

DETROIT

International Academy of
Design & Technology

COURSE 2012
CATALOG



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Effective Date: March 21, 2012

This catalog covers policies for The International Academy of Design & Technology ("IADT") and is current as of the time of publication. From time to time, it may be necessary or desirable for the Institution to make changes to this catalog due to the requirements and standards of the Institution's accrediting agency, state licensing agency, or U.S. Department of Education, academic improvements, or other reasons. The Institution reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the Institution's academic calendar and other dates, and other provisions. The Institution also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes.

Welcome

We are delighted that you have chosen to continue your education at our Institution. We are committed to helping you develop your talents, realize your academic dreams, and establish a foundation for the fulfilling career that you deserve. Our institution is more than classrooms; it is an academic environment centered on providing our students a high quality, career-oriented education. We offer degree programs in a number of industry-focused fields, taught by dedicated faculty, many of whom are current working professionals in the field in which they teach. Thus, you will not only have the opportunity to receive the technical knowledge that you desire, but also the real-world insights and guidance that can be critical to your ultimate success in today's competitive job market. You and your fellow students will have valuable outreach opportunities that can enrich your college experience, enhance your education, encourage industry connections and expand your career inspiration. Again, we welcome you, and pledge our commitment to assist you in your quest for a quality education in your chosen field of study.

You imagine. We can get you there.™

About the Institution

Mission Statement

The Institution provides educational programs that are designed to prepare students for professional opportunities and career success in select design and technology fields. Through the guidance of the faculty, theoretical concepts as well as practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industry.

Objectives

To accomplish this mission, the Institution is dedicated to:

- fostering academic excellence.
- providing theoretical and practical training.
- employing qualified faculty who offer students personalized attention and professional expertise.
- utilizing industry-standard curricula and technologies.
- providing staff and faculty members that uphold the highest standards of service and quality.
- Cultivating an environment that celebrates creativity and diversity.

The Institution's faculty, administration, facilities, and support services, diligently work to fulfill this mission.

Statement of Ownership

International Academy of Design & Technology – Detroit, MI

The International Academy of Design & Technology is owned by International Academy of Design & Technology Detroit, Inc., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 231 North Martingale Road, Schaumburg, IL 60173. Phone: 847-781-3600. Fax: 847-781-3610.

The Executive Officers of CEC are:

Steven H. Lesnik, President and Chief Executive Officer
Michael J. Graham, Executive Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

Steven H. Lesnik, Chairman
Leslie T. Thornton, Lead Independent Director
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally

Accreditation and Licensure

International Academy of Design & Technology is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate degrees and Bachelor's degrees.

ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools (ACICS):
750 First St., N. E., Suite 980
Washington, D.C. 20002-4221
202-336-6780
www.acics.org

Licensing and Approval

The International Academy of Design & Technology in Detroit is approved by the Michigan Department of Licensing and Regulatory Affairs, formerly the Michigan Department of Labor & Economic Growth and by the U.S Department of Education to participate in Title IV financial aid programs.

Programmatic Accreditation

The Interior Design program leading to the Bachelor of Fine Arts in Interior Design is accredited by the Council of Interior Design Accreditation (CIDA).

General Information

Academic Calendar

Institution terms and session start dates, as well as the holiday schedules, are listed in the academic calendar located in the catalog addendum.

Campus Security

The Institution publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities.

The Annual Security Report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. This report is published annually by October 1, and contains statistics for the three most recent calendar years. A copy of the Annual Security Report is provided to all current students and employees. A copy of the most recent Annual Security Report may be obtained from the Office of Student Services or the Office of the Registrar during regular business hours.

In addition to the Annual Security Report, the Institution maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours by contacting the Office of Student Services. The Institution will report to the campus community, any occurrence of any crime, reportable in the Annual Security Report that is reported to campus security or local police, which is considered to be an immediate threat to students or employees. The Institution reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. Identification badges are required to be displayed at all ground campuses at all times.

Catalog Addendum

The catalog addendum includes the most current information related to the academic calendar, tuition and fees, program offerings, full-time faculty members, administrative staff, and other updates. Students are encouraged to reference the addendum for the most current information.

Student Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of the Institution and of the student body.

The Institution reserves the right to dismiss a student, or restrict a visitor, for any of the following reasons: failure to maintain satisfactory academic progress (SAP); failure to pay college fees and/or tuition by applicable deadlines; disruptive behavior (continued willful non-compliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug laws violations; electronic or social media violations; or failure to comply with the policies and procedures of the Institution. The list of examples is not intended to be all inclusive and the Institution reserves the right to act in the best interest of the students, faculty and staff and may deem actions committed by a student to be a conduct violation although the action does not appear on a list of examples. Violation of the conduct policy is grounds for, suspension of privileges, up to and including dismissal from the Institution. Students may be required to appear before the Academic Review Board to respond to disciplinary charges. In extenuating circumstances, a senior manager may act on behalf of the Institution. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal. The Institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Drug-Free Environment

As a matter of policy, the Institution prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institutional activity.

Any violation of these policies will result in appropriate disciplinary actions, up to and including, expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Office of Student Services.

Faculty

Faculty members are the cornerstone of the Institutions' academic success. Many faculty members have professional and industry experience, combined with appropriate academic credentials. Faculty members bring a high level of professionalism to the classroom, and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical, and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries for which training is offered.

Faculty members are dedicated to student's academic achievement, professional education, individual attention, and to the preparation of students for their chosen careers. It is through personal attention that students can reach their potential, and it is the dedicated faculty who will provide the individual guidance necessary to assure every student that his or her time in class is

well spent. A listing of the Institutions' full-time faculty may be found in the addendum to this catalog.

Grievance Policy

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern. This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first. Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog. The Institution and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Institution administration against any party involved. We will investigate all complaints or grievances fully and promptly.

So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or their supervisor. Alternatively, the student may submit the complaint to the Designated Academic Official.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may appeal to the Institution's Academic Review Board (ARB). To do so the student must submit to their Student Services Advisor a written, dated, and signed statement of the grievance or complaint, with a detailed description of the actions that have taken place thus far. The student's Student Services Advisor will submit and present the appeal to the ARB. The ARB will evaluate the appeal, potentially seek additional relevant information from the student, and assess the appeal's merits based upon the evidence presented in a fair and equitable manner. The ARB will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The ARB's decision will be final. The student's written complaint, together with ARB's decision, will become a permanent part of the files of the parties involved.

General

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by the Institution. If the school fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly

to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of the Institution and the student.

The student may also contact the Accrediting Council for Independent Colleges and Schools, at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, or telephone them at 202-336-6780.

At any time, a student may also contact the state agency listed below.

Michigan Department of Licensing and Regulatory Affairs Office, Bureau of Commercial Services, Licensing Division, Private Postsecondary Education, PO Box 30714 - Lansing, MI 48909,
phone: (517) 241-6806
fax: (517) 373-3085

Notification of Rights under FERPA with respect to Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), affords students certain rights with respect to their educational records.

1. Students enrolled at the Institution shall have the right to inspect and review the contents of their education records, within 45 days of the day the Institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the Office of the Registrar. The Institution will arrange for access and notify the student of the time and place where the records may be inspected.
2. Parental access to a student's record will be allowed by the Institution without prior consent if:
 - a. The student has violated a law or the Institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or
 - b. The information is needed to protect the health or safety of the student or other individual in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the Institution, except as provided by law. Access to a student's education records is afforded to college officials who have a legitimate educational interest in the records. A college official is defined as:
 - a. a person employed or engaged by the Institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff);
 - b. a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant, or collection agent);
 - c. a trustee serving on a governing board, or a person assisting another college official in performing his or her tasks; or
 - d. a person who has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the institution.
4. Students may request that the Institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading, or in violation of their privacy rights. The request for change must be made in writing and delivered to a designated academic official, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.

5. Directory information is student information that the Institution may release to third parties without the consent of the student. The Institution has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birthdate and place, program undertaken, dates of attendance, honors and awards, photographs, and credential(s) awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Office of the Registrar within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the Institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.
7. A student who believes that The Institution has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Reasonable Accommodations Policy — Individuals with Disabilities

The Institution does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the Institution. To request an auxiliary aid or service, please contact the ADA/504 Coordinator.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable the Institution to provide an auxiliary aid or service, it is recommended that the Application for Auxiliary Aid be submitted to the ADA/504 Coordinator six weeks before the first day of classes, or as soon as practical. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to the Institution's grievance procedures. It is the policy of the Institution to offer reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA).

Institutional Policies

Students are expected to be familiar with the information presented in this college catalog, in any supplements and addenda to the catalog, and with all college policies. By enrolling in the Institution, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Technology Use Policy

Faculty, staff, and students are advised to use proper social and professional etiquette when using the technology systems of the Institution. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. The Institution does not condone the use of inappropriate language when communicating to instructors, staff, or students. Any part of the Institution's technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the internet, screen savers, etc. In addition, copies of such material, including those from magazines, are not permitted to be distributed. Violations of this policy by any student, faculty, or staff member may result in disciplinary action up to and including dismissal.

The Institution's technology resources should only be used to accomplish college-specific tasks, goals, and learning objectives. The Institution's technological resources shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on technology resources or unwarranted and unsolicited interference with use of technology systems. Engaging in any use that interferes with another student's and/or employee's work or disruption of the intended use of technology resources is prohibited. Students who violate the Technology Use Policy may be subject to disciplinary action.

Unlawful Harassment

The Institution is committed to ensuring that all faculty members, students, and staff, are free from harassment by any other member of its community. Should a member of the Institution's community feel that he or she has been harassed; a college official should be informed immediately.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from harassment. Unlawful harassment will not be tolerated.

Student Services Information

Course Materials

The Institution reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes. The Institution makes available for purchase those textbooks and most supplies required for scheduled courses. Some campus locations provide vouchers for supplies. Prices of books and materials are subject to change without notice. Instructors may require students to purchase additional course materials during the course of a class. Students may need to purchase replacement or additional supplies during the term.

Learning Resource Center

The Learning Resource Center (LRC) provides materials to support the Institution's mission and curriculum and assists each student to attain his or her educational goals. The collection includes books (circulating, reference, and reserve), an assortment of current periodicals, and CD-ROM disks. Students also have access to the Cybrary, an electronic library system specially designed to support the programs and students of the Institution.

Cybrary/ONLINE LIBRARY

The Cybrary is an internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This “virtual library” contains a collection of full-text journals, books, and reference materials, links to websites relevant to each curricular area, instructional guides for using electronic library resources, and much more.

The virtual collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A staff of librarians works with the Institution in the selection and management of the Cybrary resources. Students have access to the Cybrary from their campus location and from home, if they have internet service. Access to the Cybrary is password controlled. Students must use their Student Portal ID to access the Cybrary.

Academic Advising

Staff and faculty members are available to assist students in academic and career guidance. Student Services Advisors provide guidance concerning the student’s individual major and coursework and may also provide referral services to external agencies as necessary. Students will be assigned a Student Services Advisor during their first term.

Housing

Housing information may be obtained through the Office of Student Services.

Study Abroad

The Institution’s international study abroad programs offer several opportunities varying in length, credit offerings, and cost. To be considered eligible to take courses that are in academic programs equivalent to the program in which they are currently enrolled, a student must be at least a sophomore, in good academic standing with the Institution, and have met all financial obligations at the home institution. All courses completed abroad must be approved by the home institution for transfer credit eligibility to their current program of study to be eligible for Federal FA Title IV funds.

Career Services

During the admissions interview, prospective students are introduced to career paths that may be available to them upon graduation. The students enrolled at the Institution may have many opportunities for part-time employment while they pursue their studies. The Career Services staff is the liaison between students and employers, serving the students by promoting the Institution to prospective employers. Career Services provides students and graduates with resources for resume writing, interviewing skills, and professional networking techniques.

Background Checks

Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for

internship/externship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of the Institution.

IADT cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations and more at www.iadt.edu/disclosures.

Plans to Improve Academic Programs

The Institution reviews the academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the Institution may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the Education Department.

Student Information

Continuous Education Benefit Available to Alumni

Alumni are welcome to audit the courses from their original program(s) of study, provided class space exists. The audited courses must be part of the program from which they graduated.

There is no tuition cost to alumni who choose to audit one or more courses. Books, supplies, and fees are the responsibility of the alumnus. Alumni who wish to audit a course for non-credit must obtain an Audit Request Form from the Registrar's Office. The audited course name and "AU" grade designation will be recorded on the official transcript. Financial aid is not available when courses are audited. Alumni with outstanding financial obligations to the Institution are not eligible to audit courses until such balances are paid in full.

Admissions Information

Non-Discrimination

The Institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students, faculty, and staff, the Institution does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to the Institution are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. The Institution reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by the Institution.

In addition to the general college requirements, applicants for certain programs are also required to submit to a background check. Based upon the results of the background check, applicants may not be admitted to the Institution.

Admissions Policy

Students should apply for admission as soon as possible to secure acceptance for a specific program and starting date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the Institution's facilities. Parents and/or significant others are encouraged to attend. Personal interviews also enable college administrators to determine whether an applicant is a strong candidate for enrollment into the program.

All of the following items must be completed or provided at the time of application:

- Application for Admission form
 - Attestation of graduation with a standard high school diploma or equivalency. If the applicant is still attending high school this attestation must be provided prior to the applicant beginning courses at the Institution. Student and Programmatic Disclosure Forms
 - Entrance assessment requirements (see below)
 - Enrollment Agreement (If the applicant is under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian.)
 - Payment of application fee (This fee is non-refundable unless applicant is denied admission or cancels application within three days of the Institution's receipt of the application and fee.)
 - Request for official transcripts if applicant is seeking transfer of previously earned college credit to the Institution
 - Interview Acknowledgement Form/Student Information Record
- Entrance Requirements (Applies to all programs except Game Production and Fashion Design)
- ❖ In order to be eligible for enrollment students must satisfy one of the following requirements:
 - ❑ Scored 13 or above on the Wonderlic entrance assessment;

- ❑ Has earned a minimum of 12 college credits of 100 level or higher coursework with a grade of C or better from an institution accredited by an agency recognized by the Council for Higher Education Accreditation;
- ❑ Scored 17 or above in both Math and English on the ACT; or
- ❑ Scored 420 or above in Math, Reading and Writing on the SAT.
- ❖ Entrance Requirements (Applies only to Game Production)
- ❖ In order to be eligible for enrollment or transfer into the Game Production program students must score 25 or above on the Wonderlic entrance assessment.

➤ Entrance Requirements (Applies to Fashion Design)

There are a limited number of available seats in the Fashion Design program each year. To be considered for enrollment, prospective students must score a 13 or higher on the Wonderlic exam, and submit a portfolio or collection of work to be reviewed by members of the institution's portfolio review committee. The portfolios will be scored and students will be eligible to enroll based on their results.

High School Diplomas

If the Institution determines that a high school diploma is not valid, the Institution will not consider the document as proof of graduation. Proof of graduation or its equivalency will need to be obtained by the prospective student to avoid cancellation from the Institution.

Prospective students who have completed a home schooling program or who have graduated from an alternative high school will have their credentials evaluated and verified for high school equivalency.

Application Fee Waiver

Application fees are waived under the following circumstances:

- for a prospective student who previously applied to and paid the application fee at any Career Education Corporation owned school but did not start (within 365 days from the payment of the application fee) and was not refunded his or her application fee;
- for a former student who previously paid the application fee and attended any Career Education Corporation owned school but withdrew or was dismissed (within 365 days from the withdrawal or dismissal date) and was not refunded his or her application fee;
- for a prior graduate from any Career Education Corporation owned school;
- for a prospective student who is active duty military/veterans/reserve or spouse/dependent of active duty military; or
- for a prospective student who is eligible for Native American tribal education benefits.

Transfer Students

All transfer students follow the same admissions procedure as other students. Students must complete 25% of the program curriculum at the institution issuing the degree.

International Students

International students are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens. In addition, students planning to attend the institution in the U.S. must submit an affidavit of financial support and the foreign credential evaluation transcripts must be received and reviewed by the Office of the Registrar before a form I-20 (Immigration Certificate of Acceptance) will be issued to the applicant. Students are responsible for

maintaining legal visa status for the duration of their stay as covered by U.S. federal laws, regulations, guidelines, and updates. Students on student visas are expected to maintain full-time status throughout their academic program.

Students who do not maintain their visas may be subject to enrollment termination and serious penalties from the Department of Homeland Security. For more information regarding visas, log on to www.uscis.gov.

When international students apply for admission to the Institution, they must submit authentic, foreign academic transcripts, and certificates. Foreign transcripts must be submitted by the student for evaluation through a NACES (National Association Credential Evaluation Services) or AICE (Association of International Credential Evaluators Inc.) approved evaluation agency. The Office of Student Services can assist students in identifying an approved evaluation agency.

English Proficiency and English as a Second Language

Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by the college. A minimum TOEFL score of 500 on the paper version, or 173 on the computer-based test, or 61 on the internet-based version, or a minimum score of 5.5 on the IELTS is required. Students may also demonstrate English proficiency through successful completion of a college-level English course from an accredited college or university in the U.S. prior to enrollment in the Institution.

Forged Documents

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the college and will not be returned to the prospective student. These students will not be considered for admission. If a student is currently attending and the Institution becomes aware of a forged credential the following applies:

- if the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution; or
- if the forged document was used to gain transfer credit, the student may be dismissed from the college and any transfer credit already awarded from the forged credential will be removed.

Re-Entering Students

Students who have previously attended the Institution but did not graduate, and are returning within 364 days of their last date of attendance, at a minimum will be subject to the following admission requirements and procedures as new applicants: Enrollment Agreement, General Student Disclosure Form, Programmatic Disclosure Form (as applicable), and Background check. Payment of the application fee is not required. Additional Financial Aid forms may also be required for those wishing to apply for financial aid. Students planning to return to the institution in a program of study that is different from the one they previously attended may be subject to additional admissions requirements.

Students who have previously attended the Institution but did not graduate, and whose recorded last date of attendance is greater than 364 days, are subject to all admission requirements in effect at the time of re-entry.

All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

Academic Information

Academic Integrity

The integrity of academic work is the foundation of an education, and is fundamental to the instructional mission. Academic integrity is the condition that makes possible a personal and productive relationship among students, faculty, and staff and it inspires a healthy ambition to reach for high levels of achievement, even distinction.

No policy statement can create a standard of integrity where it does not exist, but a public statement of policy on the worth attached to this basic principle can increase awareness of, sensitivity toward, and respect for issues of intellectual honesty and fairness. Therefore, the Institution expects all of its students to exemplify integrity in academic work; that is, to show respect for truth, honesty, and fairness and to deplore counterfeit claims, deceit, and unfair advantage. The Institution holds every student responsible for knowing what academic honesty is and for avoiding breaches of integrity in academic work. Any student who engages in academic dishonesty may be subject to disciplinary action up to and including dismissal.

Examples of academic dishonesty include, but are not limited to:

- Cheating – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, or electronic or other devices not authorized by the instructor; using or borrowing information from another person, or submitting someone else's work as one's own work; using work previously submitted for another purpose, without the instructor's permission, is prohibited; and duplicated use of copyrighted material in violation of federal copyright laws will not be tolerated.
- Plagiarism – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, etc., that were produced by another person without attributing that person as the rightful source of the work. Plagiarism also includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else's beyond what would be considered a tolerable coincidence; ideas, conclusions, or information found on a student paper that the student cannot explain, amplify, or demonstrate knowledge of upon questioning.
- Accessory to Dishonesty – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.
- Falsification or Alteration of Records and Official Documents - The following are examples of acts under this category, but the list is not exhaustive: altering academic records; forging a signature or authorization on an academic document; or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance.
- Software Code of Ethics – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our Institution's standards of conduct.

Academic Grade Level

The academic grade level of a student is determined by the number of quarter credit hours completed. Typically the following breakdown of credit hours completed would determine the levels identified.

Freshman	0–45 quarter credit hours
Sophomore	46–92 quarter credit hours
Junior	93–135 quarter credit hours

Senior 136–180 + quarter credit hours
Definitions may vary for Financial Aid purposes.

Academic Honors

Upon successful completion of Bachelor Degree requirements, a graduate with the following Cumulative Grade Point Average (CGPA) will be recognized with the following honors:

Summa Cum Laude	3.90–4.00
Magna Cum Laude	3.75–3.89
Cum Laude	3.50–3.74

Attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success. Students in any of the internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institutional holidays or breaks, and/or students who officially withdraw from all current courses may be administratively withdrawn from the Institution.

Attendance/Course Participation For Online Courses

The Institution recognizes that regular attendance has a positive impact on a student's success in his or her degree program of study. Students are expected to be in class for all regularly scheduled class periods and to report to class on time. The Institution posts attendance for each course every week to support academic success and properly administer financial aid. Absences of five days or more are correlated with increased risk of not finishing a course.

Academic participation includes attending scheduled classes and labs, engaging in the online environment, reading materials, working problems, using the library and other resources, viewing videos, and other academically related activities supporting learning as well as personal and professional developmental activities. The nature of the learning environment and the special needs of adult students require a revised definition of "present" if one of the following conditions applies:

- The student is physically in the classroom or lab.
- The student has participated in the learning environment including submitting an assignment, taken a knowledge check, or participated in a graded online discussion board.

Attendance recorded in the online component of a course (up to 100% online), will have a grade associated with the activity. Fully online courses require two online academic activities per week to receive full credit.

Auditing Courses

Current students wishing to audit a course must contact the Office of the Registrar during the first week of the session prior to the end of the Add/Drop period. Prerequisites must be met for courses that are being audited. See the addendum for relevant charges. Students auditing courses are expected to meet all course requirements and objectives including attendance. Upon completion of the course, students will be issued a grade of AU. Audited courses are not eligible for financial aid.

Online Course Option

Students may have the opportunity to complete a portion of their program of study through online courses delivered by another institution, IADT Online, located in Tampa, Florida, subject to limits established by state licensure and accreditation. No more than 49% of any program of study may be taken from another institution.

Students must meet with their Student Services Advisor and complete the online readiness assessment and the mandatory online orientation process prior to enrolling in online courses.

Online courses are specifically designed for the student who has access to a computer and the internet. Any expenses associated with the purchase of a computer or internet access are the responsibility of the student and are not included in standard tuition and fees. Please contact the Office of Student Services for technology requirements specific to your program of study to ensure an optimal learning experience. Note: Students enrolled in an online course delivered by another institution must adhere to that institutions drop/add period for purposes of only the online courses taken.

IADT Detroit has an agreement with IADT Online.

Course Cancellations

Occasionally, the college may need to cancel a class. When this occurs, the college will make every attempt to notify the students assigned to that class prior to the first meeting.

In the event of an emergency situation or adverse weather conditions requiring the Institution to close the facilities and cancel classes, the Institution will do what is reasonably possible to inform students via the Institution's notification system of the date and times of closing and anticipated reopening. In order to receive such notifications, it is important that students notify the institution when changes are made to contact information.

Students should check the student portal if they believe conditions exist that might result in the temporary closing of the facility.

Program Changes

Students wishing to apply to change programs must:

- complete an application to transfer form;
- receive approval from the designated academic official;
- be in good academic standing;
- be in good financial standing; and
- complete a new enrollment agreement and Programmatic Disclosure form as applicable.

Students who receive approval to change programs will remain at the same rate of tuition provided they have been in attendance at the time of the change.

Enrollment Status

Federal and state regulations require the Institution to report the number of students in full- and part-time status. The amount of financial aid students receive often depends upon whether they are enrolled full- or part-time. To be consistent with the U.S. Department of Education guidelines, the Institution has defined a full-time student as someone enrolled in 12 quarter credit hours or more; a three-quarter time student as someone who is enrolled in 9 to 11 quarter credit hours; and a half-time student as someone who is enrolled in 6 to 8 quarter credit hours.

Course Overload

In a 10-week term, more than four courses (16 quarter credits) constitutes an overload. Course overloads require academic and financial aid approval.

Add/Drop Period

During the start of each term students are allowed to make modifications to their schedules without incurring any academic or financial penalty

Course Length: 10 Weeks

Students may drop and/or add course(s) up to the end of the first week of the course. No record of the dropped course(s) will be recorded on the transcript. A grade of "W" will be granted when courses completed up to 60% of their length have been dropped. A grade of "WF" will be issued when courses completed past 60% of their length have been dropped.

Course Length: 5 Weeks

Students may add courses up to the fourth day or drop courses up to the seventh day. No record of the dropped course(s) will be recorded on the transcript. A grade of "W" will be granted when courses completed up to 60% of their length have been dropped. A grade of "WF" will be issued when courses completed past 60% of their length have been dropped.

Requests to drop or add a course during scheduled office hours may be facilitated in person or via email or voicemail with the Office of Student Services. Requests outside of regularly scheduled office hours must be submitted via email or voicemail to the Student Services Advisor.

Lack of attendance does not constitute a dropped course. Non-attendance in a course, by the end of the add/drop period, may result in the student being unregistered from the course. Any change in enrollment status may impact financial aid eligibility.

Prior to adding a course during the Add/Drop period students must check with the faculty member of the course they wish to add to ensure missed assignments may be completed. Students are responsible for coursework missed during the add/drop period.

Grade Appeals

To appeal a final grade, the student should immediately consult with the instructor of the course. If not resolved, the student must complete the Grade Appeal Form. The form must include a fully stated reason for the requested change and be submitted to the Designated Academic Official within fourteen (14) days of the start of the subsequent session or term. Notification of the decision will be in writing and the final grade will be available for view via the Student Portal/Virtual Campus. The completed Grade Appeal Form will be maintained by the Office of the Registrar.

Definition of a Credit Hour

The Institution awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A quarter credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The Institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 10 weeks, or the equivalent amount of work over a different amount of time; or
- (2) at least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the Institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Grading System

Grade reports are electronically accessible to students through the Student Portal at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of "B" would earn 12.0 quality points [the credit value of course (4) multiplied by the quality point value of "B" (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits attempted.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	Fail	No	Yes	Yes	0.00
AU	Audit	No	No	No	n/a
P	Pass	Yes	Yes	No	n/a
NP	Non-Pass	No	Yes	No	n/a
IP*	In Progress	No	No	No	n/a
TC	Transfer	Yes	Yes	No	n/a
WF	Withdrawn-Failure	No	Yes	Yes	0.00
W	Withdrawn	No	Yes	No	n/a
L	Leave of Absence	No	No	No	n/a
PR	Proficiency/Life Experience Credit	Yes	Yes	No	n/a
I	Incomplete	No	Yes	No	n/a

* For courses that require more than one term to complete, an IP grade may be assigned.

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress, grades of F (failure), W (withdrawn), and WF (withdrawn/failure) are counted as hours attempted, but are not counted as hours successfully completed.

A letter code of "W" will be awarded up to the 60% point of the course. Withdrawal after 60% of the course is completed will result in the student receiving a WF.

TC and PR credits are included in the maximum timeframe in which to complete and the rate of progress calculation but are not counted in the CGPA.

Course Repeats

Students must repeat any required course in which a grade of F, W, or WF is received. Students who wish to repeat a course that was previously passed with a "D" will be allowed to repeat the course once. In the case of a D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk (**) indicating that the course has been repeated. Students may take a failed core course a total of three times. Upon the third attempt, if the student does not pass the course, the student will be dismissed from the Institution. Students may appeal with a letter submitted to the Designated Academic Official no later than the Friday of add/drop week after the next session or term begins. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

Special Topics courses rotate course content depending upon the topic being offered. The R* designation is used when a student has enrolled in a Special Topic course that uses the same course code. This designation indicates that while a student has repeated a course code, the student has not repeated the same course content.

A fee will be charged to repeat a class (see addendum for details).

Incomplete Grades

(Applicable to students taking a fully online course and where approved by the Designated Academic Official)

To receive an incomplete (I) grade, the student must submit a Petition for an Incomplete Grade form to the Instructor by the end of the session. The student will be informed of the status of the petition by the Instructor. The student must be in good academic standing at the time of petition. Students should submit remaining coursework within eight (8) days of the course end date. After day eight, the Instructor will review and grade any work submitted. Incomplete grades that are not completed within eight (8) days after the end of the session will be assigned a grade by calculating completed grades earned in the course with a grade of zero (0) assigned to the incomplete assignment or project.

Proficiency Credit Awards for Prior Learning

A student may be proficient in a subject, but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. A proficiency (PR) grade is awarded through prior learning assessment (an exam or portfolio review). Students may speak

with an academic officer to get current information regarding proficiency exams or portfolio review. There is a non-refundable evaluation fee; the evaluation fee is assessed regardless of whether credit is granted or not. Additionally, a fee is charged for each course that is awarded proficiency credit and a grade of "PR" is assigned to the academic record. To receive credit the student must satisfy the specified objectives of the course. Please see the catalog addendum for the current fee schedule.

The Institution neither implies, nor guarantees, that PR credits will be accepted by other institutions. Instead, PR credit demonstrates that students are proficient in the specific course requirement for the respective degree program of study.

College-Level Examination Program (CLEP)

The CLEP is a national program of credit by examination to obtain recognition of college-level achievement.

The Institution awards proficiency credit for comparable coursework based on CLEP examination scores as recommended by American Council on Education for the respective requirements. Students must submit an official CLEP score report to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit (PR) for CLEP. Students should consult <http://www.collegeboard.com> to find CLEP examination centers in their areas.

DANTES Subject Standardized Test (DSST)

DSST provides another option for students to demonstrate competencies for learning in nontraditional ways. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at <http://www.getcollegetcredit.com>.

Proficiency credit is awarded for passing scores according to the American Council on Education recommendations for the respective course requirements. Students must submit an official DSST transcript to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit (PR) for the DDST.

ADVANCED PLACEMENT EXAMINATION

Advanced Placement (AP) Examination provides students with the opportunity to complete college-level coursework while in high school. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination for comparable coursework, proficiency credit (PR) may be awarded. Credit is awarded according to the American Council on Education recommendations for the respective course requirements.

Students must submit an official AP transcript for evaluation. Students should contact their high school for direction on obtaining official transcripts that would include AP scores. A fee is not charged for the evaluation or the awarding of proficiency credit for AP Credit.

College Success

A student may be given a "PR" credit for College Success for which the proficiency credit fee would be charged, provided one of the following conditions is met:

- The student has been awarded by the Institution 12 credit hours of transferable credit.

- The student has previously earned an Associate Degree or higher from an accredited college or university.

Graduation Requirements

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts. Only students who have completed or are scheduled to complete their requirements for graduation will be eligible to participate in the graduation ceremony. The actual college degree and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled. All graduates must complete a graduation application and an exit interview with Career Services and Financial Aid. Students should contact the Office of the Registrar for a graduation application.

Independent Study

Independent study courses are designed to accommodate students by meeting course requirements through individual student/faculty interaction. A student seeking to take an independent study course must be in good academic standing and be near the end of their degree program or have extraordinary circumstances that do not allow completion of the course of study under normal means. Students should first consider an online course, if that option is available. An independent study plan that demonstrates that course objectives can be met must be completed prior to the first course meeting through the program department chair and approved by the Designated Academic Official. Credits and tuition for independent study courses are the same as for other courses.

Internship

Most programs offered by the Institution provide the opportunity for students to participate in an internship course. Internship is a supervised training experience in a professional workplace where previously studied theory may be applied. Students who will be participating in an internship course should contact the Designated Academic Official prior to the term in which the internship course will commence to review the necessary paperwork and to ensure an appropriate site has been obtained.

Organizations that accept students for internship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship or employment placement following completion of the program. Some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of the Institution.

Leave of Absence

An approved leave of absence (LOA) is a temporary interruption in a student's education for a specific period of time in an ongoing program when a student is not in academic attendance.

Leave of Absence Conditions

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member, or unexpected medical care of family)

- Military Duty
- Jury Duty

The following requirements apply:

A student may be granted a leave of absence (LOA) if:

- A LOA request is submitted in writing and must include the reason for the request with supporting documentation prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the Institution may grant the student's request if the Institution documents its decision and collects the written request within 14 days of their last date of attendance.
- The total time requested off must not exceed 180 days (cumulative) in any consecutive 12-month period.

Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Office of Financial Aid will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

Military Credit

To meet the needs of active servicemen, servicewomen, and veterans, prior military credit is accepted by the Institution for comparable courses including Military Training courses, Military Occupational Specialty (MOS), and Service Colleges. The ACE Guide to the Evaluation of Educational Experiences in the Armed Services is the basis used for evaluating military training and experience. Official military transcripts are the only acceptable documentation for military credit. A DD214 is considered acceptable for those who are retired from the military or whose service predates the military transcript system.

For additional assistance regarding military transcripts, please contact the following:

Army
 U.S. Army Human Resources Command
 1600 Spearhead Division Avenue, Dept. 410
 Fort Knox, Kentucky 40122
 ATTN: AARTS
<http://aarts.army.mil/>

Navy and Marines
 Center for Personal and Professional Development CPPD
 ATTN: Virtual Education Center
 1905 Regulus Ave., Suite #324
 Virginia Beach, VA 23461-2009
 Toll-Free 877-838-1659
 FAX: (757) 492-5095
https://www.navycollege.navy.mil/smart_info.cfm

Air Force (Mail only)
 Community College of the Air Force CAF/DESS
 100 South Turner Blvd.
 Gunter Annex, AL 36114-3011
<http://www.au.af.mil/au/ccaf/transcripts.asp>

Coast Guard (Mail only)
Commanding Officer (ve)
USCG Institute
5900 SW 64th Street, Room 228
Oklahoma City, OK 73169-6991
http://www.uscg.mil/hr/cgi/ro/official_transcript.asp

Military Leave During a Term

Students will be granted a military leave from the Institution without penalty if the student is called for active military duty. Students will receive a 100% tuition refund (any financial aid which may have been received for the term) upon presenting a copy of their military orders for active duty to the Office of Financial Aid.

Alternatively, make up work and grade changes with no tuition refund may be more appropriate when the call for active military duty comes near the end of the term. These decisions will be made pending a review by the Designated Academic Official.

Non-Degree Seeking Students

A non-degree seeking (NDS) student is one who wishes to enroll in courses for professional or personal development, but does not intend to pursue a degree at the time of application. Non-degree seeking applicants will be subject to the same admissions requirements and procedures as degree seeking students. The college reserves the right to deny applicants if the required admissions documents and procedures are not successfully completed. Non-degree seeking students are not eligible for financial aid.

Residency Requirements

A student must meet the minimum residency requirement of 25%.

The Institution will limit academic residency to 25 percent or less of the degree requirement for all degrees for active-duty service members and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final term" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

Student Record Retention

The Institution maintains student records at the campus for a minimum of five years. Student transcripts are retained indefinitely.

Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain in attendance at IADT Detroit. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in order to maintain eligibility to receive these funds. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period. The grading period is defined as 1 (one) 10 week term. Both the

CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. Only those credits required in the student's program of study are used in the CGPA calculation. The CGPA will be reviewed at the end of each grading period after grades have been posted to determine if the student is meeting the minimum standard. Once the student reaches a new threshold, the minimum CGPA for that level must be maintained until the next level of review.

Rate of Progress (ROP) Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum ROP in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Only those credits required in the students program of study, including credits that were transferred from other approved institutions, and proficiency credits earned, are used in the ROP calculation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

SAP Tables

Associate Programs		
Quarter Hours		
Credits	ROP	CGPA
0-15	50%	1.6
16-30	55%	1.75
31-45	60%	1.9
46+	66.67%	2.0
Bachelor's Programs		
Quarter Hours		
Credits	ROP	CGPA
0-30	50%	1.6
31-60	55%	1.75
61-90	60%	1.9
91+	66.67%	2.0

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

How Transfer Credit and Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the ROP calculation; however it has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one and a half times (150%) x 180 = 270 credits. The 30 transfer hours will be included in the

attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program at the Institution the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. IADT Detroit recognizes that upon graduation, students may seek to earn additional credentials. In these cases, credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits.

The 30 external transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Warning and Probationary Periods for Students Receiving Financial Aid

At the end of each term after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first term in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on FA Probation. The student will be required to successfully appeal in order to maintain eligibility for federal financial assistance. (see Appeals section below)
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on FA Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, a student is considered to be making satisfactory academic progress and remains eligible for financial aid. A student is also considered to be making satisfactory academic progress and remains eligible for financial aid during the FA probation period if an appeal is accepted by the institution.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

Warning and Probationary Periods for Students Not Receiving Financial Aid

At the end of each term after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on Warning immediately after the first term in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next term, the student will be removed from Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on Probation. The student will be required to successfully appeal in order to remain in attendance at the institution. (see Appeals section below)
- A student who successfully appeals and is on Probation will be evaluated at the end of the next term. A student who meets or exceeds the minimum standards will be removed from Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

A student on Warning or Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

Appeal

A student who has been placed on Probation or FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Board within 14 calendar days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Academic Review Board is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the Code of Conduct or Grievance Policy within this catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Academic Review Board. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, and will be charged tuition consistent with the existing published rate. Students who are interested in applying for federal financial aid may do so at this time.

Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. The Institution will supply official transcripts to whomever the student or graduate designates.

Transcript requests are fulfilled through Docufide, a leading company in the processing of secure transcripts. A transcript fee is assessed regardless of transcript hold status. Official transcripts may also be requested through the Institution by contacting the Office of the Registrar. The Institution reserves the right to withhold a transcript if a student's financial account is in arrears. Additional information on the electronic transcript service can be found on the student portal.

- \$5 – Transcripts (electronic or paper) requested electronically through Docufide
- \$10 – Transcripts ordered through the campus
- \$30 – Overnight/US Mail delivery

Standard Period of Non-Enrollment – SPN

A student may elect to take a term off during the academic year. Requests for Standard Period of Non-Enrollment (SPN) are made to the Office of Student Services prior to the term for which the SPN has been requested. To qualify, the student must:

- submit a signed SPN form for review and consideration;
 - have a cumulative grade point average of a 3.0;
 - have completed two consecutive 10-week terms;
 - be in good financial standing, and
 - register for the returning term prior to the SPN departure.
- Good financial **and** academic standing.

Transfer of Credit to the Institution

Students who previously attended an accredited college or university recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of the Institution. Courses taken previously must be determined to be sufficiently equivalent to courses offered at the Institution. In addition, those courses must be applicable to their program of study. Only courses in which the student earned a grade of C or above will be considered for transfer. Core/technical courses must have been completed within the last five (5) years.

Students seeking to transfer credit are responsible for having official transcripts forwarded from the granting institution for review prior to the beginning of the term in which the transfer credit will be

applied. A student must petition for transfer credit with the Office of the Registrar as soon as possible after acceptance. Transfer credit or a refund will not be granted for a class that has already been started. Students may also be required to submit a college catalog and/or course syllabus.

Transfer of Credit to Other Institutions

The transferability of credits a student may earn at the Institution is at the complete discretion of the institution to which they may seek to transfer. Acceptance of the degree or diploma they earn in their program listed in the student's Enrollment Agreement is also at the complete discretion of the Institution to which they may seek to transfer. If the credits or credential earned at this institution are not accepted at the Institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason the student should make certain that their attendance at this Institution will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending the Institution to determine if their credits or credential will transfer.

Transfer Between IADT Campuses

The opportunity for education is enhanced by the option for students to transfer among Institutions. To begin the process of transferring to another campus, contact the Student Services Office. To transfer to another campus in order to take courses that are in academic programs equal to the program the student was admitted to, a student must:

- have all credits attempted at the previous campus location reviewed for satisfactory academic progress;
- be in good academic standing with the Institution; and
- have met all financial obligations at the campus location from which they plan to transfer.

Withdrawal from the Institution

All students requesting withdrawal from the Institution must notify verbally or in writing the Office of Student Services. All balances become due at the time of the withdrawal. A student who submits a completed official withdrawal form or verbally communicates the intent to withdraw but who continues to attend classes will not be considered to have officially withdrawn from school.

Financial Aid Information

Financial Assistance

Financial Aid is available for those who qualify. The Institution participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs to participate. The Institution administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. To remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program it may be necessary to

reapply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Office of Financial Aid.

How to Apply

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at <http://fafsa.ed.gov>. The FAFSA applications are processed through the Department of Education and all information is confidential. Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the seventh (7th) day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the college's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first year, first time borrowers). Determination of delivery of books or of the credit balance is determined by the college.

Students may opt out of using the way the Institution has chosen to fulfill this requirement, simply not accepting the books or credit balance. However, keep in mind that opting out does not require the college to provide the student with an alternative delivery method.

Books are made available at the campus for pick up to registered students by the 7th day of the scheduled start of classes and billed to the student's account.

Financial Aid Programs

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income, and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

Federal Student and Parent Loans

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS, and Federal Consolidation. Loans and aid are available through the U.S. Government.

Federal Direct Stafford

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation, and personal expenses) education related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent - PLUS

The William D. Ford Federal Direct Parent-PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or community-service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the Institution's annual funding allocation from the federal government.

Installment Payment Contracts

Students unable to pay the entire term tuition at the start of the term may be offered the option of a deferred payment contract. Under these contracts, students' term tuition bills are payable in monthly installments. Due dates are provided prior to the start of each term. Without an installment payment contract, students are billed in full at the beginning of the term. Students who qualify for an installment payment contract may finance all or any portion of their current term's tuition. Deferred payments are not usually available for the purchase of books or supplies. Students who fail to meet specified payment dates may incur late fees and may be subject to withdrawal from classes.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state eligibility. A co-signer may be required to meet the loan program's credit criteria. Interest rates may vary and are typically based on the prime rate or the Treasury bill rate. Contact the specific lender for more information.

Veteran's Educational Benefits

The Institution is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veteran's Educational Benefits should contact either the campus certifying official or the office of Student Finance. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at 800-827- 1000, or 888-GI Bill-1 (1-888-442-4551),

or go to <http://www.gibill.va.gov/>. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

Yellow Ribbon Grant

In accordance with the VA - Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, some schools have established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant, a candidate must be accepted for admission to the Institution, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate institution attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility, or comparable government document. The conditions are listed here:

- Candidates must be either an eligible veteran or a Dependent of an eligible veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to the Institution to be eligible.
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively toward prior or current program charges
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.
- The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at the Institution.

The Institution is committed to assisting military students in determining the best options available to them. To receive additional information on veterans' educational benefits eligibility, please contact the Veterans Administration at 1-800-827-1000 or 1-888-GI Bill-1(1-888-442-4551). You may also visit the VA website at <http://www.gibill.va.gov>.

Institutional Grants & Scholarships

The Institution offers tuition scholarship awards to encourage the pursuit of higher education. The availability of the different grants and scholarships is based on the campus locations and available funding. Applicants must submit a separate application form for each scholarship and/or grant for which they wish to apply. Applicants must be enrolled full-time in the Institution and in active attendance. Scholarship and Grant application forms are available from the Office of Student Services. Withdrawal from the Institution nullifies any unused scholarship funds. Applicants for need-based scholarships and/or grants must have a Free Application for Federal Student Aid (FAFSA) on file for scholarship or grant consideration when applicable. Selection of awards will be made by the Scholarship Committee based on the eligibility requirements. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs. CEC employees are not eligible for these programs.

Current Grants & Scholarships

Art & Design Grant (A&D Grant)

The Institution offers an A&D Grant to new students who have applied for all federal, state, and private financial aid, grants and/or scholarships and have an outstanding tuition balance. A&D Grants are offered in the following programs:

- Bachelor's degree with grant limit up to \$16,500; and
- Associates degree with grant limit up to \$11,000.

Students will be considered for the grant upon completion of the admissions application process (enrolled with the school) and the financial aid application process (federal, state, and private). Students will be required to submit an essay. Deadlines to award the A&D Grant are at the end of the add/drop period. The Institution makes available a limited amount of money each year for the A&D Grant. Once available funding has been exhausted, A&D Grants will not be awarded to otherwise eligible students. The following are the criteria for consideration:

- must be a first time student or a student who has re-enrolled;
- must have valid (complete) ISIR/FAFSA on file;
- must have an alternative (private) loan co-borrower denial from a student loan lender/provider;
- must have a Plus loan denial if applicable;
- dependent students need a Plus denial and an Alternative Loan co-borrower denial;
- must have an In School Payment Plan that cannot exceed \$200 per month;
- must submit an essay to the Student Finance Manager who will present to the School Selection Committee on "Why I am committed to completing my program" (required only in the first academic year);
- must have completed the entire financial aid process;
- student will repeat all steps, with the exception of the essay, in subsequent academic years;
- student must remain enrolled, maintain satisfactory academic progress, and adhere to their assigned schedule which will vary between 12 and 16 credits per term to remain eligible for the grant;
- grants cannot be transferred to another individual or college or be received as cash; and
- grant cannot be combined with any other institutional grant or scholarship

Alumni Scholarship

The Alumni Scholarship has been established to assist IADT alumni who have successfully achieved degree completion and intend to pursue another degree at IADT. Alumni enrolled in a baccalaureate program who have previously completed an associate degree with the previously listed institutions will be eligible for a scholarship award of \$1,500 per academic year based upon the criteria listed below. Applicants must meet all conditions of the application process, which are:

- previous academic performance (cumulative GPA of 3.0 – 4.0)
- completed scholarship application;
- two-page essay detailing how completion of the baccalaureate program will enhance career goals; and
- continued academic performance (cumulative GPA of 3.0 – 4.0) throughout enrollment at the Institution.

Scholarship awards will be renewed automatically each academic year if the student remains enrolled, maintains satisfactory academic progress and maintains a cumulative GPA of 3.0 – 4.0. Awards will be disbursed in equal installments during each term of attendance. Scholarships cannot be transferred to another individual or school and, at no time, will awards be paid in cash. Applications must be submitted to the Office of Student Finance by the term start date and recipients will be selected by the Scholarship Review Committee. No more than 80 scholarship awards may be awarded each calendar year.

Career Education Scholarship Fund (CESF)

Students may apply for the Career Education Scholarship Fund (CESF) whose mission is to provide scholarships to students who have financial need and are making academic progress in their program of study. Applicants must demonstrate financial need over and above any other funding he/she may be receiving. For specific details, interested applicants are encouraged to consult the Student Finance Department.

Design Challenge Scholarship

Anyone who is an active IADT student or is a high school graduate, has earned a GED, or who will graduate from high school or earn a GED by July 2012 and otherwise meets the college's admissions requirements is eligible to apply for the annual Design Challenge. Applicants must submit an original design meeting the specified criteria for that year's Challenge. Two first-place winners (one currently active IADT student and one non-IADT student) will be selected for \$5,000 scholarships each and 10 runner-ups (five current IADT students and five non-IADT students) will be selected for \$1,000 scholarships each. (Active IADT students must be enrolled and currently attending IADT. Non-IADT students include those not currently enrolled as well as those enrolled but not currently attending a participating IADT campus.) Applications are accepted annually for the Design Challenge scholarship; please see the student finance office for details.

Liberty Grant

The institution offers the Liberty Grant to first-time students, reentering students or students who have reenrolled, who are active duty, veteran, reserve, or National Guard military personnel serving in the U.S. Armed Services, and their immediate family members*. Liberty Grants are offered in all academic programs with a grant amount of \$2,500 per financial aid award year. All grants are prorated over the length of each financial aid award year. A student must remain enrolled and maintain satisfactory academic progress to remain eligible for the grant. For students to be considered for the grant, the student must complete the admissions application process (enroll with the college) and allow for verification of his or her military status. Immediate family members* will be required to verify marital status and spouse's military service. The institution reserves the right to request additional documentation in order to verify individual eligibility for the grant. Deadlines to award the Liberty Grant are at the end of the drop/add period.

The institution makes available a limited amount of money each year for the Liberty Grant. Once available funding has been exhausted, Liberty Grants will not be awarded to otherwise eligible students.

*Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

Presidential Scholarship

The Presidential Scholarship has been established to assist students who are committed to maintaining satisfactory academic progress while studying at the Institution and who demonstrate a financial need. Scholarships are awarded based on the student's response to an essay and application submission. Applications must be submitted to the Student Finance Department by the end of the Add /Drop period. Awards will range from \$500 to \$3,000 for each scholarship recipient payable during the first quarter of attendance after the award is granted. There are a limited number of awards given each term. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs.

Cancellation Policies

Institutional Policy

A student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the non-refundable Application Fee. If the Enrollment Agreement is not accepted by the Institution or if the Institution

cancels the Enrollment Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed, e-mailed or hand delivered to the appropriate campus location noted on the top of the enrollment agreement.

Institutional Refund Policy

After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the Institution. Refunds are made for students who withdraw or are withdrawn from the Institution prior to the completion of or at 60% or less of the term in which the student withdraws, according to the following formula: total days attended in the term divided by total days in the term multiplied by tuition for the term. If the student has completed more than 60% of the total days in the term, no refund is due. Refunds are made for a student who withdraws or is withdrawn from the Institution prior to the completion of his or her program and is based on the tuition billed for the term in which the student withdraws. If a student withdraws from classes during the term's Add/Drop period, tuition charges will be reversed for the term. There are no individual course refunds, partial or in full, to any student who has withdrawn past the Add/Drop Period.

Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full.

Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a student withdraws from the Institution, he/she must complete a student withdrawal form with the Student Services Office. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 15 calendar days of the notification of an official withdrawal, or date of determination of withdrawal by the Institution. Credit balances due will be refunded to the student/lender as requested.

Institutional refunds do not include the application fee.

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from the college during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the Institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for

the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

For R2T4 purposes in a term-based program with modules/sessions, a student is considered to have withdrawn, if they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module/session within the same term.

Exception: To NOT be considered withdrawn, the school should obtain a written confirmation from the student stating the student's intention of return to a future module/session within the same or subsequent term. The fact that the student is scheduled to attend the next module/session will NOT be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the Institution return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
2. Federal Direct PLUS loans received on behalf of the student.
3. Federal Pell Grants.
4. Federal SEOG
5. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at the Institution is the date indicated in written communication by the student to the Student Service's Office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

Higher One Card

The institution has partnered with the financial services company Higher One to provide our students with electronic options for receiving their stipend/credit balances (payments/financial aid received in excess of what the college has charged). All students, upon posting attendance in class, will have an Institution Card mailed to their address on file with the institution. Upon receipt of this card, each student will be able to log in to www.academycard.com and choose one of the following refund preferences.

- Physical Check
- ACH into a personal checking account
- Set up a checking account through Higher One and their partner bank

If a student elects to open an account through Higher One, the Academy Card will become a fully functioning checking account card. For a list of fees associated with the usage of this card, visit www.academycard.com. Replacement Cards: Students will receive their first Academy Card for free. All replacement cards will carry with them a \$15 fee that will need to be repaid to the college.

Exit Interview

All students upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending, are required to complete an exit interview. An exit interview reviews the amount of loan debt accrued while in college and provides payback and deferral options. Students can complete their exit interview in the Office of Student Finance and will receive an exit interview packet in the mail.

Programs of Study
Construction Management and Design BS
Digital Media Production BFA
Fashion Design AFA
Fashion Design BFA
Fashion Design and Merchandising BFA
Game Production BFA
Graphic Design AS
Graphic Design BFA
Information Technology AS
Information Technology BS
Interior Design BFA
Internet Marketing BS
Retail Merchandise Management AS
Retail Merchandise Management BS
Web Design and Development AS
Web Design and Development BS

*Not all programs are offered on all start dates

Programs of Study

CONSTRUCTION MANAGEMENT AND DESIGN **BACHELOR OF SCIENCE**

Program Length: 180 credits / 150 weeks / 15 terms

(The Academy is not currently enrolling in the Bachelor of Science Construction Management and Design program)

The Bachelor of Science in Construction Management and Design (CMD) program provides students with the knowledge and skills required for managerial and leadership positions in the construction industry. The curriculum blends project management, construction processes, and several interior design courses with the technical knowledge and practical skills required in the construction field. Also, the curriculum offers a well-balanced general education as a foundation, which emphasizes communication skills, liberal arts, social science, and humanities. The program focuses on the many facets of the construction industry including the interior built environment, building systems, community planning, and global sustainability. Project and construction management are an integral part of the curriculum. Real-world field experience is integrated into the curriculum in many courses and students have an opportunity to learn from construction professionals. Industry trends that affect building processes, such as environmental initiatives, energy consumption and sustainability factors are embedded across the curriculum. “Green design” is a directed focus of the program and will prepare graduates for the changing construction industry and building practices.

Performance Learning Objectives:

Design Skills: Students will analyze and develop the fundamentals of construction management, including space planning principles, construction systems, construction materials, specifications, environmental systems, and programming skills.

Professional Skills: Students will gain an understanding of professional business practices in Construction Management and Design, communicate effectively with architects, engineers, trade personnel and code enforcement authorities, and apply professional standards and regulations within assigned work. Graduates of the program will gain hands-on experience working in the design studio with current technology and software and in the field through experiential learning.

Communication and Critical Thinking Skills: Students will generate creative solutions to challenging projects, assignments, and demonstrating a clear understanding of technological demands. To communicate construction management and design ideas effectively through written and oral presentations of assigned work, demonstrate effective problem-solving skills and create and perform versatile design projects for a variety of clients’ needs.

The academic requirements for the Construction Management & Design program are as follows:

Concentration Courses

Course#	Course Title	Credits
CMD101	Introduction to Construction Management	4
CMD120	Construction Systems and Materials	4
CMD130	Construction Documents and Estimating I	4
CMD260	Construction Specifications	4
CMD270	Trigonometry	4

CMD271	Management and Legal Issues	4
CMD280	Design Build Project I	4
CMD295	Construction Surveying and Building Layout	4
CMD310	Survey of Physics	4
CMD320	Community Planning & Development	4
CMD321	Construction Safety	4
CMD330	Construction Documents & Estimating II	4
CMD370	Environmental Systems	4
CMD371	Project Management	4
CMD380	Design Build Project II	4
CMD450	Principles of Structural Design	4
CMD480	Design Build Project III	4
CMD481	Electrical, Mechanical, and Plumbing Systems	4
CMD490	Special Topics in Construction or	
CMD499	Construction Seminar	4
INTR105	Drafting	4
INTR210	Interior Design Issues and Programming	4
INTR225	Computer Aided Design I	4
INTR230	Spatial Environments	4
INTR250	Computer Aided Design II	4
INTR260	Interior Design I	4
INTR290	Building Systems and Codes	4
INTR340	Interior Design II	4
INTR440	Advanced Interior Detailing	4
Total Concentration Credits		112

Core Courses

Course#	Course Title	Credits
COLL101	College Success	4
EDU401/405	Senior Internship or Capstone	4
Total Core Credits		8

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature & Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
PSYC201	Psychology	4

SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
Total General Education Credits		60

Total Credits Required for Graduation

180

Upon satisfactory completion of the specified 180 quarter credit hours a student with a GPA of 2.0 (4.0 scale) or higher will be awarded the Bachelor of Science degree in Construction Management and Design.

Digital Media Production

Bachelor of Fine Arts

This program of study is designed to prepare the student to create, produce, and distribute interactive media, including video, audio, and 2D for purposes of communication and entertainment. Students will have the opportunity to develop basic design skills for application to visual problem solving. Additionally, students are expected to develop skills in project management and team collaboration demonstrating business and communication practices required for employment in the worldwide workplace. The program will culminate in the preparation of a professional entry-level portfolio.

The academic requirements for the Bachelor of Fine Arts degree in Digital Media Production are as follows:

Concentration Courses

Course#	Course Title	Credits
BUSN450	Project Management	4
BUSN499	Entrepreneurship	4
DESIGN101	Design Fundamentals	4
DESIGN110	Web Design I	4
DESIGN130	Introduction to Drawing	4
DESIGN140	Digital Illustration	4
DESIGN150	Typography	4
DESIGN160	Digital Imaging	4
DESIGN175	Visual Composition	4
DESIGN210	Web Design II	4
DESIGN215	Storyboarding	4
DESIGN220	Web Design III	4
DESIGN230	Interactive Media I	4
DESIGN245	Audio Production	4
DESIGN250	Screenwriting	4
DESIGN255	Video Production	4
DESIGN260	Advanced Digital Imaging	4
DESIGN325	Interactive Design	4
DESIGN330	Interactive Media II	4

DESIGN345	Advanced Audio Production	4
DESIGN355	Video Editing	4
DESIGN360	Interactive Media III	4
DESIGN365	Motion Graphics	4
DESIGN370	Media Production I	4
DESIGN395	Media Distribution	4
DESIGN470	Media Production II	4
DIGI400	Special Topics in Digital Media Production	4
DIGI480	Digital Media Production Internship* OR	4
DIGI485	Digital Media Production Capstone	
DIGI490	Senior Digital Media Production Portfolio	4
	Total Concentration Credits	116

College Core Courses

Course#	Course Title	Credits
COLL101	College Success	4
	Total College Core Credits	4

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature and Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Credits	60
	Total Credits Required for Graduation	180

Fashion Design Associate of Fine Arts

The Associate of Fine Arts in Fashion Design program engages students in the process of apparel conceptualization, illustration, construction and marketing. Students will experiment with lines, colors, patterns, textures, functions and style in the design and creation of original garments. A study of the evolution of fashion provides the basis for the development of predictive skills in consumer behavior and trend forecasting. The Fashion Design program provides students with an interest in the Fashion Design industry the opportunity to enhance creative skills and to develop the technical competencies for employment in the field.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Choose appropriate fabric and pattern designs according to body type and function
- Communicate ideas, moods, and details for clothing designs using concept boards, flats, and various illustrative techniques
- Create computer-generated sketches, fashion flats, fabric prints, theme boards and creative graphics for clothing and textiles
- Demonstrate the appropriate use of measuring, marking, cutting, sewing, and pressing equipment and tools, and,
- Drape a variety of garments, including bodices, skirts, pants, and construct fitted garments using accurate measuring and proportional grading methods.

The academic requirements for the Fashion Design program (AFA) are as follows:

Concentration Courses

Course#	Course Title	Credits
FASH101	Introduction to Fashion	4
FASH105	Fashion Sketching I	4
FASH110	Clothing Construction I	4
FASH115	Evolution of Fashion	4
FASH120	Textiles for Fashion	4
FASH125	Fashion Sketching II	4
FASH150	Clothing Construction II	4
FASH202	Computer Graphics for Fashion Design	4
FASH205	Pattern Drafting I	4
FASH220	Draping I	4
FASH225	Pattern Drafting II	4
FASH230	Draping II	4
FASH240	Apparel Production I	4
FASH260	Fashion Design I	4
FASH280	Associate Internship for Fashion Design	4
	Total Concentration Credits	60

College Core Courses

Course#	Course Title	Credits
COLL101	College Success	4
	Total College Core Credits	4

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Credits	32
	Total Credits Required for Graduation	96

Fashion Design Bachelor of Fine Arts

The Fashion Design program engages students in the process of apparel conceptualization, illustration, construction and marketing. Students will experiment with lines, colors, patterns, textures, functions and style in the design and creation of original garments. A study of the evolution of fashion provides the basis for the development of predictive skills in consumer behavior and trend forecasting. The Fashion Design program provides students with an interest in the Fashion Design industry the opportunity to enhance creative skills and to develop the technical competencies for employment in the field.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Select appropriate fabric and pattern designs according to body type and function;
- Communicate idea, moods, and details for clothing designs using concepts boards, flats, and various illustrative techniques;
- Create computer-generated sketches, fashion flats, fabric prints, theme boards, specification sheets, and creative graphics for clothing and textiles;
- Employ computer pattern drafting software to design, plan and create a variety of clothing patterns;
- Demonstrate the appropriate use of measuring, marking, cutting, sewing, and pressing equipment and tools;
- Drape a variety of garments, including bodices, skirts, pants and construct fitted garments using accurate measuring and proportional grading methods;
- Analyze apparel collections in terms of consumers, sizes, markets, fabrication quality and retail price categories; and

- Apply the principles of image and identity, product differentiation and positioning, niche merchandise, store positioning, and targeted marketing to the design and sale of fashion goods and services.

The academic requirements for the Bachelor of Fine Arts degree in Fashion Design are as follows:

Concentration Courses

Course#	Course Title	Credits
BUSN400*	Fashion Marketing & Consumer Behavior	4
BUSN499*	Entrepreneurship	4
FASH101	Introduction to Fashion	4
FASH105	Fashion Sketching I	4
FASH110	Clothing Construction I	4
FASH115	Evolution of Fashion	4
FASH120	Textiles for Fashion	4
FASH125	Fashion Sketching II	4
FASH150	Clothing Construction II	4
FASH202	Computer Graphics for Fashion	4
FASH205	Pattern Drafting I	4
FASH220	Draping I	4
FASH225	Pattern Drafting II	4
FASH230	Draping II	4
FASH240	Apparel Production I	4
FASH260	Fashion Design I	4
FASH300*	Pattern Techniques	4
FASH305*	Computer Pattern Drafting I	4
FASH310*	Clothing Construction III	4
FASH320*	Textile Design	4
FASH340*	Apparel Production II	4
FASH350*	Special Topics in Fashion I	4
FASH355*	Computer Pattern Drafting II	4
FASH360*	Fashion Design II	4
FASH450*	Special Topics in Fashion Design II	4
FASH465*	Fashion Design III	4
FASH470*	Fashion Design Studio	4
FASH480*	Fashion Design Internship OR	
FASH485*	Fashion Design Capstone	4
FASH490*	Senior Fashion Design Portfolio	4
	Total Concentration Credits	116

College Core Courses

Course#	Course Title	Credits
COLL101	College Success	4
	Total College Core Credits	4

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315*	Global Economics	4

ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301*	History of Art I	4
HUMN302*	History of Art II	4
HUMN401*	Literature and Film	4
MATH130	College Algebra	4
PHIL405*	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310*	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401*	Political Science	4
	Total General Education Credits	60
	Total Credits Required for Graduation	180

*Upper Level Courses

Fashion Design and Merchandising

Bachelor of Fine Arts

The Institution's program in fashion design and merchandising is challenging, technical, and comprehensive. Students can learn about fashion illustration, pattern drafting, design, draping, clothing construction, textiles, fashion history, fashion merchandising, and production techniques. All of the instruction is presented using industrial grade equipment in spacious and comfortable facilities built for optimum fashion designing. A balanced curriculum provides students with the expertise to design and communicate their ideas combining theoretical elements of design with creative and practical approaches to the solution of problems pertaining to the functional quality of marketable products. A foundation in general education coursework rounds out the student's knowledge base.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Experiment with lines, colors, fabrics, patterns, textures, and styles in the design and creation of original fashion designs;
- Design original garments with attention to cut, grain, seams, pockets, collars, and necklines;
- Create computer generated sketches, fashion flats, fabric prints, theme boards, specification sheets, and graphics for clothing textiles;
- Analyze collections in terms of targeted consumers, sizes, markets, and retail price categories;
- Design visually appealing displays for fashion clothing and accessories;
- Employ the basic theory and practices of retail management and merchandising; and
- Generate a publicity campaign to promote fashion for retail organizations or manufacturers.

The academic requirements for the Bachelor of Fine Arts Degree in Fashion Design and Merchandising are as follows:

Concentration Courses

Course#	Course Title	Credits
BUSN101	Introduction to Business	4
BUSN201	Visual Merchandising	4
BUSN205	Retail Management	4
BUSN301	Business Law	4
BUSN325	Pricing Strategies	4
BUSN355	Merchandise Planning and Inventory Control	4
BUSN375	Salesmanship	4
BUSN475	Global Sourcing and Product Development	4
BUSN499	Entrepreneurship	4
FASH101	Introduction to Fashion	4
FASH105	Fashion Sketching I	4
FASH110	Clothing Construction I	4
FASH115	Evolution of Fashion	4
FASH120	Textiles for Fashion	4
FASH125	Fashion Sketching II	4
FASH150	Clothing Construction II	4
FASH202	Computer Graphics for Fashion Design	4
FASH205	Pattern Drafting I	4
FASH220	Draping I	4
FASH225	Pattern Drafting II	4
FASH230	Draping II	4
FASH240	Apparel Production I	4
FASH260	Fashion Design I	4
FASH320	Textile Design	4
FASHM350	Special Topics in Fashion Design and Merchandising I	4
FASHM425	Fashion Publicity and Promotion	4
FASHM450	Special Topics in Fashion Design and Merchandising II	4
FASHM480	Fashion Merchandising Internship OR	
FASHM485	Fashion Merchandising Capstone	4
FASHM490	Senior Fashion Merchandising Portfolio	4
	Total Concentration Credits	116

College Core Courses

Course#	Course Title	Credits
COLL101	College Success	4
	Total College Core Credits	4

GENERAL EDUCATION COURSES

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4

ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature & Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Credits	60
	Total Credits Required for Graduation	180

Game Production

Bachelor of Fine Arts

Game Production is a comprehensive program emphasizing multiple aspects of game production. Students will have an opportunity to develop knowledge, skills and competence in asset development and integration, game play, team collaboration, written and verbal communication, and business operations. In addition, students will have the opportunity be engaged in the integration of theory, process, and digital assets that lead to successful production of games, culminating in a digital portfolio.

The academic requirements for the Bachelor of Fine Arts degree in Game Production are as follows:

Concentration Courses

Course #	Course Title	Credits
DESIGN160	Digital Imaging	4
GAME101	Survey of the Game Industry	4
GAME105	Drawing Techniques I	4
GAME110	Drawing Techniques II	4
GAME120	Principles of Design	4
GAME125	User Interface	4
GAME130	Game Theory and Mechanics	4
GAME205	Modeling I	4
GAME210	Game Play Scripting I	4
GAME220	Game Play Scripting II	4
GAME225	Texture and Lighting	4
GAME230	Storyboarding and Storytelling	4
GAME235	Web Game Development	4
GAME245	Level Design	4

GAME250	Portfolio Review	4
GAME305	Modeling II	4
GAME310	Business Concepts of the Game Industry	4
GAME350	Game Production I	4
GAME355	Modeling III	4
GAME360	Game Production II	4
GAME365	World Building	4
GAME370	Game Production III	4
GAME390	Game Animation	4
GAME405	Advanced Modeling	4
GAME410	Team Project I	4
GAME420	Team Project II	4
GAME450	Senior Game Project	4
GAME480	Game Production Internship OR	
GAME485	Game Production Capstone	4
GAME490	Senior Game Portfolio	4
	Total Concentration Credits	116

College Core Courses

Course #	Course Title	Credits
COLL101	College Success	4
	Total College Core Credits	4

General Education Courses

Course #	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature and Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Credits	60
	Total Credits Required for Graduation	180

Graphic Design

Associate of Science

The Graphic Design program was designed to develop a fundamental understanding of the role of form, function, creativity and critical viewpoint in the creation of visual communications. Examination of the fundamental principles of visual shape and form, value, texture, and pattern prepare the student to apply the basic design elements of effective visual materials to the development, planning, production and presentation of print publications and basic web design. Collaboration on team projects and generation of work product should prepare students to generate client solutions for entry-level employment in graphic design positions.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Conceptualize, develop and distribute a visual solution to a defined communication need following the design process;
- Construct visual communication solutions through the application of the fundamental principles of design;
- Utilize appropriate technology and tools to generate visual communication solutions that are accurately prepared for distribution; and
- Engage in critique, basic outcome evaluation, and presentation to assure client/audience satisfaction.

The academic requirements for the Associate of Science in Graphic Design program are as follows:

Concentration Courses

Course #	Course Title	Credits
DESIGN101	Design Fundamentals	4
DESIGN110	Web Design I	4
DESIGN130	Introduction to Drawing	4
DESIGN140	Digital Illustration	4
DESIGN150	Typography	4
DESIGN160	Digital Imaging	4
DESIGN210	Web Design II	4
DESIGN220	Web Design III	4
DESIGN260	Advanced Digital Imaging	4
GRAPH110	Design Process	4
GRAPH120	Color Theory	4
GRAPH160	Graphic Design I	4
GRAPH250	Digital Layout	4
GRAPH260	Graphic Design II	4
GRAPH280	Graphic Design III	4
	Total Concentration Credits	60

General Education Courses

Course #	Course Title	Credits
COMM101	Interpersonal Communications	4

ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Credits	32
	Total Credits Required for Graduation	92

Graphic Design Bachelor of Fine Arts

The Graphic Design program was designed to develop an understanding of the role of form, function, creativity and critical viewpoint in the creation of visual communications. Examination of the psychological, cultural, and environmental aspects of color, paired with the fundamental principles of visual shape and form, value, texture, and pattern prepare the student to apply the basic design elements of effective visual materials to the development, planning, production and presentation of print publications and web design. Collaboration on team projects and production should prepare students to generate client solutions for employment in graphic design positions.

The academic requirements for the Bachelor of Fine Arts degree in Graphic Design are as follows:

Concentration Courses

Course #	Course Title	Credits
BUSN499*	Entrepreneurship	4
DESIGN101	Design Fundamentals	4
DESIGN110	Web Design I	4
DESIGN130	Introduction to Drawing	4
DESIGN140	Digital Illustration	4
DESIGN150	Typography	4
DESIGN160	Digital Imaging	4
DESIGN210	Web Design II	4
DESIGN220	Web Design III	4
DESIGN230	Interactive Media I	4
DESIGN260	Advanced Digital Imaging	4
DESIGN265*	Design for Business	4
DESIGN330*	Interactive Media II	4
DESIGN350*	Advanced Typography	4
DESIGN400*	Interaction Design	4
GAME230*	Storyboarding and Storytelling	4
GRAPH110	Design Process	4
GRAPH120	Color Theory	4
GRAPH160	Graphic Design I	4
GRAPH250	Digital Layout	4
GRAPH260	Graphic Design II	4
GRAPH280*	Graphic Design III	4
GRAPH300*	Graphic Design IV	4
GRAPH320*	History and Theory of Design	4

GRAPH360*	Branding and Corporate Identity	4
GRAPH400*	Special Topics in Graphic Design	4
GRAPH410*	Design for Mobile Applications	4
GRAPH450*	Package Design	4
GRAPH490*	Senior Graphic Design Portfolio	4
GRAPH480*	Graphic Design Internship OR	
DESIGN485*	Graphic Design Thesis	4
	Total Concentration Credits	120

GENERAL EDUCATION COURSES

Course Number	Course Title	Credit Hours
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301*	History of Art I	4
HUMN302*	History of Art II	4
HUMN401*	Literature and Film	4
MATH130	College Algebra	4
PHIL405*	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310*	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401*	Political Science	4
*Upper Level Courses		
	Total General Education Credits	60
	Total Credits Required for Graduation	180

Information Technology Associate of Science

The Associate of Science degree in Information Technology program provides students with the knowledge and skills necessary to perform entry-level network administration job functions. Students should understand networking technology for local area networks (LANs), wide area networks (WANs) as well as programming concepts. This program prepares students for networking and information technology careers in industry and business. The curriculum provides exposure to PC troubleshooting, applications, and operating systems, as well as network configuration, administration, hardware, maintenance and security.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Demonstrate the ability to evaluate, deploy, and manage computer hardware and software;
- Apply information technology industry standards to design, configure, and implement network solutions;
- Select appropriate administrative tasks to deploy, troubleshoot and maintain network operating systems;
- Understand the role of information technology staff and departments within organizations.

The academic requirements for the Associate of Science degree in Information Technology are as follows:

Concentration Courses

Course Number	Course Title	Credit Hours
CS133	Introduction to Programming and Logic	4
CS225	Database Design and Development	4
IT103	Introduction to Computer Concepts and Applications	4
IT121	Microcomputer Hardware	4
IT131	Microcomputer Software	4
IT160	Windows Workstation Administration	4
IT221	Microsoft® Server Administration I	4
IT231	Microsoft® Server Administration II	4
IT250	Linux Operating Systems	4
IT270	Security Fundamentals	4
IT292	Information Technology Capstone OR	4
IT295	Information Technology Internship	4
NET120	Network Fundamentals	4
NET130	Network Technologies	4
NET270	Network Routing Concepts and Design	4
NET275	Network Security	4
	Total Concentration Credits	60

General Education Courses

Course Number	Course Title	Credit Hours
COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Credits	32
	Total Credits Required for Graduation	92

Information Technology Bachelor of Science

The Bachelor of Science degree in Information Technology provides students with the knowledge and the skills necessary to implement as well as analyze and manage an Information Systems environment. Students should understand the technology and the theories and practices of intranets and extranets in organizations of different size and scope. This program also provides training in computer and network installation and administration. Students will be presented with instruction in industry standard client and server environments, Linux, routing and switching technologies, scalable directory services, and security of systems, networks, and other components of information systems.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Demonstrate the ability to evaluate, deploy, and manage computer hardware and software;
- Apply information technology industry standards to design, configure, and implement network solutions;
- Select appropriate administrative tasks to deploy, troubleshoot and maintain network operating systems;
- Understand the role of information technology staff and departments within organizations.
- Analyze problems within business organizations and develop information systems-based solutions;
- Identify information technology resources that can be employed to create and sustain business competitive advantage and performance;
- Evaluate the management, planning, organizing, implementation and controlling of information technology projects and personnel.

The academic requirements for the Bachelor of Science degree in Information Technology program are as follows:

Concentration Courses

Course Number	Course Title	Credit Hours
CS133	Introduction to Programming and Logic	4
CS225	Database Design and Development	4
CS300*	Web Programming	4
CS400*	Systems Requirements and Analysis	4
IT103	Introduction to Computer Concepts and Applications	4
IT121	Microcomputer Hardware	4
IT131	Microcomputer Software	4
IT160	Windows Workstation Administration	4
IT221	Microsoft® Server Administration I	4
IT231	Microsoft® Server Administration II	4
IT250	Linux Operating Systems	4
IT270	Security Fundamentals	4
IT292	Information Technology Capstone OR	
IT295	Information Technology Internship	4
IT315*	Technical Writing for Information Technology	4
IT322*	Linux System Administration	4
IT324*	Database Administration	4
IT360*	Messaging Servers	4
IT365*	Directory Services	4
IT400*	Information Systems Security	4
IT410*	Ethical Hacking	4
IT420*	Emerging Network Technologies	4
IT480*	Information Technology Project Management	4
IT485*	Career Portfolio Development for Information Technology	4
IT490*	Senior Information Technology Capstone OR	
IT495*	Senior Information Technology Internship	4
NET120	Network Fundamentals	4
NET130	Network Technologies	4
NET270	Network Routing Concepts and Design	4
NET275	Network Security	4
NET280*	Network Switching and Wireless Concepts	4
NET330*	Wide Area Network Concepts	4
	Total Concentration Credits	120

General Education Courses

Course Number	Course Title	Credit Hours
COMM101	Interpersonal Communications	4
ECON315*	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301*	History of Art I	4
HUMN302*	History of Art II	4
HUMN401*	Literature and Film	4
MATH130	College Algebra	4
PHIL405*	Ethics	4

PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310*	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401*	Political Science	4
*Upper Level Courses		
	Total General Education Credits	60
	Total Credits Required for Graduation	180

Interior Design Bachelor of Fine Arts

The Interior Design program is designed to prepare students for professional opportunities in the field of interior design in order to enhance the function, quality and safety of interior spaces. The interior design program is designed for students who want to be challenged both creatively and technically, people who have aesthetic sensitivity and who understand the importance of using space effectively and efficiently. The student is guided through a balanced curriculum that provides him/her with the expertise to design and communicate his/her ideas.

Competencies in theoretical aspects are developed to expand the student's intellectual discipline. Creativity is challenged as the student experiments with form, space, texture and color. The student is taught to analyze and evaluate situations, to project and test solutions and to refine and communicate these solutions. They are expected to become motivators of appropriate social behavior, drawing on historic and cultural influences to enrich their responses to the design problem. A design philosophy integrated with an international influence ("global awareness") is fostered. Focus on a forward-looking holistic view of society is encouraged. Design solutions are then tested against a backdrop of knowledge acquired from codes and laws with attention given to the preparation of technical drawings and contracts. Skills such as drafting, computer-aided drawing and rendering can be mastered in order to provide final design recommendations and vehicles for the estimation and execution of the work. The quantities cost and appropriate application and use of furniture and materials is studied to enable the student to address the aesthetic, functional and economic needs of the client.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Demonstrate knowledge of professional organizations and requirements within the field of interior design, including certification, licensure, and/or registration;
- Create solutions to design problems that address customer preferences and user needs relative to the build environment.
- Develop skills in sketching, drawing, and rendering to accurately represent perspective, volume, scale, and space;
- Analyze solutions for residential and commercial spaces that focus on the integration of building systems including lighting, egress, construction elements, and environmental issues;
- Apply performance, maintenance, life cycle and budget criteria to the selection of materials, finishes, furnishings and equipment;

- Produce documents including drawings, specifications, and schedules that represent the design intent;
- Practice within the parameters of laws, codes, regulations, standards, and practices that protect the health, safety and welfare of the public; and
- Visually and orally communicate ideas through the use of drawings, models, and presentations as well as with written documentation.

The academic requirements for the Bachelor of Fine Arts Degree in Interior Design are as follows:

Concentration Courses

Course#	Course Title	Credits
DESIGN101	Design Fundamentals	4
DESIGN130	Introduction to Drawing	4
INTR101	Introduction to Interior Design	4
INTR105	Drafting	4
INTR130	Sketching and Rendering	4
INTR201	History of Interior Design: Ancient to Early Neoclassicism	4
INTR202	History of Interior Design: Late Neoclassicism to Present	4
INTR203	Textiles	4
INTR210	Interior Design Issues and Programming	4
INTR215	Resources and Materials	4
INTR220	Digital Media for Interior Design	4
INTR225	Computer Aided Design I	4
INTR230	Spatial Environments	4
INTR250	Computer Aided Design II	4
INTR260	Interior Design I	4
INTR290	Building Systems and Codes	4
INTR325	Computer Aided Design III	4
INTR330	Lighting Design for Interiors	4
INTR340	Interior Design II	4
INTR350	Computer Aided Design IV	4
INTR360	Interior Design III	4
INTR380	Interior Design IV	4
INTR390	Sustainable Design for a Global Society	4
INTR410	Senior Interior Design Project I	4
INTR420	Senior Interior Design Project II	4
INTR440	Advanced Interior Detailing	4
INTR480	Interior Design Internship OR	
INTR485	Interior Design Capstone	4
INTR490	Senior Interior Design Portfolio	4
INTR499	Professional Business Practices for Interior Design	4
	Total Concentration Credits	116

College Core Courses

Course#	Course Title	Credits
COLL101	College Success	4
	Total College Core Credits	4

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature & Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Credits	60
	Total Credits Required for Graduation	180

Internet Marketing

Bachelor of Science

The Internet Marketing Program is designed to give students a practical, real-world education in the rapidly progressing world of integrated marketing. Students will have the opportunity to build knowledge with courses in marketing concepts like public relations, internet marketing research, social media optimization and marketing. Students also have the opportunity to learn about the cornerstones of web design, technology and their impact on Internet Marketing. Important marketing plan components such as web analytics, mobile applications, global and cultural Internet issues will be explored. The experience in the Internet Marketing program is designed to provide the student with the necessary tools to create a viable marketing and strategic plan for selling products, developing and cultivating a brand, and protecting that entity within the Internet community.

As a result of completion of the program of study, students should be able to:

- Produce professional-quality internet marketing content, inclusive of copy, concept, market analysis, media determination, budget, resource allocation and valid measurement of results;
- Direct and analyze the collection and analysis of market data and information, including statistical inference, consumer behavior, demographics, product or service brand loyalty and market identities; Produce effective internet marketing campaigns based upon historical results, marketing data, research and analyses, media trends, production capabilities while developing client relations and collaborative creative environments; Create and function within a cohesive creative production group and assess the quality of web design, copy, content structure and other work product; and
- Professionally represent corporations, individuals and product in the creative process.

The academic requirements for the Bachelor of Science degree in Internet Marketing are as follows:

Concentration Courses

Course Number	Course Title	Credit Hours
ADVT120	Elements of Visual Advertising	4
ADVT250	Principles of Marketing	4
ADVT340	Consumer Behavior	4
ADVT370	Public Relations	4
ADVT430	e-Commerce	4
ADVT450	Media Planning	4
ADVT499	Marketing Business	4
DESIGN160	Digital Imaging	4
IMKT110	Media and Society	4
IMKT120	Media Design Concepts	4
IMKT140	Digital Branding	4
IMKT250	Social Media Marketing	4
IMKT310	Mobile Advertising	4
IMKT315	Search Engine Marketing	4
IMKT321	Internet Marketing Research	4
IMKT420	Social Media Optimization	4
IMKT460	Internet Marketing Campaign	4
IMKT480	Internet Marketing Capstone OR	4
IMKT485	Internet Marketing Internship	4
WEB110	Programming for the Internet	4
WEB120	Usability and Interface Design	4
WEB130	Digital Imaging II	4
WEB150	Multimedia Design I	4
WEB210	Programming Concepts	4
WEB220	Multimedia Design II	4
WEB240	Advanced Scripting Techniques	4
WEB250	Content Management Systems	4
WEB260	Website Advertising and Design	4
WEB325	Search Engine Optimization	4
WEB330	Web Analytics	4
WEB415	Internet Law and Intellectual Property	4
	Total Concentration Credits	120

General Education Courses

Course Number	Course Title	Credit Hours
COMM101	Interpersonal Communications	4
ECON315	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301	History of Art I	4
HUMN302	History of Art II	4
HUMN401	Literature and Film	4
MATH130	College Algebra	4
PHIL405	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Credits	60
	Total Credits Required for Graduation	180

Retail Merchandise Management Associate of Science

The Associate of Science degree program in Retail Merchandise Management is designed to prepare students for careers in the retail merchandising field. The objective of the program is to provide students with a foundation in merchandising and retailing principles, combining theoretical elements with practical application that supports retail operations. The degree introduces students to direct sales operations and procedures including customer service, supervision and team leadership; business math concepts used for purchasing and selling merchandise; creating visual plans using industry-standard software; understanding basic procedures used when selling throughout the supply chain and the procurement of merchandise. This combination of business, math and visual design techniques, in addition to the general education coursework offers students a balanced and well-rounded knowledge base essential to successfully functioning in entry-level positions in most retail industries.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Explain direct sales operations and procedures including customer service, supervision and team leadership;
- Demonstrate basic principles of business math as it relates to the purchase and sales of merchandise;
- Demonstrate proficiency with industry-standard software;
- Comprehend the procedure to sell goods for manufacturers, wholesalers and retailers to businesses and groups of individuals;
- Apply the skills required for the procurement and sales of merchandise;

The academic requirements for the Associate of Science in Retail Merchandise Management program are as follows:

Concentration Courses

Course#	Course Title	Credits
RMKT105	Consumer Behavior Concepts	4
RMKT150	Marketing I	4
RMKT220	Marketing II	4
RMMT101	Merchandising Principles	4
RMMT110	Introduction to Business Operations	4
RMMT115	Visual Retailing Concepts	4
RMMT120	Visual Merchandising I	4
RMMT150	Retail Computer Applications	4
RMMT160	Retail Category Management	4
RMMT175	Visual Merchandising II	4
RMMT201	Fundamentals of Accounting	4
RMMT210	Management Solutions	4
RMMT250	Selling Strategies	4
RMMT275	Pricing Techniques	4
RMMT290	Professional Business Practice	4
	Total Concentration Credits	60

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Credits	32
	Total Credits Required for Graduation	92

Retail Merchandise Management Bachelor of Science

The Bachelor of Science degree program in Retail Merchandise Management is designed to build off of the skills taught in the Associate of Applied Science degree program. Students are prepared for careers in the Retail Merchandise Management field by further developing their knowledge in the areas of merchandise planning and management. The objective of this program is to enable students to apply skills required for the procurement of sales and merchandise; be able to evaluate and select appropriate vendors through sourcing and product analysis while considering laws, regulations and international business constraints; analyze and evaluate products and consider various markets, quality control and pricing strategies; demonstrate proficiency with industry-standard software and overall comprehend the concepts and procedures used when managing merchandise from concept to consumer. The Bachelor's degree also focuses on developing management skills in human resources, etiquette and negotiating so that students are able to develop effective communication and leadership skills. The core courses in this degree, in addition to the general education courses, will offer students a well-balanced knowledge base essential to a successful career in the retail merchandise management industries.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Explain direct sales operations and procedures including customer service, supervision and team leadership;
- Demonstrate basic principles of business math as it relates to the purchase and sales of merchandise;
- Demonstrate proficiency with industry-standard software;
- Comprehend the procedure to sell goods for manufacturers, wholesalers and retailers to businesses and groups of individuals;
- Apply the skills required for the procurement and sales of merchandise;
- Analyze and determine buying trends, sales records, price and quality of merchandise;

The academic requirements for the Bachelor of Science in Retail Merchandise Management program are as follows:

Concentration Courses

Course#	Course Title	Credits
RMKT105	Consumer Behavior Concepts	4
RMKT150	Marketing I	4
RMKT220	Marketing II	4
RMKT305*	Forecasting Trends	4
RMKT410*	Branding and Advertising	4
RMMT101	Merchandising Principles	4
RMMT110	Introduction to Business Operations	4
RMMT115	Visual Retailing Concepts	4
RMMT120	Visual Merchandising I	4
RMMT150	Retail Computer Applications	4
RMMT160	Retail Category Management	4
RMMT175	Visual Merchandising II	4

RMMT201	Fundamentals of Accounting	4
RMMT210	Management Solutions	4
RMMT250	Selling Strategies	4
RMMT275	Pricing Techniques	4
RMMT290	Professional Business Practice	4
RMMT301*	Finance	4
RMMT310*	E-commerce	4
RMMT325*	Inventory Planning and Management	4
RMMT350*	Global Sourcing and Product Analysis	4
RMMT360*	Human Resource Practices	4
RMMT375*	Business Etiquette and Negotiations	4
RMMT390*	Buying I	4
RMMT405*	Buying II	4
RMMT420*	Exporting and Importing	4
RMMT450*	Business Law Practices	4
RMMT460*	Senior Retail Merchandise Management Portfolio	4
RMMT475*	Business Planning	4
RMMT485*	Retail Merchandise Management Capstone OR	
RMMT490*	Retail Merchandise Management Internship	4
	Total Concentration Credits	120

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315*	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301*	History of Art I	4
HUMN302*	History of Art II	4
HUMN401*	Literature and Film	4
MATH130	College Algebra	4
PHIL405*	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310*	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401*	Political Science	4

*Upper Level Courses

Total General Education Credits	60
Total Credits Required for Graduation	180

Web Design and Development

Associate of Science

The Associate of Science in Web Design and Development is designed to prepare students for careers in the Web Design and Development field. The objective of this program is to provide students with the skills necessary to function in the various areas of Web Design and Development. The program provides an education for creative people focusing on the use of electronic technology while incorporating the basic theories of graphics, text, and interactivity for the web. This combination of conventional and electronic techniques plus a foundation of general education coursework offers students a balanced and well-rounded knowledge base essential to successfully perform and communicate in this industry.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Understanding of and ability to utilize tools and technology of the industry;
- Ability to create, design and develop open source applications for web distribution;
- Create, evaluate and edit; graphics, scripts and text used to develop various elements for the web and mobile applications;
- Apply design principles to interfaces for a variety of internet media.

The academic requirements for the Associate of Science degree in Web Design and Development are as follows:

Concentration Courses

Course#	Course Title	Credits
DESIGN160	Digital Imaging	4
IMKT120	Media Design Concepts	4
WEB101	Web Design Fundamentals	4
WEB110	Programming for the Internet	4
WEB120	Usability and Interface Design	4
WEB150	Multimedia Design I	4
WEB210	Programming Concepts	4
WEB220	Multimedia Design II	4
WEB230	Open Source Systems	4
WEB240	Advanced Scripting Techniques	4
WEB250	Content Management Systems	4
WEB255	Content Management Systems II	4
WEB280	Web Design Project	4
WEB290	Advanced Open Source Systems	4
WEB295	Interactive Mobile Application I	4
	Total Concentration Credits	60

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4

MATH130	College Algebra	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Credits	32
	Total Credits Required for Graduation	92

Web Design and Development

Bachelor of Science

The Bachelor of Science degree program in Web Design and Development is designed to prepare students for careers in the Web Design and Development field. The objective of this program is to prepare students with the skills necessary to function in the various areas of Web Design and Development. The program provides an education for both creative and technical people focusing on the use of advanced studies in programming, database management, and web administration while incorporating the basic theories of graphics, text, and interactivity for the web. This combination of conventional and electronic techniques plus a foundation of general education coursework offers students a balanced and well-rounded knowledge base essential to successfully perform and communicate in this industry.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Understanding of and ability to utilize tools and technology of the industry;
- Ability to create, design and develop open source applications for web distribution;
- Create, evaluate and edit; graphics, scripts and text used to develop various elements for the web and mobile applications;
- Create and function within a cohesive creative production group and assess the quality of web design, copy, content structure and other work product.
- Apply design principles to interfaces for a variety of internet media.

The academic requirements for the Bachelor of Science degree in Web Design and Development are as follows:

Concentration Courses

Course#	Course Title	Credits
DESIGN160	Digital Imaging	4
IMKT120	Media Design Concepts	4
WEB101	Web Design Fundamentals	4
WEB110	Programming for the Internet	4
WEB120	Usability and Interface Design	4
WEB150	Multimedia Design I	4
WEB210	Programming Concepts	4
WEB220	Multimedia Design II	4
WEB230	Open Source Systems	4

WEB240	Advanced Scripting Techniques	4
WEB250	Content Management Systems	4
WEB255	Content Management Systems II	4
WEB280	Web Design Project	4
WEB290	Advanced Open Source Systems	4
WEB295	Interactive Mobile Application I	4
WEB297*	Interactive Mobile Application II	4
WEB300*	Project Management	4
WEB310*	Markup Languages	4
WEB340*	Designing for Server-Side Technology	4
WEB345*	Interactive Mobile Application III	4
WEB350*	Advanced Server-Side Technology	4
WEB360*	Introduction to Database	4
WEB370*	Database and Dynamic Web Design	4
WEB380*	Object Oriented Programming I	4
WEB400*	Object Oriented Programming II	4
WEB415*	Internet Law and Intellectual Property	4
WEB420*	Web Commercialization	4
WEB430*	Web Application Security	4
WEB440*	Web Administration	4
WEB460*	Web Development Capstone OR	
WEB465*	Web Development Internship	4
	Total Concentration Credits	120

General Education Courses

Course#	Course Title	Credits
COMM101	Interpersonal Communications	4
ECON315*	Global Economics	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
HUMN301*	History of Art I	4
HUMN302*	History of Art II	4
HUMN401*	Literature and Film	4
MATH130	College Algebra	4
PHIL405*	Ethics	4
PSYC201	Psychology	4
SCIE201	Environmental Science	4
SCIE310*	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401*	Political Science	4
*Upper Level Courses		
	Total General Education Credits	60
	Total Credits Required for Graduation	180

Course Descriptions

Course Numbering Information

Each course possesses a unique course number. Core course codes consist of two to six letter codes followed by three or four numbers, while general education course codes consist of four letter characters followed by three numbers that identify the course. The letters identify the course by discipline and the numbers identify the level of difficulty of the course. Courses with a code of 1000-1999/100-199 represent entry-level college courses traditionally taught to first year students. Courses with codes of 2000-2999/200-299 represent a level of difficulty beyond entry-level, but do not exceed a level of difficulty beyond that associated with an associate degree. Courses with 3000-3999/300-399 and 4000-4999/400-499 designations represent those of greater difficulty that are traditionally taught to third and fourth year students respectively, at the baccalaureate level. Students may take courses beyond their level of advancement in the program provided the appropriate prerequisites have been satisfied or waived by the program department chair or student services advisor.

ADVT120

Elements of Visual Advertising

4 quarter credit hours

Prerequisite: None

This course will address the fundamental elements of Visual Advertising. Students will have the opportunity to apply design principles and the design process to positively affect advertising communication.

ADVT250

Principles of Marketing

4 quarter credit hours

Prerequisite: BUSN 101 or IMKT120

This course provides a study of the creation of customer value, targeting the correct market, building customer relationships and the significance of brand loyalty in attempting to meet shifting customer expectations. The relationship of marketing to advertising and their dual approach to a common mission are explored.

ADVT340

Consumer Behavior

4 quarter credit hours

Prerequisite: ADVT 250

This course focuses upon the basic concepts and theories of consumer behavior, emphasizing the key factors that influence consumer purchasing decisions. Market segmentation and consumer demographics are analyzed and incorporated into marketing strategies. Qualitative and quantitative

research techniques will be explored as a means to interpret data.

ADVT370

Public Relations

4 quarter credit hours

Prerequisite: ADVT250

This course contemplates the power of various demographics, and the role of the media, events, and public awareness in forming opinions about a product, service, or organization.

ADVT380

Art Direction Project

4 quarter credit hours

Prerequisite: GRAPH360

This course focuses upon the development and production of two audience-focused advertising projects. Case studies will be used as a means to develop advertising strategies, construct creative briefs, and produce portfolio-quality projects. Market research, consumer behavior, and sales techniques will be discussed.

ADVT430

e-Commerce

4 quarter credit hours

Prerequisite: BUSN101 or ADVT250

This course presents the opportunities, challenges and strategies for conducting successful e-Commerce ventures. The impact of e-Commerce on business models,

consumer behavior, and market segmentation for both Business-to-Business and Business-to-Consumer operations will be explored. The technical and infrastructure requirements for conducting business on the Internet, including security systems, payment systems and client/product support will be discussed. Laws, regulations and ethical issues related to e-Commerce business practices will also be examined.

ADVT450

Media Planning

4 quarter credit hours

Prerequisite: ADVT250

This course will challenge students with the problems, techniques and strategy of buying advertising space and time effectively and economically in newspapers, magazines, radio, television, Internet and outdoor media.

ADVT499

Marketing Business

4 quarter credit hours

Prerequisite: IMKT460

This course examines the application of marketing principles and theories to businesses and entrepreneurial efforts. Topics include marketing tools and techniques required for start-up businesses, including new business development, core competencies and technologies, marketing research, marketing planning, relationship marketing, and partnerships with customers and suppliers.

BUSN101

Introduction to Business

4 quarter credit hours

Prerequisite: None

This course provides an introduction to the practice of business through analysis of the role and function of accounting, management, marketing, finance, and economics within business organizations. Common business terms and principles will be discussed and the various activities of businesses in daily operations will be examined.

BUSN201

Visual Merchandising

4 quarter credit hours

Prerequisite: None

This course involves the study of visual merchandising and merchandise presentation techniques with an emphasis on psychological motivation, retail design, and display teamwork. Topics include the creation of specialty and department store displays, the design of visuals for walls and windows, the effects of color and lighting on consumer behavior, and professional presentation techniques for apparel and accessories.

BUSN205

Retail Management

4 quarter credit hours

Prerequisite: BUSN101

This course examines contemporary management issues in the retail environment with a focus on theoretical principles, problem solving techniques, and decision-making processes. Students will discuss a range of retail management topics, including inventory planning and control, location assessment and store design, merchandising and retail promotion, product and brand management, human resources administration, legal and ethical concerns, information technology resources, financial and accounting needs, and sales and trend forecasting.

BUSN301

Business Law

4 quarter credit hours

Prerequisite: BUSN101

This course examines business law. Topics include legal, business and e-commerce environments, business regulations, dispute resolutions, liabilities, and the ethical and social responsibilities of business.

BUSN325

Pricing Strategies

4 quarter credit hours

Prerequisite: MATH130

This course covers the principles and terminology important to profitable merchandising. Concepts of financial management for merchandising fashion goods will be taught. Basic financial skills needed to succeed when planning, procuring, and selling fashion goods will be included. Merchandising

principles, mathematical formulas, and real world applications will be discussed.

BUSN355

Merchandise Planning and Inventory Control

4 quarter credit hours

Prerequisite: BUSN325

Merchandise sourcing, buying, and management are analyzed within the retail industry. Product development and distribution processes are examined. Emphasis will be placed on financial and organizational needs including planning, purchasing, pricing, and presenting inventory to meet customer demand.

BUSN375

Salesmanship

4 quarter credit hours

Prerequisite: BUSN205

This course investigates sales presentations, communication styles, prospecting, closing, and the evaluation of selling techniques and practices. Various methods to improve sales effectiveness will be explored and selling from the various viewpoints of the consumer, the business, and society will be contemplated.

BUSN400

Fashion Marketing and Consumer Behavior

4 quarter credit hours

Prerequisite: None

This course examines the planning, pricing, promotion, and distribution of products and services within the fashion industry and discusses how consumer motives and attitudes contribute to marketing decisions. Psychological, social, ethical, and financial factors that affect the marketplace are examined through case analyses.

BUSN450

Project Management

4 quarter credit hours

Prerequisite: Successful completion of 120 credit hours

Through the use of environmental simulation and detailed case study, students are exposed to the intention, responsibility, scope and requirements of effective project management. Students will have the opportunity to learn to move fluidly between both broad management and

compartmentalized roles, viewing a project as a manageable organism dependent upon structured guidance and oversight for success.

BUSN475

Global Sourcing and Product Development

4 quarter credit hours

Prerequisite: ECON315

This course focuses on the globalization of textile apparel production, the issues of importing, exporting, tariff, quality control, quotas, regulatory requirements, and the effects of offshore manufacturing on delivery and quality of goods and services.

BUSN499

Entrepreneurship

4 quarter credit hours

Prerequisite: None

This course addresses the essentials of entrepreneurship. Business organization, business plans and proposals, as well as ethical and legal issues will be discussed. Additionally, this course focuses on the fundamentals of profitability.

CMD101

Introduction to Construction Management

4 Credits

Prerequisite: None

Introduction to the construction management processes. This course will focus on construction management concepts, organizations, team work, project controls, project administrations, terminology, and documents used in construction. The role of the construction manager in the design team will be explored in addition to processes and procedures related to building systems.

CMD120

Construction Systems & Materials

4 Credits

Prerequisite: None

Study of the materials and methods used in the construction fields. Focus on wood, concrete, masonry, iron, aluminum, gypsum, carpet, and wide range of new materials. The typical construction methods and systems including foundations, pole construction,

wood framed floors, wall systems, roof/ceiling systems, and variety of new construction methods will be discussed. Trends in the construction industry will be discussed, including the use of “green” materials and processes.

CMD130

Construction Documents & Estimating I
4 Credits

Prerequisite: CMD120, INTR105, & ENGL101

Introduction to estimating procedures as applied to architecture and interior design projects. Students will be exposed to the interpretation of construction documents, materials quantity take-off, estimating formulas, and materials purchasing. Introduction to small to mid size project estimating will be covered. Installation methods will be explored including the application of alternative materials and “green” design.

CMD260

Construction Specifications
4 Credits

Prerequisite: CMD130, ENGL101

The course will introduce construction documents, specifications interpretation, and preparation of specifications for construction projects. Specific topic will include: construction terminology, shop drawings, types of specifications, project manual, bidding documents, addenda, contract documents, bonds, guarantees, warranties, and bidding requirements. The MasterFormat of Construction Specifications Institute (CSI) and Construction Specifications Canada (CSC) will be covered.

CMD270

Trigonometry
4 Credits

Prerequisite: MATH130

The course presents the trigonometric concepts and skills needed in construction and design fields. Emphasis is given to topics that are broadly useful in the technical fields, including the solution of triangles, vectors,

geometric concepts, complex numbers, circle concepts, and sine waves.

CMD271

Management & Legal Issues
4 Credits

Prerequisite: CMD260

This class is designed to prepare students to take the two-part Residential Builder exam. Focuses will be on the Application Process for License, Business/Law, Rules/Regulations, Practice/Trades, and Self-Testing/Self-Scoring Materials. Other legal issues will be explored relative to documentation, procedures, and practices for independent contracting.

CMD280

Design Build Project I
4 Credits

Prerequisite: CMD260, INTR210, INTR290

Introduction to the design build project concept. Students will study steps used in design to build a residential project. Focuses will be on design, bidding, contracting, and administering a project. The emphasis on project management, scheduling and problem solving will be incorporated.

CMD295

Construction Surveying & Building Layout
4 Credits

Prerequisite: CMD270, INTR290

The course will provide students with an exposure to basic principles and applications of plane surveying. Topic will include the development of surveying skills necessary to measure elevations, angles, distances, errors, computation of volumes and areas, and using of field notebook, tape chain, stakes, and reading a rod.

CMD310

Survey of Physics
4 Credits

Prerequisite: CMD270

The course introduces a clear and logical presentation of the basic concepts and

principles of physics. Emphasis is placed on mechanics, thermodynamics, vibrations and wave motion, electricity, light, temperature, and modern physics.

CMD320
Community Planning & Development
4 Credits
Prerequisite: CMD280 & CMD295

The development and evaluation of the present community development trends will be explored. Emphasis will be on economic development, community organization, urban planning, housing, and nonprofit organizations contributions in community development. An awareness of the historic perspective of alter relative to today's trends will be presented. Demographic shifts future trends will be analyzed, including environmental effects and sustainability concepts.

CMD321
Construction Safety
4 Credits
Prerequisite: CMD280, CMD295 and INTR290

Study of the Occupational Safety and Health Act (OSHA) and other related state and federal regulations and their relationship to the construction industry. Focus will be on employees' health, safety program development methods, safety inspections, record keeping, safety prevention, and hazard recognition. Compliance with regulations, documentation and life safety issues will be reviewed. Specific environmental concerns will be addressed.

CMD330
Construction Documents & Estimating II
4 Credits
Prerequisite: CMD280 & CMD310

This course is a continuation of Construction Document & Estimating I. The theories and practices of construction project estimating and bidding use in the field. Topic includes types of estimates, quantity survey, types of bids, contracts, labor costs, and bidding procedures. Introduction to estimating

software also will be introduced in the context of commercial building projects.

CMD370
Environmental Systems
4 Credits
Prerequisite: SCIE201, CMD280

Introduction to environmentally friendly designs and materials, students will study traditional natural materials and modern construction methods. The natural materials focus will include: straw-bale, light-clay, cob, adobe, rammed earth, earth bag, earth-sheltered, bamboo, hybrid systems, and recycled materials and it uses as construction materials. The LEED rating system will be introduced as well as green building strategies for the future.

CMD371
Project Management
4 Credits
Prerequisite: CMD321, CMD330

This course will present the comprehensive techniques of construction scheduling. Topics will include: contract provisions, effects of management decisions, interval scheduling, determining activity duration, project monitoring, project control, critical path method, short-interval schedules, liner scheduling, and a wide range of related topics.

CMD380
Design Build Project II
4 Credits
Prerequisite: CMD371

Continuation of the design build project concept. Students will study steps used in designing to build a commercial project. Focuses will be on design, developing, bidding, scheduling, estimating, contracting, and administering a project. Elements of "green design" and sustainability will be integrated in the course.

CMD450
Principles of Structural Design
4 Credits
Prerequisite: CMD270, CMD310, CMD380

Introduction to building materials and structures designs for construction management and design students. Investigation of forces and actions on beams, floors, and columns will be discussed. Structure calculations and diagrams of shear, deflection, bending, and moment will be developed by students.

CMD480
Design Build Project III
4 Credits
Prerequisite: CMD320, CMD380, CMD450

This course is designed to incorporate community service learning into a quarter long, real world work experience beyond the classroom and into the community. The students will acquire a practical knowledge of designing and construction management by engaging in community service projects and in civic activities.

CMD481
Electrical, Mechanical, & Plumbing Systems
4 Credits
Prerequisite: CMD371, CMD380

This course is a continuation of Environmental Systems. Students will prepare electrical, mechanical, plumbing, & acoustical drawings and calculate load calculations as they relate to design and construction. The principles of green design environmental issues and alternative strategies will be incorporated into projects.

CMD490
Special Topics in Construction
4 Credits
Prerequisite: Completion of at least two-thirds of the courses in the program, or the approval of the program chair

With the consent of the department chair an in-depth independent study of a subject related to construction management and design or individual interest to the career goals. Students will research and explored a special topic of interest relative to career interests or experiment opportunities. This course is designed to encourage students to

develop awareness of the construction industry in an area of concentration.

CMD499
Construction Seminar
4 Credits
Prerequisite: Completion of at least two-thirds of the courses in the program, or the approval of the program chair

Students will team with a contractor and or contracting firm for an additional design build experience. Students will document the experience and disseminate information in a "Seminar" format that shares knowledge the construction management and design experience.

COLL101
College Success
4 quarter credit hours
Prerequisite: None
This course focuses on the development of professional and personal skills that will assist students in their collegiate and career performance. Topics covered include time management, interpersonal relations, personal expression, test-taking strategies, goal setting, study habits and techniques, self-esteem, image, and motivation.

COMM101
Interpersonal Communications
4 quarter credit hours
Prerequisite: None
Communication theory and the principles of effective speech communication are presented. Students are given the opportunity to learn communication techniques, how to adapt to variations in audience and context, elements of effective audience research, speechwriting and delivery. Organizational and expressive strategies for informative and persuasive arguments are reviewed.

CS133
Introduction to Programming and Logic
4 quarter credit hours
Prerequisite: None
This course will provide students with a disciplined introduction to the program development process with an emphasis on

problem-solving and algorithm development. Students will use programming structures common to all languages, including variables and scope, basic data types and the use of control structures including decisions and looping.

CS225

Database Design and Development

4 quarter credit hours

Prerequisite: None

In this course students will explore concepts and features of relational database systems and design. It examines the use of industry standard database systems and their role in delivering Information Technology solutions to common business needs. Students are also introduced to SQL (Structured query Language) statements commonly used in database administration to create and manage database objects and data.

CS300

Web Programming

4 quarter credit hours

Prerequisite: CS 133

This course focuses on fundamentals of web site creation and usage. Browsers, Internet terminology, and Internet usage will be addressed. Use of XHTML and CSS in the creation of web design will be discussed. Students will explore scripting technologies used in the development of dynamic web pages. The course will also provide an introduction to graphic web applications and the development of a web site.

CS400

Systems Requirements and Analysis

4 quarter credit hours

Prerequisite: None

This course covers the functions and techniques of systems analysis and development, including the analysis of information flow, developing system specifications and analyzing equipment needs. Emphasis is placed on structure methods and tools used throughout the analysis process, from initial need assessment through installation and review.

DESIGN101

Design Fundamentals

4 quarter credit hours

Prerequisite: None

This course provides an examination of the different elements of visual design, as well as a general overview of the design process. The material in this course will focus on design for projects essential to all areas of visual design.

DESIGN110

Web Design I

4 quarter credit hours

Prerequisite: None

This course focuses on the fundamentals of web creation and usage. Browsers, Internet terminology, and Internet usage will be addressed. Use of XHTML in the creation of web design will be discussed. The course will provide an introduction to graphic web applications and the development of a web site.

DESIGN130

Introduction to Drawing

4 quarter credit hours

Prerequisite: None

This course provides an introduction to the tools and techniques of drawing. Principles of composition, balance, rhythm, color, line, texture, and light are addressed through a series of studio assignments.

DESIGN140

Digital Illustration

4 quarter credit hours

Prerequisite: None

This course covers the foundations of vector-based artwork in order to create digital illustrations, graphics, and interfaces. Students will have the opportunity to create illustrations and will experiment with type as a graphical element. The differences between vector and raster based artwork will be delineated.

DESIGN150

Typography

4 quarter credit hours

Prerequisite: DESIGN140

This course covers the language of the visual letterform, the history of typography, and its appropriate use in design.

DESIGN160

Digital Imaging

4 quarter credit hours

Prerequisite: None

This course has been designed to explain the basic understanding of a raster-based software program to create, manipulate, and modify raster-based images. Students will be focused on understanding the tools used to manipulate raster-based images and will be expected to use proper terminology when discussing and presenting their work.

DESIGN175

Visual Composition

4 quarter credit hours

Prerequisite: DESIGN101

Students explore composition using digital photography. Students will have the opportunity to develop an appreciation of photography as well as to begin to build their own photographic library. The camera's viewfinder is used as a vehicle for demonstrating the designer's frame of reference.

DESIGN210

Web Design II

4 quarter credit hours

Prerequisite: DESIGN110

Students will be introduced to the concepts governing website design and implementation. Students will explore a number of design problems, including interface design, navigation, look and feel and design process.

DESIGN215

Storyboarding

4 quarter credit hours

Prerequisite: DESIGN130

The role of storyboarding in developing visual storytelling and design needs, and its ability to facilitate the pre-production process will be examined. The style and intent of storyboards, both in hand render and digital media, will be explored. Development of visual representation as a tool for clients, production crew, technical crew and creative professionals will serve as the focus of the course.

DESIGN220

Web Design III

4 quarter credit hours

Prerequisite: DESIGN210

This course provides an introduction to the development of dynamic websites through the use of scripting languages and database technologies. Additional topics include scripting syntax, Search Engine Optimization, and Content Management Systems.

DESIGN 230

Interactive Media I

4 quarter credit hours

Prerequisite: DESIGN140

This course will explore interface design theory and its implementation. This will serve as a foundation course covering drawing, animation, importing external graphics, audio and video elements and using them to construct effective web interfaces.

DESIGN245

Audio Production

4 quarter credit hours

Prerequisite: None

This course will introduce the basic concepts of sound recording and editing within the multimedia environment. Computer hardware and software will be used to experiment with recording/capturing, converting and editing audio. The course will provide a basic understanding of sound and acoustics, and analog and digital recording and editing methods in the creation of a basic stereo audio project.

DESIGN250

Screenwriting

4 quarter credit hours

Prerequisite: DESIGN215

In this course the role of original text in the creation of visual images and story will be examined. The depiction of vivid, engaging visuals through various screenplay formats, industry syntax, descriptive verbiage and identifiable style will be explored. The process of telling a story and inspiring a director, producer, onscreen talent, art director and/or other storytellers will be discussed.

DESIGN255

Video Production

4 quarter credit hours

Prerequisite: DESIGN 175, DESIGN 245

This course will introduce the basic concepts of video production within a multimedia environment. The use of industry standard hardware and software to capture, convert and edit video will be explored. Different shooting techniques of small format distribution will be compared and contrasted.

DESIGN260

Advanced Digital Imaging

4 quarter credit hours

Prerequisite: DESIGN160

Advanced techniques and aesthetics in digital image creation and editing are explored and applied through the completion of computer design projects.

DESIGN265

Design for Business

4 quarter credit hours

Prerequisite: GRAPH 250

Students in this course will utilize common business related software to translate their designs into template documents that can be used and augmented by non-designers.

DESIGN325

Interactive Design

4 quarter credit hours

Prerequisite: DESIGN210, DESIGN230

This course covers the skills necessary to produce effective "information design" in a multimedia environment. Design principles as they relate to the use of typography, photographs, video, illustration, and interface elements will be explored with the goal of developing designs that effectively deliver content to given audiences.

DESIGN330

Interactive Media II

4 quarter credit hours

Prerequisite: DESIGN230

This course covers intermediate scripting for interactive interfaces. This will include designing dynamically loaded interfaces and

loading external files as well as scripting to manipulate video and audio.

DESIGN335 Advanced Screenwriting

4 quarter credit hours

Prerequisite: DESIGN250 - Screenwriting

This course will transition from within the now familiar format and structure of the screenplay toward the inclusion of theme, complex character development, crafted dialogue, appropriate structure, pacing, resolution, climax and nuance in the drafting and completion of a screenplay.

DESIGN345

Advanced Audio Production

4 quarter credit hours

Prerequisite: DESIGN245

This course will cover audio production and editing using industry standard hardware and software. Emphasis will be placed on mixing, hard disk recording, midi production and professionalism. Music theory will be addressed as context for the creation of audio for the multimedia environment.

DESIGN350

Advanced Typography

4 quarter credit hours

Prerequisite: DESIGN150

This course covers the origins of typography and founders of notable typefaces, as well as how typography has changed in recent history. Advanced-level critique, interpretation of messages and conceptual application is explored. Advanced typography utilized as a visual in design and sole imagery is defined.

DESIGN355

Video Editing

4 quarter credit hours

Prerequisite: DESIGN255

This course is an examination of editing theory, history and aesthetics leading toward post-production technology and techniques required to deliver professional quality digital video. Students capture and edit digital footage using traditional techniques and effects, with output to be distributed in a variety of formats. Visual quality, broadcast standards, and format compression will also be examined.

DESIGN360

Interactive Media III

4 quarter credit hours

Prerequisite: DESIGN210, DESIGN330

The course will cover advanced scripting techniques geared towards design solutions and an entirely dynamic construction of an application.

DESIGN365

Motion Graphics

4 quarter credit hours

Prerequisite: DESIGN355

This course will allow students to explore the elements of time and space to convey messages and meaning through type, image, video, 3D and visual effects for the screen. Individual creativity will be stressed as well as the use of industry-standard software for developing motion graphics.

DESIGN370

Media Production I

4 quarter credit hours

Prerequisite: DESIGN355

This course examines the total production process from initial concept and storyboard through production. Students will have the opportunity to aggregate a range of specific disciplines and software in the creation of complex multimedia and/or interactive projects.

DESIGN375

Advanced Creativity and Design

4 quarter credit hours

Pre-requisites: DESIGN210, DESIGN230

This course examines the complex relationship of creativity and design. Advanced design problems are introduced as a means to explore creative solutions to both visual concept and process. Creative methods involved in marketing to specific and unique audiences are also explored.

DESIGN395

Media Distribution

4 quarter credit hours

Prerequisite: DESIGN370

In this course, students will have the opportunity to learn various methods to

deliver media to audiences, including broadband streams, dynamic web pages, and optical disc storage (Blu-ray, DVD, etc.). Students will have the opportunity to apply compression schemes to digital audio, video, and animation files as well as have the opportunity to learn to determine appropriate delivery at specific bandwidths and to specific user devices.

DESIGN400

Interaction Design

4 quarter credit hours

Prerequisite: DESIGN230

This course outlines standard practices for interaction design including user-centered research, human factors and storytelling for digital based media.

DESIGN470

Media Production II

4 quarter credit hours

Prerequisite: DESIGN370

This course focuses upon advanced topics in digital media production, addressing post-production and distribution of projects. Application of artistic vision to solving problems encountered in a real-world production environment and workflow is emphasized. Efficient balance of competing resource needs such as budgets, timelines, staff management, client relations and target audiences will be covered.

DESIGN485

Graphic Design Thesis

4 quarter credit hours

Prerequisite: Program Chair Approval

A research based course that integrates concepts and work developed throughout the program. Projects will simulate a professional graphic design production environment.

DIGI400

Special Topics in Digital Media Production

4 quarter credit hours

Prerequisite: Successful completion of 120 credit hours

This course offers an exploration into topics of special interest related to Digital Media Production.

DIGI480

Digital Media Production Internship

4 quarter credit hours

Prerequisite: Successful completion of 144 credit hours or Program Chair Approval

This course is designed to provide students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

DIGI485

Digital Media Production Capstone

4 quarter credit hours

Prerequisite: Program Chair Approval

The digital production capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional digital media studio environment.

DIGI490

Senior Digital Media Production Portfolio

4 quarter credit hours

Prerequisite: Successful Completion of 144 Credit Hours or Program Chair Approval

This course begins with a review of portfolio worthy media projects produced in other courses. Project revisions, as well as new projects are assigned in order to enhance the students' portfolios and prepare them for employment interviews. Interviewing and presentation techniques will be introduced, along with strategies for developing an effective résumé, cover letter, and self-promotional campaign.

ECON315

Global Economics

4 quarter credit hours

Prerequisite: MATH130

This course focuses on the economic aspects of globalization and examines why the interdependent economies of various nations are regarded as a single economic system or entity. It examines barriers and bridges to the world's markets, including trade agreements and obstacles to international trading.

EDU401

Senior Internship

4 credits

Prerequisite: *Two-thirds of program or departmental approval*

The internship is designed to provide senior-level students with the opportunity to gain industry experience in their chosen career field. The focus on the course will be on the development of practical job skills, industry knowledge, and professional performance.

EDU405

Capstone

4 credits

Prerequisite: *Two-thirds of program or departmental approval*

The capstone is a research-based course that integrates course content, theoretical knowledge, practical skills, professional standards, and ethics learned throughout the program of study. Projects will simulate a professional work environment.

ENGL101

English Composition I

4 quarter credit hours

Prerequisite: HUMN101

In this course, students are given the opportunity to study and apply composition principles to a variety of writing modes, focusing on the writing process, intended audience, consistent point of view, correct grammar, concise language, appropriate style, and effective organizational strategies.

ENGL102

English Composition II

4 quarter credit hours

Prerequisite: ENGL101

This course is designed to allow students to expand their English skills by exploring advanced essay modes that include persuasive writing, literary analysis, and term paper research. Students will have the opportunity to analyze basic literary texts for style and content, and to present a researched, documented term paper.

FASH101

Introduction to Fashion

4 quarter credit hours

Prerequisite: None

This course presents an overview of fashion as a profession with an emphasis on its industry and careers. The processes of creating, producing and selling a fashion product, including terminology, professional organizations, and important designers in the field will be covered.

FASH105

Fashion Sketching I

4 quarter credit hours

Prerequisite: None

This course demonstrates the relationship of clothing to the human figure, its proportion and how that translates into a line drawing or a 'flat', used by designers, manufacturers, retailers and merchandisers. Nomenclature of clothing items and parts and fashion vocabulary will be emphasized. Various drawing media will also be introduced.

FASH110

Clothing Construction I

4 quarter credit hours

Prerequisite: None

Principles of basic construction and cutting techniques are studied and industrial sewing machines are used to construct a complete garment. A notebook of machine and hand-sewn samples is compiled for future reference. The focus of the course is on accuracy, technique and neatness.

FASH115

Evolution of Fashion

4 quarter credit hours

Prerequisite: FASH101

This course introduces students to the ideologies and elements of fashion design throughout history. Students will study sociological, political, religious aesthetic, and cultural issues related to the evolution of fashion, and will examine contemporary theories, designers, strategies, and techniques related to fashion design.

FASH120

Textiles for Fashion

4 quarter credit hours

Prerequisite: None

This course provides an introduction to textiles and the textile industry with a focus

on terminology, fiber properties, yarns, and fabric characteristics. Emphasis is on the selection, performance, use, and care of textiles. The construction, dyeing, printing, and finishing of textiles will be explored.

FASH125

Fashion Sketching II

4 quarter credit hours

Prerequisite: FASH105

This course covers the fashion figure, its proportions, and poses to suit varied markets, including rendering of fabrics and exploration of varied media.

FASH150

Clothing Construction II

4 Credits

Prerequisite: FASH110

Advanced construction techniques are explored, introducing specialized techniques and fabrics. Complete garments are sewn with an emphasis on assembly order, detail and accuracy.

FASH202

Computer Graphics for Fashion Design

4 quarter credit hours

Prerequisite: None

This course covers the basics of computer illustration as applied to fashion design. Focus will be on computer needs for the fashion industry and will include scanning and manipulation of line drawings, fabric and other images.

FASH205

Pattern Drafting I

4 quarter credit hours

Prerequisite: FASH110

This course introduces the fundamentals of flat pattern design using drafting techniques and pattern manipulation with dress form body measurements.

FASH 220

Draping I

4 quarter credit hours

Prerequisite: FASH110

This course introduces the fundamentals of draping and the importance of grain and

proportion as they affect the design of garments.

FASH225

Pattern Drafting II

4 quarter credit hours

Prerequisite: FASH205, FASH150

A continuation of Pattern Drafting I, this course focuses on the advancement of technical skills through the completion of complex pattern drafting projects. Emphasis is on precision and the mastery of drafting techniques.

FASH230

Draping II

4 quarter credit hours

Prerequisite: FASH220, FASH150

Students apply skills acquired in Draping I to develop greater proficiency in advanced draping techniques and apparel design.

FASH 240

Apparel Production I

4 quarter credit hours

Prerequisite: FASH225, FASH230

Students will design and develop garments from concept to finished product using product development and production techniques.

FASH260

Fashion Design I

4 quarter credit hours

Prerequisite: FASH125

This course will investigate the elements and principles of design to solve specific apparel design problems related to fashion markets.

FASH280

Associate Internship for Fashion Design

4 Credits, 60 Contact Hours

Prerequisite: Successful completion of 60 credit hours or Program Chair Approval

This course has been specifically designed for students nearing completion of their Associate Degree program of study to facilitate development of a professional portfolio as well as skills in performing research, writing a resume, and engaging in interviews in preparation for conducting a job search. The internship experience provides the opportunity for student to practice their job

search skills as well as to gain education-related work experience. This course provides students with an opportunity to develop a portfolio through the compilation of work completed throughout their program of study. Students may enhance their portfolio with the addition of work completed during their internship experience.

FASH300

Pattern Techniques

4 quarter credit hours

Prerequisite: FASH225, FASH240

This course will explore techniques of pattern making used in product development including grading, various methods of knock-offs, and technical flats.

FASH305

Computer Pattern Drafting I

4 quarter credit hours

Prerequisite: FASH300

This course examines pattern development through the use of industry-specific computer pattern drafting software. Problem-solving and technical skills necessary to draft and plot slopers and styled patterns are expanded through the use of various computer pattern drafting tools.

FASH310

Clothing Construction III

4 quarter credit hours

Prerequisite: FASH150, FASH230

This course presents advanced sewing and construction techniques, including finishing of fine stylized garments and samples.

FASH 320

Textile Design

4 quarter credit hours

Prerequisite: FASH 202

This course will focus upon the use of computer software to develop various textiles in print.

FASH340

Apparel Production II

4 quarter credit hours

Prerequisite: FASH240

This course will cover product development with emphasis on methods for cutting,

assembly, and managing the manufacture of garments through the production process. Course includes production and merchandising relationships, and tech pack development.

FASH350

Special Topics in Fashion I

4 quarter credit hours

Prerequisite: Successful completion of 90 credit hours

This course offers an exploration into topics of special interest to the fashion designer.

FASH355

Computer Pattern Drafting II

4 quarter credit hours

Prerequisite: FASH305

This course examines the development of flat patterns using computer pattern drafting software. Computer pattern drafting skills in pattern development, grading, and marker making by translating original sketches into patterns and finished garments will be topics of focus.

FASH360

Fashion Design II

4 quarter credit hours

Prerequisite: FASH260

This course will explore the design and merchandising of seasonal ladies' apparel. This course will focus on marketability and the development of a customer profile. Emphasis is placed on the importance of developing a working croquis book.

FASH450

Special Topics in Fashion Design II

4 quarter credit hours

Prerequisite: Successful completion of 135 credit hours

This course offers an exploration into topics of special interest to the fashion designer.

FASH465

Fashion Design III

4 quarter credit hours

Prerequisite: FASH360

This course will focus on designing collections for a specific market.

FASH470

Fashion Design Studio

4 quarter credit hours

Prerequisite: FASH465

This course will focus on the production of an apparel group. Skills and concepts in draping, pattern drafting, clothing construction, fitting, fabrication, design, and knowledge of markets and trends will be brought together in this course.

FASH480

Fashion Design Internship

4 quarter credit hours

Prerequisite: Successful completion of 144 credit hours or Program Chair Approval

This course provides students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

FASH485

Fashion Design Capstone

4 quarter credit hours

Prerequisite: Program Chair Approval

The capstone is a research-based course that integrates skills, knowledge, and creativity to produce a project that will showcase professional expertise in a chosen career field.

FASH490

Senior Fashion Design Portfolio

4 quarter credit hours

Prerequisite: Successful completion of 144 credit hours.

This course will facilitate analysis of the needs of the fashion industry and creation of a portfolio that will showcase student work.

FASHM350

Special Topics in Fashion Design and Merchandising I

4 quarter credit hours

Prerequisite: Successful completion of 90 credit hours

This course offers an exploration into topics of special interest to the fashion designer or fashion merchandiser.

FASHM425

Fashion Publicity and Promotion

4 quarter credit hours

Prerequisite: BUSN325

This course focuses on public relations, stylization, and publicity practices employed within the fashion and entertainment industries. Students will have the opportunity to learn principles and techniques used to create press kits, promote fashion events, coordinate photo shoots, develop celebrity images, and guide consumer preferences and behavior.

FASHM450

Special Topics in Fashion Design and Merchandising II

4 quarter credit hours

Prerequisite: Successful completion of 135 credit hours

This course offers an exploration into topics of special interest to the fashion designer or fashion merchandiser.

FASHM480

Fashion Merchandising Internship

4 quarter credit hours

Prerequisite: Successful completion of 144 credit hours or Program Chair Approval

This course provides students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

FASHM485

Fashion Merchandising Capstone

4 quarter credit hours

Prerequisite: BUSN499

The capstone is a research-based course that integrates skills, knowledge, and creativity to produce a project that will showcase professional expertise in a chosen career field.

FASHM490

Senior Fashion Merchandising Portfolio

4 quarter credit hours

Prerequisite: BUSN499

This course will facilitate analysis of the needs of the fashion industry and creation of a portfolio that will showcase student work.

GAME101

Survey of the Game Industry

4 credit hours

Prerequisite: None

This course introduces students to game terminology, principles, tools, and techniques. Students will be given the opportunity to examine the history and theories of game design, and will explore a variety of game genres and production processes. Business principles, social and economic issues, and technological developments are discussed in relation to the creation of games and preproduction documents.

GAME105

Drawing Techniques I

4 quarter credit hours

Prerequisite: None

This course presents foundational design concepts and techniques that are used to create assets for games. Students will be given the opportunity to study prop, perspective, character, and environment design.

GAME110

Drawing Techniques II

4 quarter credit hours

Prerequisite: GAME105

This course builds on Drawing Techniques I implementing design concepts and techniques that are used to create assets for games. Students will be given the opportunity to study figure drawing, perspective, character and environment design from concept to presentation form.

GAME120

Principles of Design

4 quarter credit hours

Prerequisite: GAME105

This course provides theoretical and practical exercises to introduce students to the elements and principles of design, 3D Design, and color theory. Scale, form, line, color, texture, and pattern will be studied in conjunction with the principles of balance, harmony, rhythm, emphasis, focus, proportion, and contrast.

GAME125

User Interface

4 quarter credit hours

Prerequisite: DESIGN 160

The course introduces students to usability and interface design. Students have the opportunity to create designs for various interfaces using fundamental layout and design theory skills.

GAME130

Game Theory and Mechanics

4 quarter credit hours

Prerequisite: GAME101

This course will study the mechanics of games across a variety of genres and platforms in order to discover what properties a game must have to be compelling, interesting and fun. Students will be given the opportunity to analyze games and game play elements through play tests and critiques. Upon the successful completion of the course, students should be able to write design documents that convey concepts for games within constraints.

GAME205

Modeling I

4 quarter credit hours

Prerequisite: DESIGN 160

Students will have the opportunity to learn to navigate a 3D interface and to use modeling tools to create and manipulate three dimensionally modeled assets and props.

GAME210

Game Play Scripting I

4 quarter credit hours

Prerequisite: GAME125

This course introduces students to the fundamental concepts of the Adobe Flash environment and ActionScript for creating games, prototypes, and tutorials. Students will be given the opportunity to gain proficiency in the use of scripting and interactive techniques to create games that convey effective timing, style, and animation.

GAME220

Game Play Scripting II

4 quarter credit hours

Prerequisite: GAME210

This course furthers the understanding of ActionScript scripting through object-oriented,

event-driven, and interactive techniques that are used in games. The course also covers basic game design math concepts and formulas.

GAME225

Texture and Lighting

4 quarter credit hours

Prerequisite: DESIGN160, GAME205

This course explores lighting in the real world and in virtual space. Texturing assets, props and environments will be the focus of this course. Students will also be given the opportunity to learn techniques to create, manipulate, and optimize the use of lighting.

GAME230

Storyboarding and Storytelling

4 quarter credit hours

Prerequisite: GAME120 or DESIGN101

This course will focus on the development of visual representations of story and game-play elements through the study and creation of screenplay and storyboards. Emphasis will be placed on visual language, story conventions, element creation and the ability to translate story from text to image.

GAME235

Web Game Development

4 quarter credit hours

Prerequisite: GAME220

This course explores real world game scenarios. Students have the opportunity to analyze and produce a series of projects that use scripting to solve these problems. Students also complete a final project that synthesizes the interaction design and scripting techniques covered in the previous courses.

GAME245

Level Design

4 quarter credit hours

Prerequisite: GAME205

This course will introduce students to the fundamental concepts used to create levels for games. Students will incorporate level design and architecture theory, level design principles, game balancing, play testing and storytelling. Students will be expected to build and test levels that reflect design concepts.

GAME250

Portfolio Review

4 quarter credit hours

Prerequisite: GAME225

Students will have the opportunity to critique and refine existing portfolio-level projects, including work from previous courses that demonstrate their technical and conceptual understanding of and proficiency in the design production process. The student will have the opportunity to learn to produce an industry standard electronic portfolio for the purpose of exhibiting and presenting their work to a worldwide audience.

GAME305

Modeling II

4 quarter credit hours

Prerequisite: GAME225

This course builds upon the modeling techniques taught in Modeling I and equips students to create 3D interior and exterior environments. Students will have the opportunity to create complex objects from primitive objects, refine the models, and the end product will show clean game topology.

GAME310

Business Concepts of the Game Industry

4 quarter credit hours

Prerequisite: GAME101

In this course, students will be directed to examine ethical, intellectual property, contractual and management issues as they relate to the game industry. Market analysis, business plans, production timelines, budgets, and development and distribution processes associated with game development will be explored and implemented.

GAME350

Game Production I

4 quarter credit hours

Prerequisite: GAME250

Students will have the opportunity to acquire the integration skills needed to successfully build a 3D game. Using a Game Engine they will explore both the technical construction and practical design of games. The technical skills required to use the game engine software are combined with utilizing level creating, constructing an interface, and

defining the user's interaction with the game world.

GAME355

Modeling III

4 quarter credit hours

Prerequisite: GAME305

This course involves modeling and rigging of a 3D character for games. Topics include low-polygonal 3D modeling, texture mapping, and rigging for future game character animation.

GAME360

Game Production II

4 quarter credit hours

Prerequisite: GAME350

Students will build upon Game Production I knowledge of building 3D games in an engine. Students will have the opportunity to advance their technical skills in level creation, lighting and camera angles to create a complete working game level.

GAME365

World Building

4 quarter credit hours

Prerequisite: GAME245

Students will be expected to apply level design principles to the creation of entire game environments, interactive elements and objects, storytelling through level design, texturing, and lighting.

GAME370

Game Production III

4 quarter credit hours

Prerequisite: GAME360

This course is designed to teach students to function as a productive member of a game design team to create a playable 3D game level. Explore popular tools utilized to document, schedule, and ship a successful 3D game on time and at an acceptable level of completion. Student groups will complete an entire conversion of a game, including characters, vehicles, and custom scripts.

GAME390

Game Animation

4 quarter credit hours

Prerequisite: GAME205

This course focuses on the creation of 3D animated cycles, characters, and props for

games using animation software. Topics include the development of walk cycles, linking and hierarchies, and forward and inverse kinematics.

GAME405

Advanced Modeling

4 quarter credit hours

Prerequisite: GAME355

This course is designed to further develop the student's 3D modeling and texturing skills. Industry based software and practices will be implemented through character development and advanced character creation projects. Students will be gathering reference to model and sculpt characters using preproduction techniques necessary in the creation of game characters.

GAME410

Team Project I

4 quarter credit hours

Prerequisite: GAME250

This project-based course introduces professional-level concepts and techniques in game development including team-building, advanced ideation, visual design and technical implementation, quality assurance and distribution. The research, planning, design, and construction of a game will meet alpha criteria including design documentation and asset creation schedules using waterfall project management methodologies.

GAME420

Team Project II

4 quarter credit hours

Prerequisite: GAME410

A continuation of Team Project I, the focus of this course is on professional concepts and techniques that relate to level design, usability, professionalization, post-production and distribution. This course focuses on Agile project management methodology and allows the students to explore alternate management styles. The end of course milestone is a professionally developed "one-level" playable game as a portfolio asset. Students will continue work on their original game concept from Alpha to Gold release status.

GAME450

Senior Game Project

4 quarter credit hours

Prerequisite: GAME370

In this course, students have the opportunity to develop and process a senior thesis project demonstrating their creative and technical abilities and expertise. Students will be expected to plan, produce and document all phases of production from pre-production through delivery of a final product.

GAME480

Game Production Internship

4 quarter credit hours

Prerequisite: Successful completion of 144 credit hours or Program Chair Approval

This course is designed to provide students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

GAME485

Game Production Capstone

4 quarter credit hours

Prerequisite: Successful Completion of 144-quarter credit hours

The game development capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional game design studio environment.

GAME490

Senior Game Portfolio

4 quarter credit hours

Prerequisite: Successful completion of 144 quarter credit hours

Under faculty supervision, students will review, revise, and refine previous deliverables based on peer and faculty evaluation, and create a portfolio that demonstrates a mastery of industry standards and expectations. The student will present and discuss their portfolio of work to an audience/jury.

GRAPH110

Design Process

4 quarter credit hours

Prerequisite: None

This course introduces students to the design process. Fundamental design processes and techniques are defined and examined.

GRAPH 120

Color Theory

4 quarter credit hours

Prerequisite: None

This course examines the use of color with an understanding of the potential for purpose and aesthetic application. Terminology, concepts and methodology as applied to basic color, process color, and/or other technologies will be covered.

GRAPH160

Graphic Design I

4 quarter credit hours

Prerequisite: DESIGN101

This course examines complex and multi-faceted commercial design problems as a means of developing dynamic and innovative solutions. Design projects are analyzed according to their conceptual and graphical composition, and are developed to effectively and creatively communicate a message to a specific audience.

GRAPH250

Digital Layout

4 quarter credit hours

Prerequisite: DESIGN140, DESIGN160

This course provides the fundamentals of publication design and page layout using a current page-layout software to produce quality publications and print materials. The focus will also be on graphic design skills including composition, layout, and content.

GRAPH260

Graphic Design II

4 quarter credit hours

Prerequisite: GRAPH160

This course focuses on the role of the designer in the development of a media campaign. Processes and guidelines used in the creation of a design series are discussed, as are time and budget constraints. Thumbnail sketches, storyboards, hand-drawn exemplars, and classroom presentations are used to refine ideas prior to final rendering on the computer.

GRAPH275

Digital PrePress

4 quarter credit hours

Prerequisite: GRAPH250

This course explores the technology and terminology of the printing process from the electronic design perspective. Preparation of art for production, working with vendors and leading projects through to completion will be the focus of the course.

GRAPH280

Graphic Design III

4 quarter credit hours

Prerequisite: GRAPH260

This advanced studio course examines the process and purpose of graphic design at the professional level. Students are expected to incorporate effective studio design, research, and complex, multi-faceted problem methodologies in the creation of dynamic and innovative design solutions appropriate to a variety of coordinated media delivery systems.

GRAPH300

Graphic Design IV

4 quarter credit hours

Prerequisite: GRAPH280

This course explores the methods and modes for information design, including research, analysis, grouping and synthesis in order to produce rich information graphics for both traditional and digital presentation.

GRAPH320

History and Theory of Design

4 quarter credit hours

Prerequisite: None

This course provides an examination of the ideologies and elements of art and design as illustrated throughout history. Sociological, political, religious, aesthetic and cultural issues related to the evolution of art and design are identified, and the nature of form, function and the role of design in addressing visual communication and other challenges are examined.

GRAPH330

Print Production

4 quarter credit hours

Prerequisite: GRAPH275

This course provides a comprehensive exploration of the key contemporary issues, techniques, and technologies in print production.

GRAPH340

Advertising Design

4 quarter credit hours

Prerequisite: GRAPH280

This course focuses on the communication skills and design techniques that are necessary for creating promotional and advertising materials. Case studies and practical application to the development of advertising strategies and transformation into completed projects will be incorporated into the course.

GRAPH350

Rendering and Illustration

4 quarter credit hours

Prerequisite: DESIGN140

This course will explore advanced vector-based graphics. Appropriate materials and media to achieve special effects with dimensional rendering will also be explored. Specialized techniques, working with deadlines and appropriate client content will be featured topics in this course.

GRAPH360

Branding and Corporate Identity

4 quarter credit hours

Prerequisite: GRAPH250

This course will focus upon the essential skills necessary for the development of a corporate brand. Research, strategy formulation, design and implementation of a new brand identity and/or a re-branding will be covered in this course.

GRAPH400

Special Topics in Graphic Design

4 quarter credit hours

Prerequisite: Successful completion of 120 credits or Department Chair Approval

This course explores topics of special interest related to Graphic Design.

GRAPH410

Design for Mobile Applications

4 quarter credit hours

Prerequisite: DESIGN400

This course leverages students' multimedia knowledge while introducing the basics of design for mobile applications. The students will use industry standard software to develop, test, debug and distribute an application for a mobile device.

GRAPH450

Package Design

4 quarter credit hours

Prerequisite: GRAPH330 or GRAPH300

The focus of the class will be the production, evaluation, and analysis of various types of packaging. Creative packaging, three dimensional mockups and models, material restrictions and limitations, and digital transfer will be explored in this course.

GRAPH480

Graphic Design Internship

4 quarter credit hours

Prerequisite: Successful completion of 144 credit hours or Program Chair Approval

This course is designed to provide students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

GRAPH490

Senior Graphic Design Portfolio

4 quarter credit hours

Prerequisite: Department Chair Approval

This course will serve as the culmination of all graphic design projects completed throughout the program of study. The course will emphasize professionalism and increased creative and technical proficiency while extending the range, variety and quality of final projects. The final presentation of resume, portfolio and professional attitude will culminate with an individual mock interview.

HUMN101

Information Literacy

4 quarter credit hours

Prerequisite: None

The purpose of this course is to introduce students to information literacy. Students will have the opportunity to develop skills to access digital and print source material and to evaluate and appropriately integrate this information into their own coursework. Students will be asked to assess their own thought processes and examine fallacies associated with their reasoning. The use of digital technology to communicate effectively is also a key component of this course.

HUMN301

History of Art I

4 quarter credit hours

Prerequisite: ENGL102

Students will have the opportunity to explore the nature of human thought, culture, and creativity dating from the early Renaissance through the 20th century through an examination of selected achievements in the humanities and the arts. This course will help students foster an understanding of human heritage as it recognizes individuals, societies, and cultures that have shaped our modern existence.

HUMN302

History of Art II

4 quarter credit hours

Prerequisite: ENGL102

Students will have the opportunity to explore the nature of human thought, culture, and creativity dating from Prehistoric time through the 14th century through an examination of selected achievements in the humanities and the arts. This course will help students foster an understanding of human heritage as it recognizes individuals, societies, and cultures that have shaped our modern existence.

HUMN401

Literature and Film

4 quarter credit hours

Prerequisite: ENGL102

This course examines literature and film and provides the opportunity for the student to compare and contrast the presentation of a story through different media. Analysis of literary works and critique of their film adaptations will allow the student to determine the characteristics of "successful" adaptation.

IMKT110

Media and Society

4 quarter credit hours

Prerequisite: None

This course provides the student the opportunity to explore media impact on society and culture. Students will study advertising, ethics, censorship and globalization from both physiological and psychological perspectives.

IMKT120

Media Design Concepts

4 quarter credit hours

Prerequisite: None

This course provides the student the opportunity to research methods and techniques of creating personal digital content. Students will explore a powerful array of software-based tools including podcasts, movies and websites that utilize design concepts being used with all media.

IMKT140

Digital Branding

4 quarter credit hours

Prerequisite: None

This course provides an overview of branding. Students will explore elements of branding for corporate, small business and self. Students will develop a personal brand and apply it to digital media.

IMKT250

Social Media Marketing

4 quarter credit hours

Prerequisite: IMKT110

This course will focus on effective ways to incorporate the internet into a comprehensive social media marketing campaign. Students will have the opportunity to learn various approaches to delivering a message utilizing this technology. Online marketing techniques such as link strategy, mail lists, content site advertising, newsgroup marketing, viral marketing, RSS, blog-vertising, behavioral advertising, and emerging techniques will be examined.

IMKT310

Mobile Advertising

4 quarter credit hours

Prerequisite: IMKT250

This course presents a specific topic of relating to mobile phones and devices. Students also will explore privacy and legal issues while developing product services for the mobile market.

IMKT315

Search Engine Marketing

4 quarter credit hours

Prerequisite: WEB260

In this course students will conduct research for pay-per-click marketing campaigns including keywords and target markets. The evaluation of client needs, maintenance considerations and effectiveness will also be discussed.

IMKT321

Internet Marketing Research

4 quarter credit hours

Prerequisite: ADVT340

This course will present the opportunity to extract data from business resources that can provide information about products, services and consumer behavior. Students will focus on this information through research and understanding research methodologies that are specific to the internet.

IMKT420

Social Media Optimization

4 quarter credit hours

Prerequisite: IMKT250

In this course students will have the opportunity to be challenged through social media and community websites. Methods such as RSS feeds, blog opportunities and incorporating 3rd party community networks will be explored. Internet marketing campaigns will incorporate exercising these methods.

IMKT460

Internet Marketing Campaign

4 quarter credit hours

Prerequisite: IMKT420

Students will be given the opportunity to understand the most successful marketing campaign methods. Topics include viral, e-

mail, pay-per-click, social and mobile media. A variety of marketing campaign case studies will be reviewed to support the concepts of internet marketing.

IMKT480

Internet Marketing Capstone

4 quarter credit hours

Prerequisite: ADVT430

The Internet Marketing Capstone course integrates concepts and work from the entire program. A well-rounded, comprehensive project will simulate a professional project scope and allow opportunities for students to apply a range of skills acquired through multiple stages of internet marketing.

IMKT485

Internet Marketing Internship

4 quarter credit hours

Prerequisite: ADVT430

The student is required to work in a real organization or firm to take the knowledge and skills taught in the classroom and put it to practical use in a real-life setting. Emphasis will be placed on practical application of learned skills, task assignment and follow-up, setting goals, and meeting deadlines.

INTR101

Introduction to Interior Design

4 quarter credit hours

Prerequisite: None

This course serves as an introduction to Interior Design, with an overview of the principles and elements of design, the development of the profession of interior design, organizations, and important designers in the field. Regulations, codes, ethics, and professional standards in interior design are discussed.

INTR105

Drafting

4 quarter credit hours

Prerequisite: None

This course provides an introduction to manual drafting techniques, with the focus on terminology and process. Learning experiences will include the opportunity to letter architecturally, describe and graphically

construct interior floor plans, elevations, and other basic interior construction documents.

INTR130

Sketching and Rendering

4 quarter credit hours

Prerequisite: DESIGN130

This course explores a variety of presentation techniques for interior design including sketching, freehand drawing and rendering processes through a variety of media. The development of drawing techniques including the representation of perspective, volume, scale, and space will be covered. Presentation concepts may include alternative approaches to layouts, boards, and materials used to convey design solutions.

INTR201

History of Interior Design: Ancient to Early Neoclassicism

4 quarter credit hours

Prerequisite: None

This course provides an examination of design, architecture, furniture, and interiors from antiquity through early neoclassicism. Aesthetic, economic, environmental, social, psychological, religious, and political concepts relating to interiors and architecture are explored.

INTR202

History of Interior Design: Late Neoclassicism to Present

4 quarter credit hours

Prerequisite: None

This course provides an examination of design, architecture, furniture, and interiors from late neoclassicism to present times. Aesthetic, economic, environmental, social, psychological, religious, and political concepts relating to interiors and architecture are explored.

INTR203

Textiles

4 quarter credit hours

Prerequisite: None

This course examines the technical, tactile and visual qualities of fabric. Manufacturing techniques, analysis of weave techniques, texture, color and application of textiles in design will be covered. Learning experiences

include the opportunity to design and application of textiles to a variety of design projects.

INTR210

Interior Design Issues and Programming

4 quarter credit hours

Prerequisite: INTR101 or CMD101

This course will examine the process of defining interior design challenges, and how those challenges may be solved through the designed environment. Topics will include basic information gathering methods, survey of research literature of interior design and how research supports evidence-based design process. Theoretical concepts supporting interior design solutions will be discussed and explored through project work, including the process of documenting client and user project requirements.

INTR215

Resources and Materials

4 quarter credit hours

Prerequisite: INTR101

This course explores resources and materials and code regulations that pertain to interior design. The course will examine the properties and uses of various design materials, practice sourcing, budgeting, and ordering materials.

INTR220

Digital Media for Interior Design

4 quarter credit hours

Prerequisite: INTR101, DESIGN101

This course will cover a variety of illustration softwares to create renderings and enhance photographs, hand drawings and other graphic images. Manual and digital visual presentation techniques will be covered.

INTR225

Computer-Aided Design I

4 quarter credit hours

Prerequisite: INTR105

This course focuses upon two-dimensional computer-aided drafting. Emphasis is placed on mastering the drawing and editing commands, screen navigation, dimensioning, using text, creating layouts in paper space, and saving in different file formats for plotting and transmission over the Internet. Isometric

drawing and construction documentation using computer-aided design will be covered. Digital visual presentation techniques will also be covered.

INTR230

Spatial Environments

4 quarter credit hours

Prerequisite: INTR210

This course will expose students to the concepts and methods of shaping interior space. Topics include the interpretation of gathered information, association of ideas, exploration of three-dimensional spatial relationships and the merge of spatial form and function. Emphasis will be placed on the transformation of interior space through concept development, diagramming, space planning and manipulation of interior spatial form as applied to project work. This course will examine the dynamics of the interior design studio learning environment.

INTR250

Computer-Aided Design II

4 quarter credit hours

Prerequisite: INTR225

Skills and knowledge acquired in INTR225 – Computer-Aided Design I are used to create a comprehensive interior working drawing set using a previously designed project. Techniques for creating and managing sheet sets and streamlining the drawing process are emphasized. Basic mechanical, electrical, and plumbing systems used in construction are addressed in relation to interior spaces.

INTR260

Interior Design I

4 quarter credit hours

Prerequisite: INTR230

The content for this studio course builds upon information learned in previous courses. Emphasis will be placed on the application of the fundamental phases of the design process as related to a living environment. Learning experiences will offer opportunities to critically investigate distinct interior design issues and create solutions to specific spatial challenges through the development of a professional interior design project and presentation.

INTR290

Building Systems and Codes

4 quarter credit hours

Prerequisite: INTR225

Basic mechanical, electrical, and plumbing systems used in construction are addressed in relation to interior spaces. This course also examines codes and regulatory processes applied to the built environment, including federal, state and local codes. The importance of codes, federal laws and standards are emphasized as students learn the language of codes, including codes organizations, laws that impact the practice of interior design, and their role as a member of an interdisciplinary design team.

INTR325

Computer-Aided Design III

4 quarter credit hours

Prerequisite: INTR250

This course covers three-dimensional wireframe, surface and solid models of interior design subjects. Emphasis will be placed on the creation or importation of material bitmap files and use of artificial and natural lighting simulation. Image enhancement, editing and rendering techniques through the use of second-party software will be covered.

INTR330

Lighting Design for Interiors

4 quarter credit hours

Prerequisite: INTR290

This course covers the study of the physics of light through the examination of the control of natural and artificial light and how the human eye responds to those conditions. Content will include the analysis and evaluation of various classes of light sources and fixtures with an emphasis on human factors, energy efficiency, safety and desired lighting effects. Assessment and application of lighting solutions will be applied to design challenges.

INTR340

Interior Design II

4 quarter credit hours

Prerequisite: INTR260, INTR225

The content for this studio course builds upon information learned in previous courses. Emphasis will be placed on the application of the design process as related to a work environment. Learning experiences will offer opportunities to critically investigate distinct interior design issues and create solutions based on increasingly complex spatial challenges through the development of a professional interior design project and presentation.

INTR350

Computer-Aided Design IV

4 quarter credit hours

Prerequisite: INTR325

This course covers advanced modeling, lighting, animation and graphic software program techniques to enhance communication skills for visualization and presentation purposes. An overview of additional industry current computer rendering programs will be included.

INTR360

Interior Design III

4 quarter credit hours

Prerequisite: INTR340, INTR250, Successful completion of 96 credit hours

The content for this advanced studio course builds upon information learned in previous courses. Emphasis will be placed on the application of the design process as related to branded environments such as entertainment, hospitality and retail interiors. Learning experiences will offer opportunities to critically investigate distinct interior design issues and create solutions for high concept and versatile spatial challenges through the development of a professional interior design project and presentation.

INTR380

Interior Design IV

4 quarter credit hours

Prerequisite: INTR340, INTR250, Successful completion of 96 credit hours

The content for this advanced studio course builds upon information learned in previous courses. Emphasis will be placed on the application of the design process as related to healing environments. Learning experiences

will offer opportunities to critically investigate distinct interior design issues and create solutions for a comprehensive, large scale commercial project while addressing the design for special user requirements. This will be accomplished through the development of a professional interior design project and presentation.

INTR390

Sustainable Design for a Global Society

4 quarter credit hours

Prerequisite: INTR340

This course reinforces concepts of sustainability, responsibility in design decisions and environmental awareness. Awareness of the global environment, cultures and responsibility of mankind to the world will be explored.

INTR410

Senior Interior Design Project I

4 quarter credit hours

Prerequisite: INTR380, Successful completion of 144 credit hours

This course continues the examination and analysis of contemporary interior design theories, issues and challenges through scholarly literature, research methods and aesthetic concepts that influence the design of interior environments. Course content will include the preparation of design program documentation and exploration of conceptual design to support the development of an individual design project. Under faculty guidance, emphasis will be placed on the identification of a major comprehensive project type relating to individual student interest and/or career focus.

INTR420

Senior Interior Design Project II

4 quarter credit hours

Prerequisite: INTR410

This course continues to support the development of the senior individual design project based on a demonstration of the skills and knowledge accumulated throughout the program. Emphasis will be placed on design development and creation of a professional design presentation for critique. A set of

contract documents related to the project scope will also be produced.

INTR440

Advanced Interior Detailing

4 quarter credit hours

Prerequisite: INTR340 or INTR360

This course focuses on the exploration, design and technical development of custom detailing for interiors as applied to a past studio design project. Unique material research and application will be required with emphasis on economic and sustainable choices. Appropriate communication techniques will be used including conceptual sketches, specifications and working drawings.

INTR480

Interior Design Internship

4 quarter credit hours

Prerequisite: Successful completion of 144 credit hours or Program Chair Approval

This course is designed to provide students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

INTR485

Interior Design Capstone

4 quarter credit hours

Prerequisite: Program Chair Approval

The interior design capstone is an action research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional interior studio environment, allow opportunities for students to further work with a project budget, team dynamics and address a community need.

INTR490

Senior Interior Design Portfolio

4 quarter credit hours

Prerequisite: Successful completion of 144 credit hours or Program Chair Approval

This course offers instruction in the final preparation and presentation of an individual portfolio. Resume preparation, job search procedures, interviewing skills, marketing strategies, aesthetic principles, presentation

techniques, and portfolio critique and revision will be emphasized.

INTR499

Professional Business Practices for Interior Design

4 quarter credit hours

Prerequisite: Successful completion of 120 credit hours

This course covers the study of the practice of interior design as a profession and business with an emphasis on business formations, elements of business practice, project management, project communication and project delivery methods. Legal and ethical issues will be addressed as well as discussion of professional organizations, lifelong learning, public and community service.

IT 103

Introduction to Computer Concepts and Applications

4 quarter credit hours

Prerequisite: None

This course is an overview of computer concepts, applications, and foundational concepts of information technology. The course provides students with basic technical knowledge of a computer system, system software, business application software, major components of a business network, the Internet, and mobile computing.

IT121

Microcomputer Hardware

4 quarter credit hours

Prerequisite: None

This course is an introduction to internal components, troubleshooting techniques, and maintenance of computer hardware. Students are expected to set up, configure, and troubleshoot computer systems. Students also have the opportunity to install, test, and troubleshoot computer components, including storage devices, RAM, and processors. Students may also review material in preparation for professional certification opportunities.

IT131

Microcomputer Software

4 quarter credit hours

Prerequisite: IT 121

In this course students should expand their knowledge of microcomputer operations, data transfer and storage devices. In addition, students should be introduced to operating system software installation and support, as well as troubleshooting hardware and peripheral devices. Students may also review material in preparation for professional certification opportunities.

IT160

Windows Workstation Administration

4 quarter credit hours

Prerequisite: IT103

This course introduces installation and post installation topics such as adding, removing and reconfiguring workstation software; adding, deleting and modifying users and groups; and adding, removing and modifying optional software. Students will examine file system security, process management, performance monitoring, storage management, data backup and restoration as well as disaster recovery.

IT221

Microsoft® Server Administration I

4 quarter credit hours

Prerequisite: NET130

This course covers planning, installing, and administering networks based on Microsoft® servers. Emphasis is placed on version compatibility, installation, the creation and management of users and groups, disk management and file access. Students will also explore designing and planning Active Directory network deployments.

IT231

Microsoft® Server Administration II

4 quarter credit hours

Prerequisite: IT221

In this course emphasis is placed on file system management, printers, implementation of group policy, disaster recovery techniques, performance monitoring and administration of web resources. Students may also create custom MMCs and install and configure Windows® Server Update Service.

IT250

Linux Operating Systems

4 quarter credit hours

Prerequisite: NET 120

This course is designed to provide students with a foundation in the Linux Operating System. Topics include disk formatting, installation, file systems, basic commands, user accounts, text manipulation, shell scripting, network services and security. Students will explore the use of boot loaders, package managers and file sharing services. Students may also review material in preparation for professional certification opportunities.

IT270

Security Fundamentals

4 quarter credit hours

Prerequisite: NET130, NET160

This course examines the concepts and principles of security by exploring the important role security plays at the personal, business and national level. Students examine threats and vulnerabilities to security and common solutions. Students may also learn practical skills for dealing with various types of security issues including virus detection and removal, personal firewall configuration, data backup, and spy and adware detection and removal. Students may also review material in preparation for professional certification opportunities.

IT292

Information Technology Capstone

4 quarter credit hours

Prerequisite: Program Chair Approval

This course allows students to gain practical experience in information technology through the completion of projects that simulate a professional work environment.

IT295 Information Technology Internship

4 quarter credit hours

Prerequisite: Completion of 60 credits or Program Chair Approval

The Information Technology Internship provides students with practical work experience in network support and administration under the supervision of a network professional. Students will work under the supervision of network

administrator training personnel in cooperation with the internship supervisor and/or the Program Chair. (This course is not open to IADT Online students.)

IT315

Technical Writing for Information Technology
4 quarter credit hours

Prerequisite: ENGL101

This course provides students with technical writing skills needed in Information Technology. Students will be exposed to technical writing principles and will have the opportunity to learn how to write reader-friendly documentation, end-user guides and materials. This course emphasizes techniques of designing user-centric documents in order to facilitate accessibility of information. Students will also have the opportunity to learn how to use technical writing software to develop and create effective online help projects.

IT322

Linux System Administration

4 quarter credit hours

Prerequisite: IT250

This course explores the Linux operating system, system administration, software applications and hardware interface. Students should install the Linux operating system and configure the system with an emphasis on network administration and laboratory work. Students may also review material in preparation for professional certification opportunities.

IT324

Database Administration

4 quarter credit hours

Prerequisite: CS225

This course focuses in the design, installation, setup, implementation and maintenance of databases using industry standard relational database systems. The critical tasks of planning and implementing database security, backup and recovery strategies are examined. Additionally, students will review the managerial and technical roles and responsibilities of the database administrator.

IT360

Messaging Servers

4 quarter credit hours

Prerequisite: None

This course explores the installation and configuration of Microsoft's Exchange Server. The course will cover preparation, installation, web access, global and user configuration, along with mailbox, database, and storage group management and normal backup procedures.

IT365

Directory Services

4 quarter credit hours

Prerequisite: IT221

This course explores best practices in the use of Group Policy in a Microsoft network environment. Subject areas will include constructing administrative installation points for applications, Remote Installation Services, and the Distributed File System. Backups and disaster recovery are also covered.

IT400

Information Systems Security

4 quarter credit hours

Prerequisite: IT270

The course examines system security and information assurance. Students examine security techniques, develop security procedures and analyze methodologies. Students examine techniques for inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the information security planning and staffing functions.

IT410

Ethical Hacking

4 quarter credit hours

Prerequisite: None

This course covers ways that computers and networks are attacked by hackers using techniques and common utilities. Students explore security threats and ways that system vulnerabilities are exploited to attack systems. Topics include Intrusion Detection Systems (IDS), ethical hacking techniques, sniffers, protocols, social engineering,

vulnerability analysis, and penetration testing to ensure infrastructure security.

IT420

Emerging Network Technologies

4 quarter credit hours

Prerequisite: None

This course introduces students to a variety of emerging technologies. Coursework and projects will place an emphasis on integrating new technologies with existing technologies as well as evaluating the appropriateness of new technologies in various settings.

IT480

Information Technology Project Management

4 quarter credit hours

Prerequisite: None

This course provides students with a framework for the planning, implementation and management of an information technology project. Project management is discussed from both a technical and behavioral perspective. The focus of this course is on management of development for enterprise-level systems.

IT485

Career Portfolio Development for Information Technology

4 quarter credit hours

Prerequisite: None

This class explores theory and practical issues in career/portfolio development. In addition to examining their own skills, values and goals, students should examine the historical, social and economic forces that influence the labor market and the process of career decision-making. Students create an e-portfolio and participate in weekly labs, which allow application of concepts to everyday practice. Topics covered include history of labor market changes, cultural understandings of work, work and identity, inequity and work, strategies for self-assessment, career decision-making, the value of personal reflection, and the future of work, employer research, cover letter writing and resume writing. Students are encouraged to utilize the resources of the Career Development office.

IT490

Information Technology Capstone

4 quarter credit hours

Prerequisite: Program Completion of 144 credits or Program Chair Approval

This course allows students to gain practical experience in information technology through the completion of projects that simulate a professional work environment.

IT495

Information Technology Internship

4 quarter credit hours

Prerequisite: Successful completion of 144 credits or Program Chair Approval

The Information Technology Internship provides students with practical work experience in network support and administration under the supervision of a network professional. Students will work under the supervision of network administrator training personnel in cooperation with the internship supervisor and/or the Program Chair.

MATH130

College Algebra

4 quarter credit hours

Prerequisite: None

This course is designed to enable students to reason quantitatively from a variety of mathematical perspectives. Topics include statistics, logic, geometry, estimation, and the process of problem solving. [Calculators or computers will be used where appropriate](#)

NET120

Network Fundamentals

4 quarter credit hours

Prerequisite: None

This course is an introduction for the novice, networking student on the basic concepts and principles of computer networks. This course prepares students to move on to a more advanced network technologies course of study, while obtaining the skills and knowledge necessary to perform basic network installations and troubleshooting. Students also have the opportunity to learn a variety of practical skills and design methods for home, small business, and large enterprise networks. The student gets a hands-on, interactive learning experience, as

well as a thorough examination of network concepts and topics.

NET130

Network Technologies

4 quarter credit hours

Prerequisite: NET120

This course will introduce students to the main network communications technology including LANs, WANs, and the Internet. The course encompasses various physical topologies and transport media, cable types, performance, addressing, network access, routing, and error checking. Communication methods are examined starting with the OSI model, numerous protocol stacks, packet formation, and synchronous/asynchronous transmission. Students explore commonly used network models and terminology based on an industry standard network solution. Students may also review material in preparation for professional certification opportunities.

NET270

Network Routing Concepts and Design

4 quarter credit hours

Prerequisite: NET130

This course will introduce students to concept and techniques of intermediary network operations. Students explore types of routers and strategies for network services such as protocols, remote terminal access and the IOS administration, which includes policies, system monitoring technologies, and testing methodologies. Students continue in their exploration of commonly used network models and routing protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

NET275

Network Security

4 quarter credit hours

Prerequisite: IT270

This course introduces network security concepts as they relate to personal computers in a networked environment. Students explore security, countermeasures, local area network (LAN) security topologies, server security services, network security measures, security protocols, and security hardware and

software strategies. Students may also review material in preparation for professional certification opportunities.

NET280

Network Switching and Wireless Concepts

4 quarter credit hours

Prerequisite: NET270

This course explores local area network (LAN) switching and wireless technologies. Students examine the operation and role of LAN technologies and protocols in the network. Students employ command-line interface to configure routers and switches within the LAN environment. This course continues the exploration network models and protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

NET330

Wide Area Network Concepts

4 quarter credit hours

Prerequisite: NET280

This course examines WAN technologies and network services required by enterprise networks. Students explore WAN technologies, including PPP and Frame Relay, and related topics, such as access control lists and Network Address Translation. In addition, students explore other WAN technologies, such as DSL, cable modems, and Virtual Private Networks (VPNs). This course completes the exploration of network models and protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

PHIL405

Ethics

4 quarter credit hours

Prerequisite: ENGL102

Ethics is the study of moral philosophy in relation to society and human behavior. Students will study theoretical and applied ethical constructs, from both a Western and non-Western approach, that shape beliefs and relate to decision-making processes.

PSYC201

Psychology

4 quarter credit hours

Prerequisite: None

This course explores various aspects of the science of psychology. Students will examine the originating theories of psychological theories, the brain, sensation and perception, intelligence, learning, memory, development through the life span, personality, motivation, mental health disorders, therapies, and social psychology.

RMKT105

Consumer Behavior Concepts

4 quarter credit hours

Prerequisite: None

This course will focus on basic concepts and theories of consumer behavior as they relate to psychological, social, ethical, situational and financial influences. Buying habits and global influences will be examined in relation to consumer product knowledge and adoption.

RMKT150

Marketing I

4 quarter credit hours

Prerequisite: RMKT105

This course provides an overview of marketing as it applies to the value of strategic planning, brand loyalty and product placement in the attempt to meet the continuous shift in consumer interests. International, global and e-commerce markets will be discussed as well as the significance of marketing ethics and social responsibility.

RMKT220

Marketing II

4 quarter credit hours

Prerequisite: RMKT150

This research-based course gives students the opportunity to develop a strategic marketing plan. External and internal factors that affect the marketing components will be examined to develop a SWOT Analysis. Students will develop branding, product pricing and

promotional strategies as well as assess and adjust budgetary and financial plans.

RMKT305

Forecasting Trends

4 quarter credit hours

Prerequisite: RMKT220, RMMT175

This course focuses on trend forecasting in relation to business profitability and competitiveness. Factors that drive trends, trend mapping and the trend life cycle will be examined. Students will also examine a trend strategy as it relates to the techniques used for observation, data collection and evaluation as well as create trend concept boards using industry software.

RMKT410

Branding and Advertising

4 quarter credit hours

Prerequisite: RMKT220

This course focuses on the essential components of branding and advertising as they relate to the development of successful promotional campaigns. Brand planning, market selection and various media strategies will be discussed as they apply to creating effective advertising messages and visuals. Brand identity protection, trademarks, package design, and the social and legal effects of advertising will also be examined.

RMMT101

Merchandising Principles

4 quarter credit hours

Prerequisite: None

This course introduces merchandising principles and practices employed within retail environments. Topics include store organization, planning, inventory control, financial considerations, operational management, and customer services. Merchandising concepts, retailing techniques, and consumer behavior are discussed.

RMMT110

Introduction to Business Operations

4 quarter credit hours

Prerequisite: None

This course provides students with an overview of the basic business operations through the analysis of the roles and functions of management, marketing, finance,

and economics within various types of businesses.

RMMT115

Visual Retailing Concepts

4 quarter credit hours

Prerequisite: RMMT101, RMKT105

This course will examine the impact of store layout and design as it relates to the spending behavior patterns of consumers. Through case studies students will explore in-store migration patterns and the psychology behind store layout design as well as consumer and retailer relationships in both traditional and electronic retail environments.

RMMT 120

Visual Merchandising I

4 quarter credit hours

Prerequisite: RMMT 115

This course provides an overview of the design elements and principles of visual merchandising as they impact brand image and sales. Store floor plan layout, product presentation and coordination will be discussed. Students will be introduced to design software used to produce effective visual merchandising presentations.

RMMT150

Retail Computer Applications

4 quarter credit hours

Prerequisite: None

This course will introduce students to commonly used Microsoft applications and how they are used as tools in retail business environments. Document formatting, table, chart and diagram creation and the incorporation of formulas and functions will be practiced. The features of Point of sale (POS) software will also be examined.

RMMT160

Retail Category Management

4 quarter credit hours

Prerequisite: RMMT115

This course provides students with an understanding of managing retail categories in order to effectively increase profitability and customer loyalty. Students will examine assortment strategies, performance measures, lifecycles and merchandising tactics.

RMMT175

Visual Merchandising II

4 quarter credit hours

Prerequisite: RMMT120

This course further develops the students' knowledge of visual merchandising design elements and principles as they impact brand image and sales. Students will formulate a store proposal and budget for a visual merchandising plan and create a PowerPoint presentation that will include digitally designed in-store, window and store-front displays.

RMMT201

Fundamentals of Accounting

4 quarter credit hours

Prerequisite: MATH130, RMMT150

This course provides an introduction to financial recordkeeping for small business proprietors. Accounting theory is stressed. Topics include business transaction analysis, journal and ledger utilization, statement preparation using Excel, accounting cycle completion and payroll accounting.

RMMT210

Management Solutions

4 quarter credit hours

Prerequisite: COMM101, RMMT110

This course will examine the basic functions of effective management principles. Students will be given the opportunity to assess the internal and external factors that affect business environments and organizational change. An overview of leadership styles, business communication and motivation will also be discussed.

RMMT250

Selling Strategies

4 quarter credit hours

Prerequisite: RMKT105, RMMT210

This course introduces students to personal, product and adaptive selling strategies related to value creation and customer loyalty. Emphasis will be placed on assessing consumer needs, buying behaviors and motives. Communication styles, various approaches to selling and negotiation methods will be covered as well as techniques

for motivating and managing an effective sales team.

RMMT275

Pricing Techniques

4 quarter credit hours

Prerequisite: RMKT220

This course provides students with an overview of the external and internal factors that influence pricing decisions. Price segmentation, promotions and discount management will be discussed in addition to pricing structures and strategies related to functioning in a competitive market.

RMMT290

Professional Business Practice

4 quarter credit hours

Prerequisite: RMMT210

This course will give students the opportunity to complete a self-assessment in order to set goals and create a career plan. Training and development, employer expectations, job success strategies, networking and professional communication will be discussed. Students will also be given the opportunity to practice successful interviewing methods as well as create a professional business card, letterhead, resume and cover letter.

RMMT301

Finance

4 quarter credit hours

Prerequisite: RMMT201

This course will introduce basic financial management and financial planning used in business. The Time Value of Money will be covered in regards to compound interest, discounting, and payments and annuities. Students will also learn to calculate different types of interest rates and the weighted average cost of capital as well as use ratios when evaluating business performance.

RMMT310

E-commerce

4 quarter credit hours

Prerequisite: RMKT305

This course will provide an overview of e-commerce as it relates to online business models including hybrid organizations and partnerships. The relationship between web site development, media convergence,

customer information security and payment systems will be examined. Techniques used to assess and measure performance of e-commerce businesses will also be discussed.

RMMT325

Inventory Planning and Management

4 quarter credit hours

Prerequisite: RMMT275

This course provides students with an overview of inventory management as it relates to operational environments. Emphasis is placed on managing inventory accuracy in regards to receiving, processing, storing, classifying, recording and management of stock. Inventory assortment planning and supply-chain management will also be addressed.

RMMT350

Global Sourcing and Product Analysis

4 quarter credit hours

Prerequisite: RMMT275

This course provides students with an insight into global sourcing and procurement. The opportunities, benefits and challenges of global sourcing will be discussed in regards to supplier location, reputation, and political and economic conditions. Quality control, total cost of ownership and risk management will also be examined.

RMMT360

Human Resource Practices

4 quarter credit hours

Prerequisite: RMMT210

This course provides an overview of the roles and functions of human resources. Equal Employment Opportunity and legal regulations pertaining to health, safety and security will be discussed in addition to the acquisition of resources. Students will also discuss current practices and case studies as they apply to employee training, development, evaluation, compensation, benefits and incentive programs.

RMMT375

Business Etiquette and Negotiations

4 quarter credit hours

Prerequisite: RMMT360

This course examines proper etiquette practices and strategies for negotiating within

a business environment. Students will examine the negotiation process as it relates to distributive and integrative bargaining techniques through leveraging, perception and persuasion. Ethical conduct and methods for dispute resolution in addition to cultural and other issue-sensitive considerations will also be discussed.

RMMT390

Buying I

4 quarter credit hours

Prerequisite: RMMT325

This course provides students with an introduction to buying as it applies to sales and inventory planning in the retail environment. Students will analyze sales histories and trends as well as profit and loss statements to determine buying needs. Emphasis will be placed on the calculation of markups, markdowns, turnover, BOM, open-to-buy, GMROI, shortages and overages and average stock and stock-to-sales ratio using Excel.

RMMT405

Buying II

4 quarter credit hours

Prerequisite: RMMT390

This course continues to build off of the concepts and formulas learned in Buying I. Students will create a six-month dollar merchandise plan and an assortment plan and determine open-to-buy using Excel spreadsheets. The different types of purchasing discounts and shipping terms will be explored and the importance of building vendor relationships and negotiation skills will be elaborated on.

RMMT420

Exporting and Importing

4 quarter credit hours

Prerequisite: RMMT350

This course will examine importing and exporting procedures and practices. Foreign and international law, terms of sale, licensures, regulations and insurances will be discussed. Various types of international sales transactions and agreements will be examined as well as proper documentation procedures.

RMMT450

Business Law Practices

4 quarter credit hours

Prerequisite: RMMT375

This course examines law as it relates to various business environments. Crimes, torts and intellectual property will be examined in addition to contracts, domestic and international agreements, internet law, negotiable instruments and transactions. Employment and labor laws, government laws and regulations, property laws and insurance and liabilities will also be discussed.

RMMT460

Senior Retail Merchandise Management Portfolio

4 quarter credit hours

Prerequisite: RMMT290, RMKT410

This course enables students to use effective presentation techniques to develop a senior portfolio that demonstrates proficiency in particular skill sets related to their chosen career field. Goal setting and career planning will also be discussed.

RMMT475

Business Planning

4 quarter credit hours

Prerequisite: RMMT 450

This course gives students the opportunity to create a business plan and understand the role of an entrepreneur. Logistics will be defined by developing a mission statement and objectives; conducting market and industry research; strategizing sales; assessing risk management, and evaluating finance and budgetary constraints.

RMMT485

Retail Merchandise Management Capstone

4 quarter credit hours

Prerequisite: RMMT460

This research-based course integrates skills, knowledge and creativity explored in previous courses. Students will showcase professional expertise in a chosen career field by producing an in-depth senior project.

RMMT490

Retail Merchandise Management Internship

4 quarter credit hours

Prerequisite: RMMT460

This course provides students with an opportunity to gain industry experience in their chosen career field. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

SCIE201

Environmental Science

4 quarter credit hours

Prerequisite: None

This course investigates biological science and the effects of humans on the earth's ecosystem. Topics discussed may include basic ecology, human populations, water, air, and land pollution, energy consumption, allocation of natural resources, alternative forms of energy, legislation, and citizen action.

SCIE310

Physical Anthropology

4 quarter credit hours

Prerequisite: SCIE 201

This course is an exploration of the principles of Physical Anthropology, covering genetic processes underlying the expression of population, the appearance of the hominids approximately 4 million years ago, and their subsequent development to the present. Students will be introduced to primate evolution, theoretical perspectives, and the technologies associated with human development. Medical anthropology and basic genetics will be examined.

SOCS201

Cultural Diversity

4 quarter credit hours

Prerequisite: None

This course is designed to enhance understanding of and appreciation for human diversity through the critical analysis of sociological, socioeconomic and cultural issues. The class will explore topics from a variety of perspectives and viewpoints as a means of developing deeper insight into how race, ethnicity, social class, gender, sexuality, and religion affect human relations.

SOCS401

Political Science

4 quarter credit hours

Prerequisite: ENGL102

This course examines the scope and method of political science. This course explores the social nature of politics, with a focus on how power and opinions are distributed throughout a variety of populations, institutions, and political entities. Students will analyze the effects of American culture and media on political structures and decision-making processes, and will contemplate the effects of international relations and political changes on contemporary society.

WEB101

Web Design Fundamentals

4 quarter credit hours

Prerequisite: None

This course provides an overview of the field of web design and development from a practical and professional viewpoint. The use of color, layout, textures, imagery and typography as they apply to effective web design will also be discussed.

WEB110

Programming for the Internet

4 quarter credit hours

Prerequisite: DESIGN160

This course focuses on the fundamentals of web creation and usage. Differences and limitations of browsers, Internet terminology, and Internet usage will be discussed. Use of XHTML in the creation of web design will be conferred as well as an introductory overview of graphic web applications and development of an introductory web site.

WEB120

Usability and Interface Design

4 quarter credit hours

Prerequisite: WEB110

In this course, students will have the opportunity to learn theories of graphic user interface (GUI) and human computer interface (HCI) to understand how users relate and interact with computers and the web.

WEB 150

Multimedia Design I

4 quarter credit hours

Prerequisite: WEB110

Students explore the principles of interactivity and animation in a multimedia program. Upon completion of this course students should be able to understand and apply the principles of interactive presentations incorporating text, sound, images and video in a multimedia program.

WEB210

Programming Concepts

4 quarter credit hours

Prerequisite: None

This course will provide students with a disciplined introduction to program development process with an emphasis on problem-solving and algorithm development. Students will use programming structures common to all languages, including variables and scope, basic data types and the use of control structures including decisions and looping.

WEB220

Multimedia Design II

4 quarter credit hours

Prerequisite: WEB150

In this advanced level course students work together exploring the various roles necessary in the creation of a multimedia piece. Students also continue to explore animation usage in the internet and in intranet settings. Advanced scripting and programming tools are used to create a final animated piece.

WEB230

Open Source Systems

4 quarter credit hours

Prerequisite: WEB210

This course focuses on the use of Open Source applications for web site development. Topics include server operating systems and dynamic content applications.

WEB240

Advanced Scripting Techniques

4 quarter credit hours

Prerequisite: WEB220

Students are expected to continue developing their skills to create web pages and explore color, text, speed, and space limitations of both hardware and software. Students will also page their pages live, maintain and update them and explore troubleshooting

issues and maintenance of a web site and server.

WEB250

Content Management Systems

4 quarter credit hours

Prerequisite: WEB210

In this course students can apply technical knowledge to implement and administer a web server, creating content, managing online content providers, and publishing online successfully.

WEB255

Content Management Systems II

4 quarter credit hours

Prerequisite: WEB250

In this course, students will create templates and other user interface components for the storage, retrieval and modification of content stored within a content management system (CMS).

WEB280

Web Design Project

4 quarter credit hours

Prerequisite: WEB255

This course covers principles and best practices of project management in Web site development. The four domains of scope are covered: definition, planning, execution, and closure.

WEB290

Advanced Open Source Systems

4 quarter credit hours

Prerequisite: WEB230

This course provides intermediate level instruction in Open Source applications for web site development. Students will have the opportunity to expand their knowledge of server operating systems and dynamic content applications.

WEB295

Interactive Mobile Application

4 quarter credit hours

Prerequisite: WEB240

This course focuses on utilizing current technologies for web authoring to provide content for the mobile browsers.

WEB297

Interactive Mobile Application II

4 quarter credit hours

Prerequisite: WEB295

This course introduces students to Rich Internet Applications (RIA) development, optimizing interfaces for human interaction, and the use of persistent data within a mobile application.

WEB300

Project Management

4 quarter credit hours

Prerequisite: WEB280

This course provides students with a framework for the planning, implementation and management of an industry based project. Project management is discussed from both a technical and behavioral perspective.

WEB310

Markup Languages

4 quarter credit hours

Prerequisite: WEB 290

This course explores the use of later generation markup languages and their supportive technologies. Topic concentration focuses on but is not limited to Web based applications.

WEB 340

Designing for Server-Side Technology

4 quarter credit hours

Prerequisite: WEB290

This course provides an introduction to server-side programming.

WEB345

Interactive Mobile Application III

4 quarter credit hours

Prerequisite: WEB297

In this course, advanced mobile application development topics including debugging, end user experiences, user interfaces and data persistence. Porting to multiple mobile platforms will be demonstrated and applied.

WEB350

Advanced Server-Side Technology

4 quarter credit hours

Prerequisite: WEB340

This course provides intermediate level instruction in server-side programming.

WEB360

Introduction to Database

4 quarter credit hours

Prerequisite: WEB210

In this course students will explore concepts and features of relational database systems and design. It explores the use of industry standard database systems and their role in delivering Information Technology solutions to common business needs. Students are also introduced to SQL (Structured Query Language) statements commonly used in database administration to create and manage database objects and data.

WEB370

Database and Dynamic Web Design

4 quarter credit hours

Prerequisite: WEB360

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

WEB380

Object Oriented Programming I

4 quarter credit hours

Prerequisite: WEB210

This course provides an introduction to object-oriented programming utilizing the Java programming language. Topics will include data types, pointers, arrays, string processing, classes and objects and event-driven, interactive programming techniques.

WEB400

Object Oriented Programming II

4 quarter credit hours

Prerequisite: WEB380

In this course, web application development using the Java programming language will be discussed and demonstrated. Topics will include servlet and JSP programming, web application server installation and administration and design patterns.

WEB415

Internet Law and Intellectual Property

4 quarter credit hours

Prerequisite: None

This course examines business law. Topics include legal, business and e-commerce environments, business regulations, dispute resolutions, liabilities, and the ethical and social responsibilities of business.

WEB420

Web Commercialization

4 quarter credit hours

Prerequisite: WEB370

This course builds upon a professional understanding of web design and development, emphasizing the trend towards website commercialization. Topics of this course include web-based interfaces, online supply chain management, ecommerce tools and techniques, branding, basic marketing strategies, and Search Engine Optimization.

WEB430

Web Application Security

4 quarter credit hours

Prerequisite: WEB350

This course covers the entire scope of planning and designing effective web sites to maintaining and managing them. It highlights all phases of development and managing security and complexity of sites in all stages. The risks, benefits, and threats of online marketing will also be discussed. Network security, daily web server administration, configuration settings, back-ups, and troubleshooting will be covered.

WEB440

Web Administration

4 quarter credit hours

Prerequisite: WEB430

This course focuses on the skills needed to perform central administration tasks on web server(s) in a server-centric network. Topics covered by this course include resource and user management, security, migration, and the variety of possible server roles to be implemented.

WEB460

Web Development Capstone

4 quarter credit hours

Prerequisite: WEB400

The web development capstone is a research-based course that integrates concepts and work from throughout the Web Design and Development program. Projects will simulate a professional web development environment.

WEB465

Web Development Internship

4 quarter credit hours

Prerequisite: WEB400

The Web Development Internship may provide students with practical work experience in the field of web design and development under the supervision of a web design and development professional. Students will work under the supervision of web design and development training personnel in cooperation with the internship supervisor and/or the Program Chair.

Memberships and Affiliations
Accrediting Council for Independent Colleges and Schools (ACICS)
AIGA the professional association for design
American Computing Machinery: Special Interest Group for Graphics (SIGGRAPH)
American Institute of Architects
American Institute of Graphic Arts
Association of Private Sector Colleges and Universities
Automation Alley
Coalition for Interior Design Registration
Council for Interior Design Accreditation (CIDA)
Detroit Regional Chamber
Fashion Group International
Interior Design Educators Council
International Apparel and Textile Association
International Game Developers Association (IGDA)
International Interior Design Association
National Association of Student Financial Aid Administrators
National Council for Interior Design Qualification (NCIDQ)
Project Management Institute
Society of Human Resources Management
The American Society of Interior Designers
Troy Chamber of Commerce
United States Green Building Council

**International Academy of
Design & Technology**

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Troy, MI 48083-2168

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ACADEMIC CALENDAR

2012 ACADEMIC CALENDAR

TERM 1 2012

February 13 Classes Begin
February 19 Last Day of Add/Drop
March 26 Registration Starts
April 21 Last Day of Classes – Term 1 Ends
April 22 – May 6 End of Term Break

TERM 1 2012 - Session I

February 13 Session I Classes Begin
February 16 Last Day of Add
February 19 Last Day of Drop
March 17 Session I Ends

TERM 1 2012 - Session II

March 19 Session II Classes Begin
March 22 Last Day of Add
March 25 Last Day of Drop
April 21 Session II Ends

TERM 2 2012

May 7 Classes Begin
May 13 Last Day of Add/Drop
May 28 Holiday – Memorial Day
June 18 Registration Starts
July 4 Holiday – Independence Day
July 14 Last Day of Classes – Term 2 Ends
July 15 – July 29 End of Term Break

TERM 2 2012 - Session I

May 7 Session I Classes Begin
May 10 Last Day of Add
May 13 Last Day of Drop
June 9 Session I Ends

TERM 2 2012 - Session II

June 11 Session II Classes Begin
June 14 Last Day of Add
June 17 Last Day of Drop
July 14 Session II Ends

TERM 3 2012

July 30 Classes Begin
August 5 Last Day of Add/Drop
September 3 Holiday – Labor Day
September 10 Registration Starts
October 6 Last Day of Classes – Term 3 Ends
October 7 – October 14 End of Term Break

TERM 3 2012 - Session I

July 30 Session I Classes Begin
August 2 Last Day of Add
August 5 Last Day of Drop
September 1 Session I Ends

TERM 3 2012 - Session II

September 3 Session II Classes Begins
September 6 Last Day of Add
September 9 Last Day of Drop
October 6 Session II Ends

TERM 4 2012

October 15 Classes Begin
October 21 Last Day of Add/Drop
November 22 – November 24 Holiday – Thanksgiving
November 26 Registration Starts
December 22 Last Day of Classes – Term 4 Ends
December 23 – January 6 End of Term Break
December 25 Holiday – Christmas
January 1 Holiday – New Year's

TERM 4 2012 - Session I

October 15 Classes Begin
October 18 Last Day of Add
October 21 Last Day of Drop
November 17 Session I Ends

TERM 4 2012 - Session II

November 19 Session II Begins
November 22 Last Day of Add
November 25 Last Day of Drop
December 22 Session II Ends

2013 ACADEMIC CALENDAR

TERM 1 2013

January 7 Classes Begin
January 13 Last Day of Add/Drop
January 21 Holiday – Martin Luther King Jr. Birthday
February 18 Registration Starts
March 16 Last Day of Classes –Term 1 Ends
March 17 – March 24 End of Term Break

TERM 1 2013 - Session I

January 7 Session I Classes Begin
January 10 Last Day of Add
January 13 Last Day of Drop
February 9 Session I Ends

TERM 1 2013 - Session II

February 11 Session II Classes Begin
February 14 Last Day of Add
February 17 Last Day of Drop
March 16 Session II Ends

TERM 2 2013

March 25 Classes Begin
March 31 Last Day of Add/Drop
May 6 Registration Starts
May 27 Holiday – Memorial Day
June 1 Last Day of Classes – Term 2 Ends
June 2 – June 9 End of Term Break

TERM 2 2013 - Session I

March 25 Session I Classes Begin
March 28 Last Day of Add
March 31 Last Day of Drop
April 27 Session I Ends

TERM 2 2013 - Session II

April 29 Session II Classes Begin
May 2 Last Day of Add
May 5 Last Day of Drop
June 1 Session II Ends

TERM 3 2013

June 10 Classes Begin
June 16 Last Day of Add/Drop
July 4 Holiday – Independence Day
July 22 Registration Starts
August 17 Last Day of Classes –Term 3 Ends
August 18 – September 1 End of Term Break

TERM 3 2013 - Session I

June 10 Session I Classes Begin
June 13 Last Day of Add
June 16 Last Day of Drop
July 13 Session I Ends

TERM 3 2013 - Session II

July 15 Session II Classes Begins
July 18 Last Day of Add
July 21 Last Day of Drop
August 17 Session II Ends

TERM 4 2013

September 2 Holiday – Labor Day
September 3 Classes Begin
September 8 Last Day of Add/Drop
October 14 Registration Starts
November 9 Last Day of Classes –Term 4 Ends
November 10 – November 17 End of Term Break

TERM 4 2013 - Session I

September 2 Classes Begin
September 5 Last Day of Add
September 8 Last Day of Drop
October 5 Session I Ends

TERM 4 2013 -Session II

October 7 Session II Begins
October 10 Last Day of Add
October 13 Last Day of Drop
November 9 Session II Ends

TERM 5 2013

November 18 Classes Begin
November 24 Last Day of Add/Drop
November 28 – November 30 Holiday – Thanksgiving
December 22 – January 5 Holiday Break
December 25 Holiday – Christmas
January 1 Holiday – New Year's
January 13 Registration Starts
January 20 Holiday – Martin Luther King Jr. Birthday
February 8 Last Day of Classes –Term5 Ends
February 9 – February 16 End of Term Break

TERM 5 2013 - Session I

November 18 Classes Begin
November 21 Last Day of Add
November 24 Last Day of Drop
December 21 Session I Ends

TERM 5 2013 -Session II

January 6 Session II Begins
January 9 Last Day of Add
January 12 Last Day of Drop
February 8 Session II Ends

2014 ACADEMIC CALENDAR

TERM 1 2014

February 17 Classes Begin
February 23 Last Day of Add/Drop
March 31 Registration Starts
April 26 Last Day of Classes – Term 1 Ends
April 27 – May 4 End of Term Break

TERM 1 2014 - Session I

February 17 Session I Classes Begin
February 20 Last Day of Add
February 23 Last Day of Drop
March 22 Session I Ends

TERM 1 2014 - Session II

March 24 Session II Classes Begin
March 27 Last Day of Add
March 30 Last Day of Drop
April 26 Session II Ends

TERM 2 2014

May 5 Classes Begin
May 11 Last Day of Add/Drop
May 26 Holiday – Memorial Day
June 16 Registration Starts
July 4 Holiday – Independence Day
July 12 Last Day of Classes – Term 2 Ends
July 13 – July 27 End of Term Break

TERM 2 2014 - Session I

May 5 Session I Classes Begin
May 8 Last Day of Add
May 11 Last Day of Drop
June 7 Session I Ends

TERM 2 2014 - Session II

June 9 Session II Classes Begin
June 12 Last Day of Add
June 15 Last Day of Drop
July 12 Session II Ends

TERM 3 2014

July 28 Classes Begin
August 3 Last Day of Add/Drop
September 1 Holiday – Labor Day
September 8 Registration Starts
October 4 Last Day of Classes – Term 3 Ends
October 5 – October 12 End of Term Break

TERM 3 2014 - Session I

July 28 Session I Classes Begin
July 31 Last Day of Add
August 3 Last Day of Drop
August 30 Session I Ends

TERM 3 2014 - Session II

September 2 Session II Classes Begins
September 4 Last Day of Add
September 7 Last Day of Drop
October 4 Session II Ends

TERM 4 2014

October 13 Classes Begin
October 19 Last Day of Add/Drop
November 24 Registration Starts
November 27 – November 29 Holiday – Thanksgiving
December 20 Last Day of Classes – Term 4 Ends
December 21 – January 4 End of Term Break
December 25 Holiday – Christmas
January 1 Holiday – New Year's

TERM 4 2014 - Session I

October 13 Classes Begin
October 16 Last Day of Add
October 19 Last Day of Drop
November 15 Session I Ends

TERM 4 2014 - Session II

November 17 Session II Begins
November 20 Last Day of Add
November 23 Last Day of Drop
December 20 Session II Ends

2015 ACADEMIC CALENDAR

TERM 1 2015

January 5 Classes Begin
January 11 Last Day of Add/Drop
January 19 Holiday – Martin Luther King Jr. Birthday
February 16 Registration Starts
March 14 Last Day of Classes –Term 1 Ends
March 15 – March 22 End of Term Break

TERM 1 2015 - Session I

January 5 Session I Classes Begin
January 8 Last Day of Add
January 11 Last Day of Drop
February 7 Session I Ends

TERM 1 2015 - Session II

February 9 Session II Classes Begin
February 12 Last Day of Add
February 15 Last Day of Drop
March 14 Session II Ends

TERM 2 2015

March 23 Classes Begin
March 29 Last Day of Add/Drop
May 4 Registration Starts
May 25 Holiday – Memorial Day
May 30 Last Day of Classes – Term 2 Ends
May 31 – June 7 End of Term Break

TERM 2 2015 - Session I

March 23 Session I Classes Begin
March 26 Last Day of Add
March 29 Last Day of Drop
April 25 Session I Ends

TERM 2 2015 - Session II

April 27 Session II Classes Begin
April 30 Last Day of Add
May 3 Last Day of Drop
May 30 Session II Ends

TERM 3 2015

June 8 Classes Begin
June 16 Last Day of Add/Drop
July 3 – July 4 Holiday – Independence Day
July 20 Registration Starts
August 15 Last Day of Classes –Term 3 Ends
August 16 – August 30 End of Term Break

TERM 3 2015 - Session I

June 8 Session I Classes Begin
June 11 Last Day of Add
June 14 Last Day of Drop
July 11 Session I Ends

TERM 3 2015 - Session II

July 13 Session II Classes Begins
July 16 Last Day of Add
July 19 Last Day of Drop
August 15 Session II Ends

TERM 4 2015

August 31 Classes Begin
September 6 Last Day of Add/Drop
September 7 Holiday – Labor Day
October 12 Registration Starts
November 7 Last Day of Classes –Term 4 Ends
November 8 – November 15 End of Term Break

TERM 4 2015 - Session I

August 31 Classes Begin
September 3 Last Day of Add
September 6 Last Day of Drop
October 3 Session I Ends

TERM 4 2015 -Session II

October 5 Session II Begins
October 8 Last Day of Add
October 11 Last Day of Drop
November 7 Session II Ends

TERM 5 2015

November 16 Classes Begin
November 22 Last Day of Add/Drop
November 26 – November 28 Holiday – Thanksgiving
December 20 – January 3 Holiday Break
December 25 Holiday – Christmas
January 1 Holiday – New Year's
January 11 Registration Starts
January 18 Holiday – Martin Luther King Jr. Birthday
February 6 Last Day of Classes –Term5 Ends
February 7 – February 14 End of Term Break

TERM 5 2015 - Session I

November 16 Classes Begin
November 19 Last Day of Add
November 22 Last Day of Drop
December 19 Session I Ends

TERM 5 2015 -Session II

January 4 Session II Begins
January 7 Last Day of Add
January 10 Last Day of Drop
February 6 Session II Ends

International Academy of Design & Technology

Catalog 2012 Addendum

2016 ACADEMIC CALENDAR

TERM 1 2016

February 15 Classes Begin
February 21 Last Day of Add/Drop
March 28 Registration Starts
April 23 Last Day of Classes – Term 1 Ends
April 24 – May 1 End of Term Break

TERM 1 2016 - Session I

February 15 Session I Classes Begin
February 18 Last Day of Add
February 21 Last Day of Drop
March 19 Session I Ends

TERM 1 2016 - Session II

March 21 Session II Classes Begin
March 24 Last Day of Add
March 37 Last Day of Drop
April 23 Session II Ends

TERM 2 2016

May 2 Classes Begin
May 8 Last Day of Add/Drop
May 30 Holiday – Memorial Day
June 13 Registration Starts
July 4 Holiday – Independence Day
July 9 Last Day of Classes – Term 2 Ends
July 10 – July 24 End of Term Break

TERM 2 2016 - Session I

May 2 Session I Classes Begin
May 5 Last Day of Add
May 8 Last Day of Drop
June 4 Session I Ends

TERM 2 2016 - Session II

June 6 Session II Classes Begin
June 9 Last Day of Add
June 12 Last Day of Drop
July 9 Session II Ends

TERM 3 2016

July 25 Classes Begin
July 31 Last Day of Add/Drop
September 5 Holiday – Labor Day
September 6 Registration Starts
October 1 Last Day of Classes – Term 3 Ends
October 2 – October 9 End of Term Break

TERM 3 2016 - Session I

July 25 Session I Classes Begin
July 28 Last Day of Add
July 31 Last Day of Drop
August 27 Session I Ends

TERM 3 2016 - Session II

August 29 Session II Classes Begins
September 1 Last Day of Add
September 4 Last Day of Drop
October 1 Session II Ends

TERM 4 2016

October 10 Classes Begin
October 16 Last Day of Add/Drop
November 21 Registration Starts
November 24 – November 26 Holiday – Thanksgiving
December 17 Last Day of Classes – Term 4 Ends
December 18 – January 1 End of Term Break
December 25 – December 26 Holiday – Christmas
January 1 Holiday – New Year's

TERM 4 2016 - Session I

October 10 Classes Begin
October 13 Last Day of Add
October 16 Last Day of Drop
November 12 Session I Ends

TERM 4 2016 - Session II

November 14 Session II Begins
November 17 Last Day of Add
November 20 Last Day of Drop
December 17 Session II Ends

NOTE: When a scheduled holiday falls on a weekday, the missed class will be made up.

International Academy of Design & Technology

Catalog 2012 Addendum

Effective 5/7/2012

Tuition and Fees Schedule

- **Associate's 92 credits**
 - o Tuition: \$32,800
 - o Books: \$0
 - Fees: Application \$50

- **Associate of Fine Arts – Fashion Design (only) 96 credits**
 - o Tuition: \$33,550
 - o Books: \$0
 - Fees: Application \$50

- **Bachelor's**
 - o Tuition: \$64,800
 - o Books: \$0
 - o Fees: Application \$50

The tuition noted above is the cost for the full program of study, inclusive of required textbooks and supplies included in the supply kit, if attending at the professional pace each term. The professional pace is defined for each degree program as: Associate program, 16 credits each term except the final term which is 12 credits; Bachelor's program 12 credits per term in the first academic year, and 16 credits per term in the subsequent academic years up through completion of the program. The actual cost per credit will vary depending on the number of credits taken during each term as outlined below and in the tuition and fees addendum listed in the catalog. Thus, if you take fewer credits per term, your tuition cost will be higher than indicated in the chart above. This amount may vary depending on the number of terms in which the student is enrolled. The Application Fee is a one-time fee paid at the time of application. IADT waives all associated fees (software and textbooks) for all students who are Active Duty/Reservist U.S. Military Service Members. The estimated costs for textbooks is included in the tuition costs listed above are for the entire program and may vary depending on the number of terms in which the student is enrolled. The cost per credit is as follows:

Tuition Rates including Books:

Credits	Tuition / Credit
1-4	\$500
5-8	\$500
9-12	\$400
13-16	\$350
17-20	\$300

Fees Fees are subject to change as deemed necessary by the campus administration.

Application	\$50
Late Registration (<i>modification</i>)	\$100
Transcript request (<i>standard</i>)	\$5
Transcript request (<i>same-day processing</i>)	\$15
Audit (<i>per credit hour</i>)	\$100
Proficiency Test Fee Pass	\$300
Proficiency Test Fee Fail	\$50
Life Experience	\$300

The Academy evaluates the tuition and fees periodically throughout the year. Tuition and fees are subject to change at any time.

Effective 4/2/12

ADMINISTRATION

Cynthia Bechill
Campus President

Rajani Arunandhi
Lead Admissions

Antonia Conn
Student Services Advisor

Ashlyn Eckart
Admissions Services Associate

Yvette Hall
Career Services Advisor

Cheryl Harvey-Pate
Campus Director of Career Services

Sneha Kosobudzki
Student Finance Advisor

Jordan Kotubey
Manager IT

Dana Mowat
Career Services Advisor

Donna Racicot
Student Services Advisor

Jamie Rahdar
Associate Registrar

Nicole Riojas
Business Operations Manager

Beth Rodgers
Learning Resource Center Specialist

Taryn Ross-Solomon
Student Services Advisor

Julia Smetanka, EdD
Campus Director of Education

Donald Stevens
Manager of Student Finance

Giovannie Thomas
Student Services Manager

Roslyn White
Campus Director of Admissions

Shishun Zhang
Student Finance Advisor

FACULTY/ACADEMICS

Arthur, Gretchen
MA, Wayne State University
BA, Aquinas College
Program Chair, General Education

Beagley, Mark
M.Ed., American InterContinental University
MBA, Colorado Technical University
BFA, International Academy of Design & Technology
Program Chair, Graphic Design and Web Design & Development

Castaldi, Christopher
MS, University of Advancing Technology
BA, University of Advancing Technology
Instructor, Game Production

Chinn, Robin
MEd, Oakland University
BS, Prairie View A & M State University
Instructor, Fashion Design

Christopher, Damon
MA, Saginaw Valley State University
BS, Ferris State University
Instructor, Digital Media Production

International Academy of Design & Technology

Catalog 2012 Addendum

Cordier, Eric
BFA, School of Visual Arts
Program Chair, Game Production

Karvinen, Mark
MS, Central Michigan University
BS, Central Michigan University
Adjunct Lead Instructor, Information Technology

FACULTY/ACADEMICS, continued:

Kazmi, Syed
MBA, Indiana Institute of Technology
BS, Indiana Institute of Technology
Program Chair, Retail Merchandise Management,
Information Technology, and Internet Marketing

Korwitts, Kayte
MS, University of Illinois at Urbana-Champaign
MA, Northwestern University
BA, Columbia College Chicago
Regional Director of Library Services

Long, Danielle
MA, Michigan State University
BA, Michigan State University
Program Chair, Digital Media Production

Lowrey, Brad
MS, Full Sail University
BA, Western Michigan University
Adjunct Lead Instructor, Internet Marketing

Marini, Barbara
NCIDQ
Specialist in Education, Eastern Michigan University
MS, Eastern Michigan University
BA, Michigan State University
Program Chair, Interior Design and Construction
Management Design

McEvoy, Julie Ann
MA, Wayne State University
BA, Michigan State University

Program Chair, Fashion Design and Fashion Design
and Merchandising

Moore, Rebecca
MA, Wayne State University
BA, Central Michigan University
Instructor, Fashion Design

Reynolds, Danielle
MA, Savannah College of Art and Design
BFA, College for Creative Studies
Lead Instructor, Graphic Design

Veseli, Ledio
MS, Walsh College
MBA, Northwood University
BBA, Northwood University
Adjunct Lead, Web Design and Development

Replacement language - page 31 of the 2012 catalog:

DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)

Tuition and books are bundled and billed as a single charge each term. Books and supplies will be mailed or made available at the campus for pick up to registered students by the 7th day of the scheduled start of classes to registered students who have submitted all required FA paperwork.

Replacement language – page 33 of the 2012 catalog:

INSTITUTIONAL GRANTS & SCHOLARSHIPS

The Institution offers tuition scholarship awards to encourage the pursuit of higher education. The availability of the different grants and scholarships is based on the campus locations and available funding. Applicants must submit a separate application form for each scholarship and/or grant for which they wish to apply. Applicants must be enrolled full-time in the Institution and in active attendance. Scholarship and Grant application forms are available from the Office of Student Finance. Withdrawal from the Institution nullifies any unused scholarship funds. Applicants for need-based scholarships and/or grants must have a Free Application for Federal Student Aid (FAFSA) on file for scholarship or grant consideration when applicable. Selection of awards will be made by the Scholarship Committee based on the eligibility requirements. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs. Students utilizing Chapter 33 Post 9/11 veterans benefits at the 100% rate are ineligible for institutional grants & scholarship, but will be eligible for the Yellow Ribbon program where applicable. CEC employees are not eligible for these programs.

Replacement language - pages 33 - 34 of the 2012 catalog:

Current Grants & Scholarships

Art & Design Grant (A&D Grant)

The Institution offers an A&D Grant to students who have applied for all federal, state, and private financial aid, grants and/or scholarships and have an outstanding tuition balance. A&D Grants are offered in the following programs:

- Bachelor's degree with grant limits up to \$16,500; and
- Associates degree with grant limits up to \$11,000.

Individual grant awards can range from \$200 - \$6000. Students will be considered for the grant upon completion of the admissions application process (enrolled with the school) and the financial aid application process (federal, state, and private). Students will be required to submit an essay. Deadlines to award the A&D Grant are at the end of the add/drop period. The Institution makes available a limited amount of money each year for the A&D Grant. Once available funding has been exhausted, A&D Grants will not be awarded to otherwise eligible students. The following are the criteria for consideration:

- must have valid (complete) ISIR/FAFSA on file;
- must have an alternative (private) loan co-borrower denial from a student loan lender/provider;
- must have a PLUS loan denial if applicable;
- dependent students need a Plus denial and an Alternative Loan co-borrower denial;

- must have an In School Payment Plan;
- must submit an essay to the Student Finance Manager who will present to the School Selection Committee on "Why I am committed to completing my program" (required only in the first academic year);
- must have completed the entire financial aid process;
- student will repeat all steps, with the exception of the essay, in subsequent academic years;
- student must remain enrolled, maintain satisfactory academic progress, and must attend at least 12 credits per academic term;
- grants cannot be transferred to another individual or college or be received as cash;
- grant cannot be combined with any other institutional grant or scholarship

Page 38 – Higher One Card

Remove: All replacement cards will carry with them a \$15 fee that will need to be repaid to the college.