enrollment Agreement.

While it is not a condition for submitting application materials, we strongly encourage applicants to visit The Art Institute of Houston. Arrangements for an interview and tour of the campus may be made by telephone at 713-623-2040 or toll free at 1-800-275-4244, or write to: Director of Admissions
The Art Institute of Houston
1900 Yorktown Street,
Houston, Texas 77056

Proof of High School Graduation

Graduation from an accredited high school, a Graduate Equivalency Diploma (GED), or the foreign equivalent is required for admission. In Texas, recognized high schools are those public schools accredited by the Texas Education Agency (TEA) or private schools accredited by the Texas Private School Accreditation Commission (TEPSAC). Applicants must provide an official copy of their final high school transcript, GED scores, or foreign educational credentials. High school seniors may submit a partial transcript which indicates their expected graduation date at the time of application, and then provide a final official transcript within thirty days of matriculation . Applicants who have graduated from a regionally accredited postsecondary institution may submit their official college transcript in lieu of proof of high school graduation. Other proof of high school graduation or its equivalent may be considered under special circumstances and must be approved by the President of The Art Institute of Houston.

Official copies of all foreign educational credentials must be prepared in English or include a complete and official English translation. In addition, foreign transcripts must be evaluated for equivalency by a recognized credential evaluation service in the United States. For more information about acceptable credential evaluation services, contact the Admissions Department.

Special Program Requirements

Prospective students in the Media Arts & Animation program must submit a portfolio for approval by a faculty committee. Guidelines for portfolio requirements may be obtained from an admissions representative. Students seeking admission in the Culinary Arts diploma program are required to have two years work experience in the food service industry, two letters of recommendation, and approval of the Culinary Department Director or Department Chair.

Admissions Standards Committee

Applications to the college are considered by an academic administrator and a faculty committee. We focus on the following to determine college preparedness:
– Previous academic performance as documented by official transcripts
– The college admissions essay
– Standardized test scores such as SAT, ACT, ASSET, or ACCUPLACER

At the discretion of the committee, additional information such as more recent test scores, letters of recommendation, interviews, portfolios, or other evidence may be requested.

Placement

Entering students will be required to complete a placement test or other college-level standardized test to determine whether transitional coursework is needed for the student to be successful in regular program courses at The Art Institute. Examples of these transitional courses include Essentials of Math, Fundamentals of Math, Developmental Composition, and Developmental Reading. If students are placed in transitional courses, they are required to register for these courses in addition to designated courses in the regular curriculum.

International Admissions

All international (non-immigrant) applicants to The Art Institute of Houston must meet the same admissions standards as all other students (See section under Admissions Process).

English Language Proficiency

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

Non-immigrant Students

Applicants seeking to enroll in valid student non-immigrant status must submit each of the following items:
– A completed and signed Application for Admission Form including required essay;
– A completed and signed Enrollment Agreement;

– Original or official copies of all educational transcripts (high school and, if applicable, university level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
– Official credential evaluation of non-American educational credentials, if applicable;
– Proof of English language proficiency (see English Language Proficiency Policy);
– A completed and signed Sponsor's Statement of Financial Support. This statement is not required if the student is self-sponsored;
– Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
– A U.S. $50 non-refundable application fee and a U.S. $100 refundable tuition deposit;
– A photocopy of the student's passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
– For all non-immigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides);
– For all non-immigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of non-immigrant status at previous school attended before transferring to The Art Institute of Houston;
– Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute of Houston must be prepared to purchase health insurance through an approved provider upon commencement of studies.

Applicants seeking student nonimmigrant status cannot start school in the following quarters: Winter II, Spring II, Summer II, Fall II. The maximum number of credits available during this abbreviated quarter does not meet the definition of a full course of study for applicants requiring student nonimmigrant status.

If an applicant seeking to enroll in valid student non-immigrant status is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required. If the applicant is accepted, he/she will be sent additional information regarding the student visa application process. The Art Institute of Houston is authorized under Federal Law to enroll non-immigrant alien students.

The Art Institute Online Courses

The Art Institute of Houston offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh—Online Division. Online classes are 5 ½ weeks in length and have the same course and exit competencies as the on-ground version of the same course. The Art Institute of Houston has reviewed all course descriptions, course outcomes, and course syllabi for online courses to determine the educational integrity equivalency of these courses to the same courses that are offered on-ground at The Art Institute of Houston.

Online courses are designed to take advantage of technology, making the learning environment more efficient and maximizing relevance to your prior learning and experiences. As in traditional on-ground classes, students are expected to complete all work and submit assignments within the time periods given by the instructor as listed on the course syllabus. Students in online courses are required to log into the course at least five of seven days per class week, with each of the five log-ins occurring during separate 24-hour periods. All assignments must be submitted by midnight (Eastern Standard Time) of the due date. Student participation in the course is required in addition to submitting formal assignments for the course. Log-ins are monitored, and students enrolled in online courses must adhere to academic and attendance policies to remain in good standing.

The Art Institute of Houston charges the same tuition for online courses as it charges for on-ground courses. In addition, a $100.00 fee is charged for each online course taken to cover administrative and technical support for students.

Prerequisites for Participation in Online Courses

A self-administered survey about online courses is available on The Art Institute of Pittsburgh—Online Division Web site, www.aionline.edu, to assist you in determining if you are a good candidate for online classes. Copies of this survey are also available through The Art Institute of Houston Online Advocate. Before registering for an online course, you must speak to your advisor at The Art Institute of Houston to discuss your interests, the type of learning activities with which you are most comfortable and successful, and the amount of time you have available in your schedule to dedicate to online course requirements. Candidates for online courses must be in good academic standing and possess excellent time management, problem-solving, and critical thinking skills, as well as strong written communication abilities. Your advisor will be able to make the most appropriate recommendations about course types and course loads. In order to participate in online classes, you must have computer hardware and software equivalent to the specifications

indicated by The Art Institute of Houston. The Art Institute of Houston regularly reevaluates the hardware and software needs to ensure that students taking online courses are utilizing technology in parity with students taking the same courses on-ground. Prior to registration each quarter, The Art Institute of Houston will provide students with a list of courses to be offered online. The technology requirements specified for each course are available on the virtual campus Web site, campus.aionline.edu, found at The Art Institute of Pittsburgh—Online Division Web site.

Registration for Online Courses

Students register for online courses during the regular registration period at The Art Institute of Houston. Online courses are offered in two sessions within the academic quarter calendar. The first session begins at the same time the on-ground course work begins at The Art Institute of Houston and runs for 38 days (through the Wednesday of week six of an academic quarter). The second session begins 38 days prior to the end of the quarter (Thursday of week six) and ends on the same day as the quarter for The Art Institute of Houston. It is not necessary to sign up for classes in both sessions. However, if a student wishes to take courses in each of the two sessions for a quarter, he or she must register for both sessions of a given quarter during the traditional registration period. A student who wishes to enroll in only one of the two sessions of an upcoming quarter must register during the traditional registration period, as well, even though the second session does not begin at the start of the academic quarter. The same add/drop policy and timeframe is followed for both online and on-ground courses. Registration is considered to be confirmed when you have successfully completed the mandatory online academic orientation exam (see below) and shown proof of ordering the required textbook(s) for all online courses to be taken. Any student not fulfilling these two requisites will be removed from class prior to the start of the academic quarter.

Academic and Software Orientation

All students taking online courses are required to successfully complete an academic orientation to online learning prior to the beginning of their course(s). This orientation reviews the expectations, policies, and procedures associated with taking courses online. The orientation is planned to begin prior to the start of classes—please see your in-house online advocate for deadlines. During the week of software orientation, you will log on to the site that runs the courses on your computer. There are several exercises that you can go through to make sure that you are knowledgeable and comfortable working with them before the class begins. It is imperative that you are ready to begin working on the class at the start of the academic quarter; you

will not have time to orient yourself once the class is underway. You will have access to 24-hour online platform software support via a toll-free number throughout your class to assist you if any problems arise. You also have access to address any questions or concerns that arise through e-mail at The Art Institute of Pittsburgh—Online Division Web site.

Some courses also require knowledge of software used in the class. In the event you enroll for one of these classes, a software tutorial is offered to you at no additional charge. This tutorial needs to be completed and a test of software competency demonstrated prior to taking the class.

Textbooks
All online courses require textbooks. The textbooks for online courses may be found in the online course syllabi, which are located under campus.aionline.edu and may be obtained from The The Art Institute of Pittsburgh—Online Division's textbook partner at www.mbsdirect. net. They provide 48-hour delivery for most textbooks. Textbooks can be purchased online over a secure line using a credit card.

Equipment
Prior to registration, students are provided with a technical specification list for hardware and software that supports the online courses. The technology requirements specified for each course are available on The Art Institute of Pittsburgh—Online Division virtual campus Web site, campus.aionline.edu. Students may purchase their own equipment with an outside vendor, or through The Art Institute Online technology partners which may be found at the above Web site. Students are not, however, required to purchase or lease any equipment through The Art Institute of Houston or The Art Institute of Pittsburgh—Online Division.

Faculty
Faculty who teach the online courses possess the same subject matter credentials and experience requirements as faculty who teach the same course on-ground. In addition, all faculty who teach online are required to successfully complete a six-week online training course. In most cases, faculty who teach online courses teach the same courses on-ground with The Art Institutes system.

Academic Services
The Art Institute of Houston provides a wide variety of support services to its students in order to assist them in completing their educational programs and reaching their career goals. All students who take online courses remain enrolled at The Art Institute of Houston and are encouraged to take advantage of these support services.

Student Financial Planning
The Art Institute of Houston has a Student Financial Services office where students and their families develop a financial plan to help ensure students' completion of their program. Specialists from this department help students complete the federal and state applications for grants and loans applicable to the students' circumstances. Once a student's eligibility for financial aid has been determined, the student receives help to develop a plan for meeting educational expenses. "Plus" students (those registered for both online and on-ground courses at the same time) receive the same assistance and financial consideration regardless of the delivery format of their registered courses.

For further information, visit the Advising Center on the second floor and speak with the Online Advocate.

Admissions Requirements for Returning Students
The Re-admissions Office provides assistance to those students wishing to return to school after a leave of absence, withdrawal or suspension. For a smooth transition back into the academic mainstream, students must contact this office, located in the Admissions Department, for all information needed to return to classes.

Transitional Studies
The Art Institute of Houston tests incoming students to determine readiness for college level coursework. Students found to be deficient in English, reading, or math may be required to enroll in 3 to 9 credits of transitional studies classes. This coursework is in addition to the selected program of study, is charged at the current per-credit hour rate, and may extend the length of time required to complete the program. Transitional studies courses are not calculated in the student's cumulative grade point average or in the total credits needed for graduation.

Tutorials
Students who require less formalized remediation or are in need of tutorial assistance in any course may be required to participate in computer-based, peer or faculty assisted tutorial programs. Required tutorial assistance is provided at no additional charge.

Orientation
An orientation program is required for all new students in order to familiarize them with Art Institute of Houston rules and procedures and to introduce them to key staff, faculty and in-school students. The orientation assists in making their transition to The Art Institute of Houston a smooth one. Incoming students are advised of the dates and times.

Financial Aid

Students may be eligible for financial assistance under various federal and state programs as follows:

– Federal Stafford Loan
– Federal Pell Grant
– Federal ACG Grant
– Federal Smart Grant
– Federal Supplemental Education
  Opportunity Grant (SEOG)
– Federal Perkins Loan
– Federal College Work Study (CWS)
– Federal PLUS (Parent) Loan Program
– Private Education Loan Program
– Vocational Rehabilitation Assistance
– Veterans Administration Benefits

Awards under these programs are based on individual need and the availability of funds. A number of states also offer educational grants. Colorado, Florida, Ohio, Pennsylvania and Washington are among those states. Some of the states permit their residents to use the grants at schools outside the state. Contact the Student Financial Services Office for details about financial aid resources. Students receiving financial assistance must maintain satisfactory academic progress as outlined in the catalogue.

Student Financial Planning Services
Every enrollee receives a Student Financial Aid brochure. It describes many forms of financial aid available to students. The Institute has a Student Financial Services Office that helps students and their families develop a financial plan to meet the expenses involved in the education process for the program length. Specialists from this department will help students complete the federal and state applications for grants or loans which may apply to the student's circumstances. Periodic payments to The Art Institute of Houston may be included in the financial plan. This planning process occurs each academic year and student financial services are continually available to assist students and families with financial plans to meet educational costs.

Applicant Responsibilities
Students who receive financial assistance are cautioned to remember their various responsibilities. They must:
– Maintain satisfactory academic progress (as outlined in The Art Institute of Houston Student Handbook).
– Maintain student financial records.
– Inform staff of any address changes, schedule/ program changes or any other status changes that might affect the student's eligibility for financial aid.
– Initiate loan and grant renewal applications in advance of the second and later academic years. Some students may not have applied for financial assistance initially, or do apply and are determined to be ineligible for assistance. Be aware that the federal

and state eligibility criteria are periodically reviewed and modified, therefore, any student whose financial circumstances change or for whom a financial need arises should contact the Student Financial Services Department.

Veterans Information
Students sponsored or assisted by the Veterans Administration may receive assistance in the filing of appropriate forms from the Registrar's Office at The Art Institute of Houston. These students must maintain satisfactory attendance and academic progress as outlined in this catalog.

Students sponsored or assisted by the Veterans Administration must be present in class during the first week of the quarter. Any student sponsored or assisted by the Veterans Administration who does not attend the first week of class will be dropped from that class(es) in accordance with the Veterans Administration Policy.

Requirements For Graduation/Degree
The Art Institute of Houston awards a Bachelor of Fine Arts degree to graduates of its Digital Filmmaking & Video Production, Interior Design, Graphic Design, Photography, Web Design & Interactive Media and Media Arts & Animation programs. A Bachelor of Science degree to graduates of its Audio Production, Culinary Management, Design & Technical Graphics, Food & Beverage Management, Fashion & Retail Management and Visual Effects & Motion Graphics programs and the Associate of Applied Science degree is awarded to graduates of Baking & Pastry, Culinary Arts, Restaurant & Catering Management, Web Design & Interactive Media, and Graphic Design programs. To graduate, students must achieve a minimum cumulative grade point average of 2.0 and have completed a clearance process, received a passing grade or credit for all course work and satisfied all financial obligations to The Art Institute of Houston.

The Career Portfolio as a Graduation Requirement
All students in Bachelor's and Associate's degree programs are required to complete the Career Portfolio for graduation. Two non-credit pass/fail courses, RS001 Introduction to the Career Portfolio and RS002 Completion of the Career Portfolio, are included in all degree plans. There is no cost to students for these non-credit courses.

The first course, Introduction to the Career Portfolio, has sections associated with specific College 101 or Dimensions courses and is taught in conjunction with these courses. Students are co-enrolled in a College 101 section (or Dimensions of Culinary Education section) and an Introduction to the Career Portfolio section. Successful completion of College 101 or Dimensions of Culinary

Education satisfies the Introduction to the Career Portfolio.

Students who meet requirements to receive transfer credit or credit for prior learning for College 101 or Dimensions of Culinary Education will be enrolled in sections of RS001 Introduction to the Career Portfolio that meet for four weeks to satisfy the Career Portfolio requirement.

The final course, RS002 Completion of the Career Portfolio, is associated with the Career Development course. Students are co-enrolled in a Career Development section and a Completion of the Career Portfolio section. Successful completion of Career Development satisfies the Completion of the Career Portfolio requirement.

Advanced Placement Exams
Students who participated in the Advanced Placement Program offered through their secondary schools may receive credit for comparable courses at The Art Institute of Houston. Credit will be awarded for exam scores of three (3) or better on AP Examinations. AP Exam credit must be applied for and approved in advance of the first quarter of study.

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

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

Transcripts
Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at The Art Institute of Houston may be considered for transfer credit, at the discretion of the Dean of Academic Affairs.

Associate's Degree Credits to Associate's/Bachelor's Degree Program:
Associate's Degree credits, with a grade of "C" or better, from an Art Institutes school, earned by students who do not hold an Associate's Degree, will transfer to the same program at the Associate's Degree or Bachelor's Degree level. Differing state and accrediting regulations may require additional courses at the Associate's Degree level. If the Associate Degree transferred by the student has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the Associate's Degree level and/or Bachelor's Degree level.

Transcripts
Official transcripts must be sent to the Admissions Office of the admitting Art Institutes school prior to the class start. Transcripts submitted after the student's first quarter of attendance at The Art Institute of Houston may be considered for transfer credit, at the discretion of the Dean of Academic Affairs.

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

Level of Transfer Credits
Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered. Grades of Transfer Credits: Courses with earned graded of "C" (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses
Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit
Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by the Art Institute of Houston prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

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

Portfolio Review
Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Allowable Total Transfer of Credit
Students may be granted as much as 75 percent of the total program credits required for graduation. Students must earn in residency a minimum of 25 percent of the total program credits required for graduation. Due to regulatory considerations, at some Art Institutes school, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Transfer Of Degrees And Course Credit From Colleges And Universities Before Matriculation to The Art Institute of Houston
Transcripts
Official transcripts must be sent to the Admissions Office of The Art Institute of Houston prior to the class start. Transcripts submitted after the student's first quarter of attendance at The Art Institute of Houston may be considered for transfer credit, at the discretion of the Dean of Academic Affairs.

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

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

Grades of Transfer Credits
Courses with earned graded of "C" (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses
Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit
Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by The Art Institute of Houston prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

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

Allowable Total Transfer of Credit
Students may be granted as much as 75 percent of the total program credits required for graduation. Students must earn in residency a minimum of 25 percent of the total program credits required for graduation. Due to regulatory considerations, at some Art Institutes school, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Portfolio Review
Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Transfer Credit After Matriculation (Concurrent Enrollment or Re-Entry to The Institution) At The Art Institute of Houston
NOTE: Transfer credit after matriculation must be completed prior to the student's final term of study.

Concurrent Enrollment
Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with The Art Institute of Houston full-time schedule, after a student's matriculation at The Art Institute of Houston may be made to the Dean of Academic Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the institution permits concurrent enrollment.

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

Full-time Status
The student must be enrolled full-time at The Art Institute of Houston at all times during the concurrent enrollment at another college or university.

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

Grading
The concurrent enrollment course must be passed with a grade of "C" or better. The student's record at The Art Institute of Houston will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

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

Delay of Graduation
Concurrent enrollment course taken during the last quarter of Art Institute enrollment will, in all probability, delay graduation by one quarter.

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

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

Grading
The course(s) must be passed with a grade of "C" or better. The student's record at the Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

Timeliness of Coursework
Certain courses are time-sensitive with respect to the technology used in the course. Evaluation of the appropriateness of transfer for these types of courses will be at the discretion of the Dean of Academic Affairs.

Transfer of Credit to Other Institutions
The Art Institute of Houston does not imply or guarantee that credits completed will be accepted by or transfer into any other college, university, or institution. Each institution sets its own policies regarding the acceptance of credit from other institutions. Students interested in transferring credit earned at The Art Institute of Houston to another institution should contact the institution and request their policies on credit transfer.

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

Career Services
The Art Institute of Houston offers employment assistance resources and services to eligible students and graduates. Classes are offered to train students in successful job search skills and to support them in their job search, though at no time does The Art Institute of Houston guarantee employment. During the student's training at The Art Institute of Houston, an attempt is made to cover all relevant aspects of the employment search process. This experience helps the graduate to organize and conduct a job search.

Employment assistance classes, individual advisors and printed and electronic job search information are offered to all students as part of the curriculum. Topics such as organizing a job search, company research, preparation of résumé and other written communications are addressed. Training includes job search skills, interview and interview follow-up techniques, networking and self-promotional marketing. Resource and reference materials are available in the Library. Students also receive extensive portfolio counseling from their faculty. The Art Institute of Houston continually seeks new employment opportunities and contacts for students and graduates. An ongoing effort is made by employment advisors and other Art Institute of Houston personnel to stay in close communication with prospective employers and other professionals in each field of study.

Students at The Art Institute of Houston are encouraged to obtain part-time work in their field of study while in school to prepare them for full-time employment. Each student and graduate can help his or her job search success by utilizing employment assistance resources and services. To be eligible for graduate employment assistance students must complete an exit interview and have an acceptable resume in their last quarter before graduation.

Graduates who confine employment considerations to the Houston metropolitan area may limit the particular opportunities available to them.

Graduate Employment Information
The Art Institute of Houston maintains graduate employment information. For specific data on a particular program of study, contact the Director of Career Services.

Academic Advising
Academic Advising is provided by the Academic Advisors, the Department Director, Department Chairs, Dean of Student Affairs, and the Dean of Academic Affairs. They assist students in making decisions about scheduling and course selection, track student progress, and provide individualized attention which ultimately facilitates academic success.

Counseling Services
The Counseling Department provides short-term counseling at no charge to students. Individual counseling can range from focusing on emotional and adjustment issues to academic, social and other concerns. Group services center around specific topics (e.g. women's forum, men's forum, housing mixers) and offer the opportunity for support and discussion with peers and a staff facilitator. Special interest workshops are offered to promote skill-building in a number of areas, including time management, stress management, and effective communication.

This department also provides information about community services, makes referrals to private and public mental health facilities, and functions as the liaison between the school and parents, community organizations, and academic services.

Housing
Living accommodations are very important for students who are enrolling at The Art Institute of Houston and moving away from home. The Art Institute of Houston has a Housing Services Department to assist students in making this transition. One option to consider is school-sponsored housing, in which you and other students live in housing arranged by The Art Institute of Houston. For more information contact the Housing Department located on the second floor.

Art Institute Facilities
The Art Institute of Houston occupies approximately 100,000 square feet of space at 1900 Yorktown. In addition to classrooms, studios, laboratories, offices, and an exhibition gallery, The Art Institute of Houston has 11 computer labs with more than 300 computers available for student use. The computers have a variety of curriculum- supporting software programs and are operating the Windows XP and Macintosh platform environments. The Culinary Arts department houses six professional teaching kitchens, including a baking kitchen and an à la carte kitchen that supports Courses, the restaurant at The Art Institute of Houston.

The Art Institute of Houston maintains a supply store for the convenience of its students. The Library houses computers, a copy machine and audio/visual equipment for student use.

The year-round average class size for The Art Institute of Houston is approximately 25. Typically, the maximum number of students in a lecture class is 45 and in a lab class is 30. The Art Institute of Houston also provides equipment for student use. This includes, but is not limited to blueprint machines, color printers, digital video editing equipment, and a variety of video cameras.

Instructional Packing Equipment
Use of instructional equipment will be made available according to the program curriculum to enable the students to acquire an understanding of those fundamental principles of equipment of the type the student would be likely to encounter in an entry-level position in the field. Students must share such equipment; accordingly, The Art Institute of Houston cannot guarantee students hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of his/her program, the student may have to schedule use of the equipment outside normal class hours.

Exhibition of Student Work
Student art work is very important to The Art Institute of Houston. It is of great benefit in teaching other students and is used by admissions representatives to show prospective students and counselors what Art Institute of Houston students have achieved. Student art work is also a basic part of the catalogue, other publications and exhibitions. The Art Institute of Houston reserves the right to make use of the art work of its students, with student permission, for such purposes.

Special Programs
Special programs are offered each summer for art teachers, educators and high school juniors and seniors. A variety of presentations, seminars and workshops are offered to interested groups. The Steve R. Gregg Gallery at The Art Institute of Houston changes monthly and features student, faculty and alumni work, and special exhibits such as the New York Society of Illustrators Show, New York Art Directors Show, and the Houston ADDYS (Advertising Awards). Contact The Art Institute of Houston's Director of Public Relations or visit our Web site at www.artinstitutes.edu/houston for information regarding these programs and exhibits.

Library
The Library collection consists of multiple format resources and services to meet the needs of students, faculty, staff, and alumni. Approximately fifty percent of the print resources are directly related to the programs

of study, with the remaining fifty percent supporting the general education curriculum. Multimedia materials include videos and DVD's, as well as compact discs containing audio, image, and video files. In addition to its specialized collections, the Library provides study space, video viewing stations, copier service, and access to program-related software, word processing, electronic databases, and the Internet. The librarians offer library tours, workshops, and bibliographic instruction for individuals and groups.

Campus Security

The Art Institute of Houston wants every student to enjoy a safe, secure stay with us. Crime awareness and campus security are matters for which every student must take personal responsibility. The Art Institute of Houston Student Conduct policy and Housing Rules and Regulations strictly prohibit the possession of weapons and the use of alcohol, controlled substances, and drugs on the campus or in school-sponsored housing.

The Art Institute of Houston informs all students through the Drug Prevention Policy contained in 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 of Houston requires of all staff and students. Students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or when participating in any institutional activity. Students who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment. The Art Institute of Houston will make a good faith effort to maintain a drug-free and alcohol-free school and work place through implementation of the preceding policy, and will establish and maintain a drug and alcohol awareness program. However, as a service in Courses, the restaurant at The Art Institute of Houston, wine and beer will be served in accordance with federal and state regulations. The Art Institute of Houston Campus Security Policy will be distributed to every student. It discusses, among other things, the importance of prompt reporting of crimes to school officials and local police; campus security procedures aimed at encouraging students and employees to be responsible for their own security and the security of others; counseling and other assistance available from the school to any student who may be the victim of a crime; and statistics on selected crimes The Art Institute of Houston will maintain pursuant to the Crime Awareness and Campus Security Act. The policies on drug awareness and the campus crime report are published in the Student Handbook and/or may be obtained from the Student Affairs office.

Disability Services

The Art Institute of Houston provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Houston.

The Art Institute of Houston 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 you have a concern or complaint in this regard, please contact the Dean of Student Affairs on the second floor, telephone number 713-353-4115. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

Academic Performance Measurements

Student academic performance is recorded, reported and monitored each quarter by the following measurements:

Grade Point Average (GPA)
The grade point average for all courses taken or completed during any quarter of study.

Cumulative Grade Point Average (CGPA)
The grade point average, on a cumulative basis, for all courses taken or completed for all quarters of study.

Grade Point Computations
Grade points in a course are determined by multiplying the letter grade equivalent grade points by the credit hours. The total grade points earned are divided by the total credit hours earned to determine the grade point average. Credit hours are a different measure of academic achievement than contact hours or class attendance.

Academic Grading System
The grading system incorporates letter grades, with equivalent numeric values as follows:

Equivalent Letter Grade = Grade Points
A   = 4.0
A- = 3.7
B+ = 3.4
B   = 3.0
B- = 2.7
C+ = 2.4
C   = 2.0
C- = 1.7
D+ = 1.4
D   = 1.0
F   = 0.0

Additional Letter Codes
TR = External Transfer Credit
P   = Proficiency by exam; portfolio or experience
W   = Withdrawal
WF = Withdrawal/Failing
U   = Unofficial Transfer Credit
      (not included in earned hours)

Transfer Credit (TR)

Course credit transferred from another accredited postsecondary institution is assigned a "TR" code. Transfer credit is applied to the total credits required for graduation but has no grade point value and is not computed in grade point averages. All advance course credit must be approved by the Education Department.

Terminations

A student who is terminated from The Art Institute of Houston is assigned a "W" code when the effective date of the termination occurs on or before the end of week nine or a "WF" code when the effective date occurs after week nine.

Withdrawal

A student who withdraws from a program before the end of week 9 will be assigned a "W" code for each course within that quarter. To withdraw from a program, a student must notify the Registrar's Office. Every course for which a student receives an "F" or a "W" grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Academic Director or Chair and the Dean of Academic Affairs. Withdrawals and failed courses can affect the student's Incremental Completion Rate and ability to succeed.

Portfolio/Practical Review

All Design and Media Arts students are required to pass a mid-program portfolio review of their work in order to continue in their program. In the Culinary Arts program, a Practical must be successfully completed after every lab course to progress to the next lab. It is the student's responsibility to generate the required sample work and submit it for review at the appropriate time. A career advising and planning session will be held between the student and his/her Academic Director or Chair should the student fail to pass the review process.

Clock Hour to Credit Hour Conversion

For all classes in the Design and Media Arts programs, the following conversion rates apply:
Lecture Classes: 11 clock hours per quarter credit hour.
Laboratory Classes: 22 clock hours per quarter credit hour.
Internships: 30 clock hours per quarter credit hour.
College 101: 16.5 clock hours per quarter credit hour.

For all programs in the Culinary Arts programs, the following conversion rates apply:
Lecture Classes: 11 clock hours per quarter credit hour.
Laboratory Classes: 18.3 clock hours per quarter credit hour.
À La Carte Kitchen: 25.6 clock hours per quarter credit hour.
Internship: 50 clock hours per quarter credit hour.

For all General Education classes, 12 clock hours per quarter credit hour. One clock hour is equivalent to 50 minutes of instruction in a 60-minute period.

Satisfactory Academic Progress Policy

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR). Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

Milestones and Evaluation Points for Satisfactory Academic Progress Diploma Programs:
1. At the end of first quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs. Anything in excess of 150% of the credits will result in dismissal.

Degree Programs:
1. At the end of second quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.

4. At the end of sixth quarter, and every second quarter thereafter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs. Anything in excess of 150% of the credits will result in dismissal.

If a student's CGPA falls below 2.0, but is at least 1.8 and/or the ICR is below 66.67% but at least 60%, the student may be placed on probation one time after he or she has moved beyond his or her sixth quarter. The student would then need to achieve the 2.0 and 66.67% milestones at the next evaluation point or be dismissed.

Criteria for Honors Designation
To promote academic excellence and to recognize exemplary academic achievement, the following honors designations will be issued on a term basis and upon graduation.

Term Honors Designation (at the completion of a quarter or semester)—Students who enroll for and complete 12 credits or more and meet the following criteria may receive the corresponding designation:

Term GPA	Honors 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—Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Transitional studies classes are not considered when evaluating honors designations.

Transitional Studies
Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in dismissal.

Appeal Process for Academically Terminated Students
The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success.

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

Procedure for Re-Entry after Academic Termination
a) Termination Re-entry Process
A student terminated for violating the Satisfactory Academic Progress Policies (SAPP) must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process. The appeal procedure described in the preceding section applies.

If the appeal is granted, the re-entering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. Some form of academic evaluation must be conducted by the Dean or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student is allowed one and only one re-entry appeal after being academically terminated.

b) Art Institute of Houston Student Re-entry Process
Any student who has left The Art Institute of Houston for any time period must go through the formal re-entry process and attend re-entry orientation. Each student's academic status must be reviewed before they can be considered for re-entry. For details, please refer to The Art Institute of Houston's procedure for readmission.

c) Procedure for Readmissions
Any student who has left the school for any time period must go through the formal reentry process. To begin the process, the student must meet with the school's Assistant Director of Readmissions. The Assistant Director of Readmissions will ensure that the student's records will be reviewed, and the following school personnel will indicate approval: Dean of Academic Affairs/Academic Director or Registrar will review for Academic Progress; Student Accounting will review for outstanding balances; and if applicable, financial aid and housing. If approval is obtained, the Assistant Director of Readmissions may proceed in the facilitation of the reentering process.

Explanation of Related Issues
a) Calculation of CGPA
A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Art Institutes of Houston use a 4.0 scale in assigning grade points. (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. Ex: 1.95=2.0, Ex: 1.94=1.9)

b) Transitional Studies Courses
Based on the results of The Art Institute of Houston approved academic placement test, students may be required to enroll in transitional studies courses in composition and mathematics. The courses are designed to help prepare students to meet the academic demands of their program of study. The following guidelines apply to students who are required to participate in transitional studies:
1. To successfully complete the transitional course a student must earn a grade of "C" or better in the appropriate course.
2. The appropriate transitional course sequence must be started in the first quarter of the students degree program.
3. Once a student completes the required transitional course they must enroll in the corresponding college level course the next quarter. After completion of this sequence of courses they should take any additional remediation courses that they need to complete.
4. A student may not drop a transitional course without approval from the Dean of Academic Affairs. Failure to complete a transitional course can result in termination from The Art Institute of Houston.
5. A transitional course may only be repeated three times. Failure to successfully complete the course on the third attempt will result in termination.

6. Credit earned in transitional studies does not count toward the total number of credits required for graduation or for the calculation of CGPA. However, the credits in the course do count toward the determination of the maximum time frame and the incremental completion rate.

If you have further questions about transitional studies, please contact the Director of General Education.

c) Repeated Courses and Grades
Grades achieved in repeated classes will replace the 'F,' 'W' or 'WF.' Courses with grades of 'F,' 'W' or 'WF' are included in the maximum allowable time frame and incremental completion rate requirements as attempted hours. The Art Institute of Houston does not award "I" or Incomplete grades.

Students may retake a class in which they received a passing grade in order to improve their CGPA; however, they should seek academic counseling to determine if this is in their best interest in regard to their academic progress.

d) Remediation of Academic Deficiencies
It is strongly recommended that any student with 'W' or 'F' grades register for the same courses in the subsequent quarter to improve academic achievement.

e) Credit for Prior Learning
Prospective students who have gained unusually high proficiencies in certain course areas through life/work experience may also apply for consideration of course credits. Such applications will follow a special procedure approved by The Dean of Academic Affairs.
1. All coursework must be challenged prior to your graduating quarter.
2. The student must meet with the respective Academic Director or Chair who will explain the process.
3. The student must fill out a Prior Learning Request Form that can be obtained from the Registrar's Office.
4. The student must submit a letter describing in detail why he or she thinks the life/work learning experience equates to one or more courses.
5. The student must submit portfolio documentation based on course competencies such as:
   – Letters of reference
   – CD-ROM of work samples
   – Actual work samples
   – Narrative
6. The student must complete a written or verbal assessment that may or may not include a final exam.

The student will be charged a nonrefundable $100.00 fee for each course for which an evaluation is requested. The student will be charged an additional $50.00 per credit for each course for which proficiency credit is granted.

f) Transfer Credits
Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit is one and one-half times the adjusted number of credits required to complete for graduation.

In cases in which a student has graduated from The Art Institute of Houston in one major, then subsequently begins work in a different major, grades used in the CGPA of the previous program will not be applied to the student's new program CGPA calculation. Applicable transfer (TR) credit will be awarded.

g) Concurrent Enrollment
Requests for concurrent enrollment in a course at another college or university while the student is enrolled in an academic program at The Art Institute of Houston must be approved by the General Education Director, the Academic Director or Chair and the Dean of Academic Affairs prior to enrollment in the course. The application for concurrent enrollment can be obtained in the Registrar's office. To apply for concurrent enrollment the student must meet the following criteria:
1. Be enrolled and attempting 15 credit hours at The Art Institute of Houston during the equivalent quarter(s) of concurrent enrollment.
2. Be in good academic standing at The Art Institute of Houston.
3. Be in good financial standing at The Art Institute of Houston.
4. Be clear of all holds.
5. Not have transferred in or received proficiency credit for more than 50% of degree requirements.

The official transcript for the concurrently enrolled course must be received by The Art Institute of Houston Registrar's office within 30 days of the completion of the course. The Concurrent Enrollment Application for the course must be on file with the Registrar in order for the transcript to be considered. The concurrent enrollment course must be passed with a grade of "C" or better. The student's record at The Art Institute of Houston will reflect a "TR" grade for the transfer course and will not affect the GPA or CGPA. A new form must be completed and approved before each new semester of concurrent enrollment.

h) Change of Major
Students will be allowed only one change of major. Changing from a day program to an evening program of 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. The Dean of Academic Affairs must approve all changes of majors. Students considering changing majors must be in good academic standing.

i) Transfer to other Art Institute Schools
A student must be in satisfactory academic standing in order to transfer from one Art Institute school to another. To be considered an Inter-School transfer student, the student MUST complete the quarter at the originating school and immediately start at the new school. Every school in the Art Institutes System has a person who is the contact for the transferring students from other Art Institutes. Generally, this is handled through the Readmissions office, but various departments depending on the school may handle this responsibility.

Attendance Policies
Definition of an Absence
A student is considered to be "absent" when he/she is not physically present in the classroom at the time of roll-taking. Instructors take roll twice, once at the beginning of the class, and another time during the second half of the class. Arriving late or leaving class early may also result in being marked as "absent" for ½ of the class.

Please refer to individual department attendance policies for more details.

Policy
The Art Institute of Houston has a school-wide Attendance Policy, and individual academic programs have their departmental attendance policies. Students must observe all attendance policies that are applicable. Class attendance records are maintained and monitored by the school's Registrar. Developing and maintaining a good class attendance record is an important facet of each student's professional development. The attendance record is included in the student's permanent file.

The student is expected to attend all classes as scheduled, on time, and to remain in class for their full duration. There are no excused absences or "cuts." It is recognized that a student may be absent from class due to illness or a family emergency; however, except for serious medical problems, the student should have limited absenteeism. Please see Chairs or Academic Directors for attendance policies of individual academic programs.

The attendance policy for The Art Institute of Houston consists of two mandatory conditions as follows:

a) Dismissal from Program Condition
Students enrolled in either day or evening programs will be terminated when they have missed 20% of total program hours.

b) Ten Consecutive Day Condition
A student who has been absent from school for 10 consecutive school days will be terminated from school for that quarter and there will be no appeal for this condition. However, a student may be granted a leave of absence for documented medical reasons. Only one leave of absence is granted during a calendar year. Students who may wish to return in a future quarter may contact the Readmissions office for further information.

Leaves of Absence
Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed fifteen (15) calendar days in any six (6) month period, and shall be for specific and acceptable purposes. The school attendance records will clearly show leave of absence granted. A written request for leave of absence, properly dated and signed by both the student and the school director, must be placed in the individual student file prior to the effective date of such leave of absence. If the student fails to return from leave, he or she will be automatically terminated.

If the student is terminated for attendance reasons, the student will earn a grade equivalent for that class based on work completed at the time of termination and the work required after the point of termination. The student may, at the discretion of the school, re-enroll at the start of the next term.

Late Work Policy
As a college, it is our policy not to accept late work; however, it is at the discretion of each faculty member to set the policy for his or her classes. Please refer to each class syllabus as to the actual policy for that class.

Policy Regarding Students' Use of Cellular Telephones and Other Electronic Equipment
Active cellular phones are not allowed in the classroom. Students must turn off cellular telephones, iPods and any other electronic equipment when entering a classroom and/or the Library. Failure to do so will result in the student being asked to leave the classroom and/or Library and may also result in the student not receiving credit for that day's work.

Children On Campus
Children are not allowed in the classrooms or labs of The Art Institute of Houston. If present, children will be asked to leave the classroom. Children under the age of 18 must be accompanied by an adult at all times when on campus.

Student Complaints/Chain of Command
In the event of a student complaint, the student should first begin with the faculty or staff member involved.

If the concern cannot be resolved or is of such a nature the student is not comfortable discussing it with the party involved, the proper channel would be to go to the individual's supervisor. If the concern cannot be resolved with the supervisor then, as a next step, the proper channel would be to go to the Executive Committee member who oversees that area of responsiblity. If unsure of the correct person, check with the Dean of Academic Affairs or the Dean of Student Affairs.

If the student feels his/her complaint has still not been adequately addressed they may go to the Dean of Student Affairs or the President of The Art Institute of Houston. At this step, the student should submit their complaint, and any supporting documentation, in writing and request an appointment where they may follow up on their specific issue.

Academic Pathway
Instructor
Program Chair or Academic Director
Dean, Academic Affairs
President

Out of Class Pathway
Staff
Supervisor
Exective Committee Member
Dean of Student Affairs
President

Student Conduct Policy
The Art Institute of Houston recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of The Art Institute of Houston, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of Houston provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of The Art Institute of Houston mission.

The Student Conduct Policy is published in the Student Handbook and/or may be obtained from the Student Affairs office.

Student Discrimination or Harassment Procedure

The Art Institute of Houston does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Paige Shelton, Human Resources Director, 1900 Yorktown Street, Houston, Texas 77056; 1-800-275-4244. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute of Houston non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with John Willis, Dean of Student Affairs, 1900 Yorktown Street, Houston, Texas 77056; 1-800-275-4244, or for academic matters with Dr. Kenneth Pascal, 1900 Yorktown Street, Houston, Texas 77056; 1-800-275-4244. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs or Dean of Academic Affairs, as part of the investigation.

2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or the Dean of Academic Affairs.

3. The Dean of Student Affairs or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

4. John Willis, Dean of Student Affairs or Dr. Kenneth Pascal, Dean of Academic Affairs will determine whether a violation of The Art Institute of Houston non-discrimination policy has occurred. John Willis, Dean of Student Affairs or Dr. Kenneth Pascal, Dean of Academic Affairs will issue a written determination as promptly as practicable. If John Willis, Dean of Student Affairs or Dr. Kenneth Pascal, Dean of Academic Affairs determines that the policy has been violated, John Willis, Dean of Student Affairs or Dr. Kenneth Pascal, Dean of Academic Affairs will also recommend corrective action.

5. The decision of John Willis, Dean of Student Affairs or Dr. Kenneth Pascal, Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Houston. The written appeal must be made within twenty calendar days of receipt of the determination letter from John Willis, Dean of Student Affairs or Dr. Kenneth Pascal, Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the web site at http://www.ed.gov/ocr.

Student Input

The Art Institute of Houston encourages suggestions from our student body on ideas that might assist in carrying out the educational mission of the college. There are a number of ways for a student to share their comments:

1. Send an e-mail to 'TheArtInstituteofHoustonstudentaffairs@aii.edu'. This will go to the Coordinator of Student Activities who will make sure it is shared with all appropriate parties. You can also find a direct link to this address in your student e-mail site under the Student Affairs Department.

2. Suggestion boxes can be found at a number of locations throughout the campus. You are encouraged to write down your idea and place it in one of these.

3. Contact a member of the Student Government Organization, or the National Technical Honor Society. One of the goals of each of these groups is to act as a representative for the student body.

4. Schedule an appointment with the Dean of Student Affairs and share your idea with them in person.

While not every suggestion may be feasible, The Art Institute of Houston regularly evaluates student suggestions and implements those that are in the best interest of all constituencies of The Art Institute of Houston. You can find out about action taken on student suggestions through The Art Institute of Houston Weekly Calendar or the display case located on the first floor across from the student lounge.

Student Rights

You have the right to:
– Know what financial assistance is available, including information on all federal, state, and institutional financial aid programs;
– Know the deadlines for submitting applications for each of the financial aid programs available;
– Know the cost of attending the institution and The Art Institute of Houston's refund policy;
– Know the criteria used by The Art Institute of Houston \to select financial aid recipients;
– Know how The Art Institute of Houston determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget;
– Know what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need;
– Know how much of your financial need, as determined by The Art Institute of Houston, has been met; Request from the Financial Services Department an explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you;
– Know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin;
– Know how The Art Institute of Houston determines whether you are making satisfactory academic progress, and what happens if you are not.

Student Responsibilities

It is your responsibility to:
– Review and consider all information about the college's program before you enroll.
– Complete all application forms accurately, and submit them on time and to the appropriate office.
– Accurately complete your application for student financial aid. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and considered a criminal offense subject to penalties under the U.S. Criminal code.
– Return all additional documentation, verification, corrections, and/or new information requested by either the financial services office or the agency to which you submitted your application.
– Read and understand all forms that you are asked to sign and keep copies of them.
– Accept responsibility for all agreements you sign.
– If you have a loan, notify the lender of changes in your name, address, or school status.
– Perform the work that is agreed upon in accepting a Federal College Work-Study award.
– Know and comply with the deadlines for application or re-application for aid.
– Know and comply with The Art Institute of Houston refund procedures.
– Know the policies and procedures as outlined in your Student Handbook.

Arbitration

You and The Art Institute of Houston agree that any dispute or claim between you and The Art Institute of Houston (or any company affiliated with The Art Institute of Houston, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Houston, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute of Houston's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

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

The Art Institute of Houston agrees that it will not elect to arbitrate any individual claim of less than $5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds $5,000, The Art Institute of Houston reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

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

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

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Houston. If you have a question about the arbitration administrators mentioned above, you can contact them as follows:
JAMS, 45 Broadway, 28th Floor, New York, NY, 10006,

www.jamsadr.com, 800-352-5267;National Arbitration Forum, P.O. Box 50191,Minneapolis, MN, 55405, www.arb-forum.com, 1-800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document.

Payment of Tuition and Fees
First quarter tuition and fees for new students become due 60 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration approximately two weeks prior to the end of each academic quarter. A student may not register for any academic quarter of study unless all tuition and fees have been paid, or unless the student has made arrangements for an approved alternative payment plan. Tuition is charged on a quarter-by-quarter basis.

Students are not obligated beyond the quarter they are currently attending.

The Art Institute of Houston may extend you credit during periods when financial aid application materials are in process and/or provide you with the convenience of paying your Balance of Costs through periodic payments. Should you withdraw from the program for any reason prior to the disbursement of financial aid funds, you are responsible for any account balance remaining. The Art Institute of Houston reserves the right to withdraw extension of credit for any reason of non-payment or default of such payments. Non-payment of account to The Art Institute of Houston may result in additional collection costs to the fullest extent permitted by applicable law.

Refund Policy Prior to Matriculation
Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on their Enrollment Agreement will be considered a student.
1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by applicant will be refunded if requested by the applicant in writing within five business days after signing their Enrollment Agreement and making an initial payment.
3. Applications requesting cancellation more than five business days after signing the Enrollment Agreement (and making an initial payment) but prior to the beginning of classes will receive a refund of all monies paid, less the $50 application fee when requested in writing.
4. All tuition and fee monies paid by applicants will be refunded if requested within three business days after their first tour of the school and inspection of equipment or, if requested within

three business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
5. Refunds will be made within 30 calendar days after the applicant's/student's request or within 30 calendar days after his/her first scheduled class day.

Interest Charged on Any Outstanding Balances
Students enrolling, re-enrolling or changing their academic program, understand and agree that he/she will be liable for interest charges. Interest charges will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school (including any transfer balances or prior balances from the student's previous education) at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc, less the total amount paid to the student's account at the end of the current month including financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student's parent(s) have completed all the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her student payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

Return of Federal Title IV Aid
A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Federal ACG or Smart Grant, SEOG. If Federal Title IV Aid funds have been disbursed to the student, and if the student withdraws during the first 60% of the quarter, the student may be required to return some of those funds. If this is the case, the school will notify the student regarding how much is owed, and how it is to be returned.

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

Adjustment of Charges
In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdrawls.
Week One - 25%
Week Two - 50%
Week Three - 75%
After Week Three - 100%
The Art Institute of Houston will first calculate how much needs to be returned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute of Houston will then calculate how much of the charges can be retained based on the school policy. The

amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the Federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUSLoan.

If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal. Examples of the calculation of this policy are available in the Student Accounting office.

In the event that enrollment was procured as a result of any misrepresentation in the school's advertising, or promotional material of the school, or by the owner or a representative of the school, The Art Institute will provide a full refund. The Institute may change the refund policy with 60 days notice.

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 of Houston may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records
Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Dean of Academic Affairs or the Director of Administrative and Financial Services. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records. Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents;

(ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure Of Educational Records
The Art Institute of Houston generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:
1. To The Art Institute of Houston officials who have been determined by the school to have legitimate educational interests in the records. A school official is a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to, human resources and accounting staff for purposes of the tuition reimbursement plan; or b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official. c. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Houston has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible 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 nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator—not the name of any other student, including a victim or witness—without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Houston will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure
Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institute of Houston officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Houston will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information
The Art Institute of Houston designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):
1. Student's name
2. Address: Local, email and web site
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received
Notice of these categories and of the right of an individual in attendance at The Art Institute of Houston to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Houston, 1900 Yorktown Street, Houston, TX 77056. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records
Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:
1. A student must ask the Dean of Academic Affairs to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

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

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

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

5. If, as a result of the hearing, The Art Institute of Houston decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.

6. If, as a result of the hearing, The Art Institute of Houston decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Houston will: a) maintain the statement with the contested part of the record for as long as the record is maintained; and b) disclose the statement whenever it discloses the portion of the record to which the statement relates.
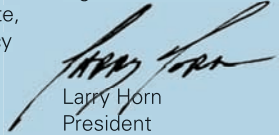
VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Houston to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:
Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

VII. Student Right to Know Act
Graduation/Completion Rates

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

Students desiring specific consumer information regarding the school should see the Dean of Academic Affairs.

Larry Horn
President

Please Note: At the time this catalog was produced, every effort was made to assure its accuracy. However, in keeping with the commitment of The Art Institute of Houston to its students, The Art Institute reserves the right to make changes in faculty, curriculum, courses, schedules, requirements, tuition, fees, policies and procedures from time to time. Notice is not required for a new policy to take effect, however, The Art Institute of Houston will make reasonable attempts to notify students promptly of any policy changes through Web site or e-mail postings, mail distribution or other methods deemed appropriate by the college administration. The Art Institute of Houston also publishes additional policies and procedures pertinent to students in the Student Handbook.

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