

**International Academy of Design & Technology
Sacramento, CA
2014-2015**

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2450 Del Paso Road, Suite 250, Sacramento, CA 95834**

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This catalog covers policies and other information 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.

Photographs

While not all photographs in this publication were taken at the Institution, they do accurately represent the general type and quality of equipment and facilities found at the Institution. All photographs of the physical facilities of any of the institutions are captioned to identify the particular institution depicted.

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.

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 application 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 who uphold the highest standards of service and quality, and
- cultivating an environment that celebrates creativity and diversity

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

Statement of Ownership

The International Academy of Design & Technology is owned and operated by International Academy of Design of Merchandisign & Design, Inc., a Florida Corporation, 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 Sacramento campus is located at:

2450 Del Paso Road

Suite 250

Sacramento, CA 95835

Phone: 916-285-9468

Web site: www.iadt.edu/Sacramento

IADT Sacramento does not have a pending petition in bankruptcy nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

The Executive Officers of Career Education Corporation

Scott W. Steffey,
President and Chief Executive Officer

Reid E. Simpson,
Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

Ron D. McCray, Chairman
Louis E. Caldera
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Scott W. Steffey
Leslie T. Thornton

Accreditation and Licensure

The Institution (IADT) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate degrees, Bachelor degrees, and Certificates.

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 is a private institution. Sacramento's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. IADT Sacramento has received approval to operate through April 17, 2016. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at P.O. Box 980818, Sacramento, CA 95798-0818. Phone: 888-370-7589.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax 916-263-1897.

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, <http://www.bppve.ca.gov>.

Veteran's Educational Benefits

The Institution is approved by the California State Approving Agency for Veterans Education (CSAAVE) and participates in many Veterans' Educational Benefits programs. Students interested in Veterans' Educational Benefits should contact either the certifying official or the Student Finance Office. 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 (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.

Articulation Agreements

IADT Sacramento has an articulation agreement with Career Education Corporation institutions to include Colorado Technical University, American InterContinental University, and the Sanford-Brown College-Online.

Facilities and Equipment for Instruction

The campus is located at 2450 Del Paso Road, Suite 250, Sacramento CA 95834, in a convenient suburban setting, adjacent to major thoroughfares and accessible from all parts of the metro area. Affordable housing, public transportation, and nearby shopping malls allow the students to live, commute, and work nearby. The campus occupies approximately 24,000 square feet in a modern facility with ample parking. Students will find the following accommodations at this campus:

- Classrooms which consist of lecture rooms and instructional laboratories.
- Small, informal classes to encourage student/faculty interaction and students receive support and encouragement from the Education Department to help them reach their potential.
- Computer labs equipped with various types of computers and equipment appropriate to the programs offered.
- A Learning Resource Center which includes books, periodicals, pamphlets, articles, and DVD/CD support materials to supplement the programs, plus support for the general education courses. The Internet, Cybrary (an Internet-based virtual research library), various indexes and catalogs are also available through computer use in the library.
- Academic and administrative staff offices.

General Information

Academic Calendar

Academic 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 campus administration 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 campus administration. 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. For ground students, 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. 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.

Hours of Operation

The Academy administrative offices are open from 8:00a.m. to 6:00 p.m., Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday, and the campus is closed on Saturday and Sunday. Changes in hours of operation will be posted at the campus. Administrative office hours may change depending on course schedules.

Class Times

The schedule received for each term will indicate the days and hours classes meet. Classes meet Monday through Friday. Standard breaks may be given as appropriate for class time. Scheduled times are as follows and apply to all classes in all programs:

Day Classes: between 8:00 a.m. to 6:00 p.m. Monday – Thursday, 8:00 a.m. to 4:00 p.m. on Friday.

Evening Classes: between 6:00 p.m. to 11:00 p.m. Monday – Thursday.

The Campus is closed on Saturday and Sunday.

Classes will begin promptly at their assigned start times and remain in session until the established

end-of-class time.

Catalog Addendum

The catalog addendum includes the most current information related to the academic calendar, tuition and fees, updates to program offerings, full-time faculty members, administrative staff, and other updates. Students are responsible for referencing 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: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay institution fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, 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 the 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 dismissal 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 campus administration.

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.

IADT 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 Academic 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 Academic 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 according to their campus location. State specific agencies are listed below.

The Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95798-0818
Phone: 888-370-7589

Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Institution receives a request for access. A student should obtain a *Request to Inspect and Review Education Records* form from the Registrar's Office and submit to the Registrar's Office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Registrar's Office, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Institution who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student's record will be allowed by the Institution without prior consent if: (1) 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 (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. 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

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within the Institution whom the school has determined to have legitimate educational interests. This includes contractors,

consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. The Institution has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs, student IDs and credential 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 Registrar's Office 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.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is

under the age of twenty-one.

Americans with Disabilities Act/504

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 catalog, in any supplements and addenda to the catalog, and with all Institutional 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 institution-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.

Sexual Harassment Policy

IADT is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. 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 unsolicited and unwelcome sexual overtures and advances. Sexual harassment will not be tolerated.

Should a student feel that he/she has been sexually harassed, the student should immediately inform the campus Director of Education. If the matter is not resolved to the student's satisfaction, or the student is not comfortable in addressing the issue with the DOE, the student may elevate the issue to the campus President. If the matter is then not resolved to the student's satisfaction, the student may reach out to a Career Education Corporation Corporate contact by calling 847-781-3600, choosing option 6 for student concerns.

Student Services Information

Course Materials

The Institution reserves the right to make changes in equipment and instructional materials. 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. Students taking online classes may need to have access to course-specific software and/or hardware.

Books and supplies issued to students must be returned in like-new condition before the end of the first week of the term if they no longer need them because of a schedule change or because they become withdrawn or dismissed from the institution. They will be charged the cost of any unreturned items, or any items returned that are not in like-new condition, as determined by the sole discretion of the school.

It is the students' responsibility to keep and protect books and supplies that are issued to them. They will be responsible for the cost of replacing any items that are lost, stolen, or no longer usable.

Some courses require that students reuse the same book and/or supplies that are utilized in earlier coursework. It is the students' responsibility to keep any books and supplies issued to them. If they need to replace a book or supplies previously issued for any reason, they will be responsible for the cost of purchasing these replacement items.

If students are required to repeat a previously attempted course for which they were charged tuition due to earning an F or W it is their responsibility to keep any books and supplies issued to them for their previous attempt. They will only be issued new books and supplies if the school has changed the required books and supplies from the time they originally attempted the course.

Course Materials Return

If students drop a course or are withdrawn or dismissed from the Institution before the end of the Add/Drop period (generally, the first week of the session), they must return the books and supplies

issued to them. The books and supplies must be returned in like-new condition, as determined by the school in its sole discretion.

Students taking online courses receive course materials from Words of Wisdom, LLC. Course materials must be returned to Words of Wisdom, LLC, using the Words of Wisdom Return Materials Authorization (RMA) number and Merchandise Return Label provided by Words of Wisdom, which may be obtained by contacting Words of Wisdom customer service at 1-866-969-4238 or at sbonlinebooks@wordsofwisdombooks.com. This label will allow the student to return the materials at no expense to them via USPS.

To be eligible for return credit, the following criteria must be met:

- The RMA must be requested prior to the end of the first week of the session.
- The materials being returned must be for the current session only.
- The materials being returned must be unused, undamaged, unmarked and in saleable condition.
- The RMA number must be included with student's return.

Failure to meet the above criteria or to include the RMA number will made the return ineligible for credit, and the materials will be returned to the student or discarded upon written direction from the student.

E-Book Agreement

For students using e-books, the student agrees that by accessing e-books provided by the Institution, s/he will abide by the terms and conditions of the e-Book Agreement, which states that the student will not copy, alter, or reproduce the e-books in any form with the intent of distributing or selling any part of the content, directly or indirectly. By accessing e-books, the student understands that these are security requirements necessary to protect e-book copyrights.

Learning Resource Center

The campus has a Learning Resource Center (LRC) located in its facility, which provides materials to support the Institution's mission and curriculum and helps each student attain his or her educational goals. The collection includes books (circulating, reference, and reserve), an assortment of current periodicals, and DVD/CD's. 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 Institutions in the selection and management of the Cybrary resources. Students have access to the Cybrary from their campus locations 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. Online students may access the Online Library through the virtual campus.

Student Portal/Virtual Campus Security

Students, faculty, and staff are assigned individual, unique usernames and passwords, which should be changed regularly, to securely access the Student Portal. The password students pick should comply with the following guidelines:

- At least 8 characters in length
- Not a word in any language, slang, dialect, jargon, etc.
- Not based on personal information, account name, names of family or pets, birthdays, etc.
- None of the above spelled backward, slightly misspelled, substituting a numeric or special character for one of the letters, or preceded or followed by a numeric or special character

Failure to comply with the password security specifications or intentional misuse of password security is a violation of the Conduct Policy. Passwords should not be shared.

Academic Advising

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

Housing

The Academy does not provide on-campus housing, but housing assistance is available for students. Housing information may be obtained through the Office of Student Services. Specific housing information for the Sacramento, California area is available via the U.S. Housing and Urban Development (HUD) department's Fair Market Rents (FMR) program. As per the site, in Sacramento, one to four bedroom units range from \$854 to \$1,899 per month. The student and his or her guardian(s) are, however, solely responsible for the student's housing costs, arrangements, and security and safety.

Career Services

During the admissions interview, prospective students are introduced to career paths that may be available to them upon graduation. The Career Services staff is the liaison between students and employers, and serves 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.

Several local and nationally recognized organizations employ our graduates. Some entrepreneurial graduates use their education and talents to start businesses of their own. Organizations that accept students or graduates, for internship or potential employment, 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 organizations for internship or employment following completion of the program. Additionally, 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. The Institution does not guarantee employment or salary. Graduates may return to the Institution for assistance in advancing within their career paths.

The Office of Career Services maintains and provides resumes of graduates to prospective employers. Program success is evaluated through the Student Outcomes and Disclosures information located on the home page of the Institution's Web site. In addition, the Institution surveys graduates and employers to obtain educational and employment feedback and utilizes input from advisory boards, consisting of industry professionals, to improve educational programs and to update curriculum.

The Institution cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations, and more at <http://www.iadt.edu/disclosures>.

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/externship decisions are outside the control of the Institution.

The Institution 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 Institutions review 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 academic administration.

Student's Rights and Responsibilities

All students have the right to know:

- The school's accrediting and licensing agencies
- The school's programs, facilities and faculty
- The cost of attending IADT
- The financial assistance available
- How the Financial Aid Office determines the student's financial need
- Each type of aid to be received and how it will be disbursed
- How to submit appeals under various school policies

- The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility
- Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
- The criteria for continued eligibility for financial aid
- The terms of all loans borrowed by the student

All students have the following responsibilities:

- To review and consider all aspects of the School program before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the Institution or agency
- To read, understand and keep copies of all forms received
- To notify the school of any change in their financial circumstances
- To notify the school and the lender of a name or address change
- To understand the school's satisfactory academic progress policy
- To understand the school's refund policies
- To sign all required certification statements
- To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities

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 with 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 as deemed appropriate by the Institution.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted.

Agencies and institutions that accept our students for internship placements and potential employers may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. 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, internship or employment following completion of the program. Employment and internship decisions are outside the control of the institution.

Applicants who have questions regarding how these issues may affect their internship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

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. Guardians and/or significant others are encouraged to attend. Personal interviews also enable institution 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 during the enrollment process:

- Application for Admission or Reentry form
- 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.)
- Student and Programmatic Disclosure Forms
- Entrance Exam, if applicable (see "Selective Admissions Criteria")
- Request for official transcripts if applicant is seeking transfer of previously earned college credit to the Institution
- Interview Acknowledgement Form/Student Information Record

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must

independently meet all the requirements for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

Proof of Graduation (POG)

Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution prior to the first day of the student's first scheduled class(es). It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their Proof of Graduation. Any student who does not provide documentation of high school graduation or its equivalent will have his or her enrollment cancelled. Once a student's enrollment is cancelled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

Application Fee Waiver

Application fees are waived under the following circumstances:

- For prospective students who have previously paid an application fee at a Career Education owned school and that fee was not refunded.
- For a prior graduate from any Career Education Corporation owned school.
- For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former.
- For a prospective student who is eligible for Native American tribal education benefits.
- For a prospective student who is attending utilizing a state TA funding program.

Transfer Students

All transfer students follow the same admissions procedure as other students.

Residency Requirements

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

The Institution will limit academic residency to 25% 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.

Nondegree-Seeking Students

A nondegree-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. Nondegree-seeking applicants will be subject to the same admissions requirements and procedures as degree-seeking students and must satisfy any pre-requisite requirements of the course(s) they wish to schedule for. The institution reserves the right to deny applicants if the required admissions documents and procedures are not successfully completed. Nondegree-seeking students are not eligible for financial aid.

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 institution. 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.

International Students

Visa services are not provided at IADT Sacramento. All instruction will be conducted in the English language. International applicants must meet the same admission requirements as U.S. residents. In addition, the following apply to international students:

- 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 institution. Please see the section on English Proficiency and English as a Second Language section for details.
- Academic records, proof of graduation, and certificates or diplomas must be presented.

Document Integrity

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the institution 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 institution and any transfer credit already awarded from the forged credential will be removed.

Returning Students

Students who are applying for re-admittance into a different program of study will be required to meet the applicable entrance requirements. Payment of the application fee is not required for returning students provided an application fee was paid in the past and not refunded. Additional Financial Aid forms may also be required for those wishing to apply for financial aid.

Students who are applying for re-admittance into the same program may not be required to meet the applicable entrance requirements.

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

Academic Information

Professionalism

The Institution believes in providing skills-based education to our students in many different disciplines. One of the primary goals of our institution is to make available skills-based training that will provide the foundation to be successful in different professions. Another, but equally important goal is to assist each student in preparing themselves to be successful in the work environment on a personal level. To this end, the Institution expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

Academic Integrity

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your program administrator and/or Director of Education for appropriate sanctions or disciplinary actions.

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 U.S. 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.
- Copyright Infringement – The right to reproduce or distribute a copyrighted work is the exclusive right of the copyright owner. One must seek permission from the copyright owner to reproduce or

distribute a copyrighted work. This applies to file-sharing as well. It is an infringement of copyright to download or upload substantial parts of copyrighted work without the authority of the copyright owner. (Section 106 of the Copyright Act, Title 17 of the United States Code)

- 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.

Disregard of the Academic Honesty Policy: Penalties and Procedures

- 1st offense:
 - Student may resubmit the paper with a 50% penalty,
 - Student receives warning from the faculty,
 - Instructor notifies the program administrator of the first offense,
 - Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws
- 2nd offense:
 - Student receives a zero for the assignment,
 - Instructor notifies the program administrator and Director of Education of the second offense, and
 - Student Advising Session is conducted by the program administrator to review, at a minimum, further consequences of any additional repeat offenses
- 3rd offense:
 - Student automatically fails the course and Director of Education determines any further actions

Academic Honors

Each term, full time students enrolled in 12 credits or more who have achieved a grade point average (GPA) of 3.91 and above will be named to the President’s List. Students who have achieved a GPA of 3.75–3.90 will be named to the Honors List. Only grades received before the academic honors list is compiled will be considered in determining eligibility. Upon successful completion of Associate Degree or Bachelor Degree requirements, a graduate with a cumulative grade point average (CGPA) of 3.5 or above will be recognized with 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 – 4.0
Magna cum Laude: 3.75 – 3.89
Cum Laude: 3.50 – 3.74

Attendance Policy

All Programs

Students who do not achieve satisfactory attendance may earn a failing grade on their transcript and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for a 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. 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.

Online Course Option

Students have the opportunity to complete a portion of their program of study through online courses delivered by Sanford-Brown College Online through a consortium agreement, subject to limits established by state licensure and accreditation. No more than 49% of any program of study may be taken online, regardless of Pass/Fail.

Students must meet with their designated academic official and complete the Online Readiness Assessment and the online orientation process prior to entering their first 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. Students are to contact the campus administration for technology requirements specific to their program of study to ensure an optimal learning experience.

Attendance/Course Participation for Online Courses

Class attendance, preparation, and participation are integral components to a student's academic success. In an online course, engagement with the course content, with the instructor, and with other students characterizes "attendance." Attendance becomes part of the student's permanent record, contributes to academic success, and is the basis for the proper administration of financial aid. Students are strongly encouraged to engage with the course content for purposes of completing assignments and knowledge checks and for knowledgeably contributing to online discussions with their instructor and with their peers. Failure to engage with course content, with the instructor and/or with peers may adversely impact student academic success. Students who fail to meet the requirements for posting attendance in all scheduled online courses for more than 14

consecutive calendar days may be administratively withdrawn from the Institution. Absences of five days or more have been correlated with increased risk of not successfully completing a course.

Students are expected to participate in academic-related activities during each week. Additionally, students are expected to participate in classes and labs, engage in the online environment, review required reading materials, use the library and other resources, view videos, and complete other academically related activities supporting learning. Specifically, completion of the following activities constitutes attendance in the online learning environment:

- Submission of an assignment
- Submission to the course gallery
- Completion of a knowledge check/quiz/exam
- Participation in a discussion board

Each recorded attendance will have a grade associated with the activity.

Auditing Courses

Graduates of the Institution who are in good standing and desire to audit any course in the program from which they graduated, may do so on a space-available basis. There is no tuition charge for this service, and graduates are welcome to make use of this privilege. Graduates should contact the school Campus Director or Campus Department Chair well in advance of a class start to ascertain if seats are available in a class and will be required to take orientation session(s) on any new generation lab equipment. This opportunity is for auditing purposes only: no attendance or grade will be recorded.

Students who are re-entering after a period of absence may wish, or be required, to audit classes they have previously successfully completed on a space-available basis. A grade of "AU" will be recorded, and a Class Audit enrollment agreement may be required. There is no Financial Aid eligibility for students auditing classes. Please contact the Campus Director or Campus Department Chair to discuss this opportunity.

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. Books, supplies, and fees are the responsibility of the student. 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.

Campus Closure or Course Cancellations

In the event of an emergency, inclement weather, or scheduled school holidays requiring the Institution to be closed, a scheduled class or class activity will be re-scheduled by the instructor. 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. The student will be notified of rescheduled classes or class activities, as determined by the instructor.

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.

Add/Drop Period and Course Withdrawals

A "W" Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of "W". Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form or Withdrawal Routing Spreadsheet is completed by campus officials when awarding "W" Grades.

"W" Grades are also awarded when students do not complete internship courses within a school's designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Internship Management, Attendance, and Leave Of Absence policies for details.

Grade Appeals

A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must submit a written appeal within 14 calendar days from the end of the grading period to the campus Director of Education. The student's appeal must include the reason he or she is appealing the grade and must be signed and dated. The student must also provide documentation supporting the appeal (if applicable) with the written request. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

Definition of a Credit Hour

The Institution awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A 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 or Virtual Campus at the completion of each term of study. 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 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	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A (90 - 100)	Yes	Yes	Yes	4
B (80 - 89)	Yes	Yes	Yes	3
C (70 – 79)	Yes	Yes	Yes	2
D (60 – 69)	Yes	Yes	Yes	1
F (59 or less)	No	Yes	Yes	0
I (Incomplete)	No	Yes	No	N/A
AU (Audit)	No	No	No	N/A
P (Pass)	Yes	Yes	No	N/A
NP (Non-Pass)	No	Yes	No	N/A
PR (Proficiency Credit)	Yes	Yes	No	N/A
TC (Transfer)	Yes	Yes	No	N/A
W (Withdrawn)	No	Yes	No	N/A
L (Leave of Absence)	No	No	No	N/A
IP IIn Progress)	No	No	No	N/A
** (Repeated Course)	No	Yes	No	N/A

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) and W (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed.

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.

Independent Study

Independent study courses may be available to students who meet satisfactory academic progress, are near the end of their degree program, and/or find that a required course is not offered. If the course is available online, students are strongly encouraged to complete the course online instead of taking an independent study. Prerequisites, credits, and tuition for independent study courses are the same as for the regular courses. An independent study plan that includes course objectives, texts, supplemental readings, course requirements, evaluation criteria, and exam date(s) must be prepared prior to the start of the study. The plan constitutes a learning contract that must be signed by the student, the faculty of record, the program department chair, and approved by the Designated Academic Official. Independent study is not an option for online students.

Course Repeats

Students must repeat any required course in which a grade of F, W, or NP 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 repeat, 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.

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 petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student's written request, but no later than the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work.

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 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 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 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.

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 credential 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.

Internship

Most programs offered by the Institution provide the opportunity for students to participate in an internship course. An 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 complete the necessary paperwork and to ensure that 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.

Internship Attendance Requirements

Students must attend their internship on the days and hours designated by the site. Days or times of internship may not be rearranged without permission from appropriate school personnel and the site supervisor. In the event a student will be absent from a site, the student must call the site and the appropriate school official in advance. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses five or more consecutive days of their internship assignment, the student may be dismissed from school. Students are required to complete 100% of required externship hours. Scheduled IADT holidays do not apply to students on internship. It is the responsibility of a student to provide the Institution with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor and appropriate school personnel. Students will not be considered to have completed their internship until the site supervisor and appropriate school official has certified all required attendance hours.

Internship Conduct

Internship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the externship/internship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions

A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- *There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.*
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as ten (10) weeks.
- Prior to applying for an LOA, the student must have completed his or her most recent quarter and received an academic grade or grades (A-F) for that quarter.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

Standard Period of Non-Enrollment (SPN)

Students who are unable to attend a summer term may be allowed to use a Standard Period of Non-Enrollment (SPN) for the summer without being considered withdrawn. In order to remain in an active status, a written confirmation must be received from the student stating the student's intention to return in the subsequent term. No adjustments to tuition or aid will be made. However, if a student fails to return as expected the school must complete a return to title IV funds calculation based on the last date of attendance. Please contact the Financial Aid Office for more information about the impact of a SPN on Financial Aid.

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.

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 enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each grading period. A grading period is defined as two, five-week terms. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These 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. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once the student reaches a review point, 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 rate of progress percentage requirement 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. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. 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

Associates 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/Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however 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 added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program or enroll at a higher credential at IADT Sacramento the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. 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 added to 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

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

- A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress 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 required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.
- A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. The minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school.

- Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

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 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, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

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 rate of progress may be above the dismissal levels.

Academic Plan

Academic plans are required for students who fail SAP and describe how the student will return to good standing. Each plan will be tailored to the individual student.

Appeals

A student who has been placed on 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 Committee within 5 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 Committee is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the 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 Appeals Review Committee. 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, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

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 Parchment, 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 Parchment
- \$10 – Transcripts ordered through the campus
- \$30 – Overnight/US Mail delivery

Transfer of Credit

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.

Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

The transferability of credits students earn at The International Academy of Design & Technology (IADT) Sacramento is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any educational program at IADT Sacramento is also at the complete discretion of the institution to which they may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this Institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this Institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IADT Sacramento, to determine if your credits, degree, diploma, or certificate will transfer.

IADT Sacramento and American InterContinental University (AIU) have a Memorandum of Understanding designed to facilitate the acceptance of applicants seeking admission to graduate programs at AIU who have earned a Bachelor's degree from IADT Sacramento.

IADT Sacramento and Colorado Technical University (CTU) have a Memorandum of Understanding designed to facilitate the acceptance of applicants seeking admission to graduate programs at CTU who have earned a Bachelor's degree from IADT Sacramento.

College Success

A student may be given a "PR" credit for College Success, 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.

Neither proficiency credit fee nor evaluation fee is charged if one of the above conditions is met.

No more than 20 Quarter Credits may be awarded as Proficiency for an associate's degree program of 90 hours and no more than 20 quarter credits may be awarded as Proficiency for baccalaureate-level courses (180 hours).

Students must submit their request for proficiency credit in writing to their respective Program Chair at least one week prior to the term in which they are seeking to receive the credit. Students can submit a petition to their Program Chair for proficiency credit for up to two (2) classes. The student must satisfy the specified objectives of the course through the successful completion of an exam (equivalent of a "C" grade), comprehensive project, or both. A Program Chair will determine whether the student has mastered the subject well enough to be granted credit.

- A Test Out/Proficiency Evaluation may only be taken one time, per subject/course.
- A student may not apply for Test Out/Proficiency Evaluation in any academic subject taken at the Academy in which a grade has been earned.
- The student must earn a "B" (80%) or above on each section of the assessment in order to earn a passing score.
- If the Test Out/Proficiency Evaluation is passed, a grade of "PR" will be recorded on the student's academic transcript.
- Test out/Proficiency Evaluation results are not computed in the student's CGPA, but are counted as credits completed.
- An additional tuition fee of \$250.00 must be paid if the student passes in order to receive credit.
- The assessment must be completed within 45 days of the application date. If the 45-day time limit expires, the Test Out/Proficiency Evaluation Request will be null and void.

Credit for Experiential Learning includes that IADT may award credit for experiential learning that has been acquired through employment, non-collegiate, school-based education, or other appropriate learning experiences. The Academy follows the guidelines of the American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL) in awarding credit for experiential or extra collegiate learning. Students with extensive experience in a specific subject area may seek credit for life experience in up to two classes. Students must submit their request for Experiential Learning Credit in writing to their respective Program Chair at least one week prior to the term in which they are seeking to achieve the Life Experience credit. To receive credit, students must provide evidence of their experience. Supporting documentation from employers may be required to verify student experience. If the Program Chair deems it appropriate, credit is granted. Students displaying extraordinary experience or talent within their field may qualify for additional course credit at the discretion of their Program Chair. A \$50 non-refundable fee is charged for each application and an additional charge of \$250 for each course that receives Experiential Learning Credit and a grade of "PR" (proficiency) is assigned to the permanent record. Proficiency credit has no impact on a student cumulative grade point average (CGPA) or in calculating credits earned versus attempted.

Provisions for Appeal defines how a student who has applied for Credit for Experiential Learning and has been denied may appeal the determination if they feel the guidelines set forth by the American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL) have not been followed. Any appeal must be submitted to the Director of Education in writing within 14 calendar days of the determination. The student should explain how they feel their experience directly relates to the class for which they are seeking to receive Credit for Experiential Learning, and how this experience conforms to the guidelines set forth by the American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL). The Director of Education will, within 7 calendar days of receipt, convene an appeals committee who will review the student's appeal and make a determination. The determination of the appeals committee is final and may not be further appealed.

Transfer Between Campuses

The opportunity for education is enhanced by the option for students to transfer among Career Education Corporation campuses. To begin the process of transferring to another campus, students must 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 do the following:

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

Students changing programs will be subject to the entrance requirements.

Withdrawal from the Institution

All students requesting withdrawal from the Institution must notify verbally or in writing to academic administration. 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 institution'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 institution.

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

Tuition, books and fees are bundled and billed together in a single charge each term. For registered students who have submitted all required FA paperwork books are made available at the campus for pick up by the 7th day of the scheduled start of classes to registered students who have submitted all required FA paperwork.

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.

Other Funding

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.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

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>.

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.

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.

Art & Design Grant

The Institution offers grants to students enrolled in Bachelor's or Associate's programs who have exhausted all federal and state aid for which they are eligible, and have a remaining outstanding tuition balance.

The Art & Design Grant ranges from \$200 to \$16,500 and is subject to the program eligibility limits below. Students will be considered for the grant upon completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing an Art & Design Grant Application, the student must have established an In-School Payment Plan (IPP). The Art & Design Grant Application must be submitted prior to the end of the add/drop period of the applicant's first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility, students must remain continuously enrolled, meet satisfactory academic progress, and attend at least 12 credits per academic term.

The Art & Design Grant Application and supporting documentation will be reviewed by the Grant Committee to determine eligibility. The Art & Design Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Art & Design Grant is awarded in conjunction with other Institutional Grants, the Art & Design Grant when combined with

the other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once available funding is exhausted, the Art & Design Grants will not be available to otherwise eligible students.

The Art & Design Grant Program limits are:

- Associate Programs – \$11,000
- Bachelor Programs – \$16,500

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 IADT.

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 per campus.

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.

Liberty Grant

IADT 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.

Cancellation and Refund Policies

Cancellation

A student who cancels prior to the student's first class session or the seventh calendar day after enrollment, whichever is later will receive a refund of all monies paid, except for the nonrefundable 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.

A student has the right to cancel this Enrollment Agreement, without any penalty or obligations, through attendance of the first class session or the seventh calendar day after enrollment, whichever is later. If this Agreement is not accepted by the Academy or if the Academy cancels this 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 or hand delivered to the appropriate campus location noted on the top of the Enrollment Agreement.

Student Tuition Recovery Fund (STRF) Disclosures

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the Institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Refund Policy

You have the right to withdraw from IADT Sacramento at any time.

After the last day of the add/drop 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. Completed courses receiving a passing grade are not subject to institutional refund calculations. 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 are made for a student who withdraws or is withdrawn from IADT prior to the completion of his/her program and are based on the tuition billed for the payment period in which the student withdraws. 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 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 payment period beyond the term of withdrawal will be refunded in full. Any books or equipment that have been issued are nonrefundable. IADT does not adjust tuition nor issue a refund based

upon refusal to accept any books or supplies. When a student withdraws from the institution, he/she must complete a student withdrawal form with the School's Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Students who withdraw or are withdrawn prior to the end of the payment period, are subject to the Return of Title IV Funds policy noted below which may increase his/her balance due to IADT. If there is a balance due to IADT after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by IADT.

Return of Title IV (R2T4) Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from the institution during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he or she 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 from the Institution 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 term/payment period.

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: In order to NOT be considered withdrawn, the school must 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.

For Online students, the U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an online class to demonstrate "academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Day of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations." Online programs must use very specific means to document that a student participated in class or was otherwise engaged in academic

activity , such as submit an assignment; take a quiz; contribute to an online discussion; and in some cases post to a course gallery.

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
 - c. Federal Direct PLUS loans received on behalf of the student
2. Federal Pell Grants
3. Federal SEOG
4. 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 academic administration 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.

Exit Interview

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

Higher One Lost Card Replacement Fee

Students have the option of receiving their refunds and/or stipends electronically. IADT has joined with Higher One, a banking services company, to facilitate availability of refunds and/or stipends due to students through the issuance of debit cards. The first card will be free of charge. Students will be charged \$15.00 for a replacement card.

Program Information and Course Listings

Programs of Study

All programs provide students with the opportunity for in-depth career preparation. All degree programs also provide a firm foundation in general education studies. In the Bachelor's degree programs, students benefit from advanced career courses and general education requirements.

Animation Technology

Bachelor of Science

Building Information Modeling

Associate of Applied Science

Fashion Design and Merchandising

Associate of Applied Science

Bachelor of Fine Arts

Graphic Design

Associate of Applied Science

Bachelor of Fine Arts

Information Technology

Associate of Applied Science

Bachelor of Science

Interior Design

Bachelor of Fine Arts

Internet Marketing

Bachelor of Science

Retail Merchandise Management

Associate of Applied Science

Bachelor of Science

Software Engineering

Bachelor of Science

Web Design and Development

Certificate

Associate of Applied Science

Bachelor of Science

ANIMATION TECHNOLOGY

Bachelor of Science

The Animation Technology program is designed to culminate cutting edge technology with traditional animation principles to prepare students for the animation industry. Based on a foundation of traditional drawing and design skills, students will have the opportunity to explore industry standard Visual Effects, Motion Graphics and Animation techniques. A heavy emphasis on pre-production will set the foundation for an opportunity to produce and develop a successful animated short film. Industry professionals will serve as mentors to help guide students through the production process while potentially acquiring advanced skill sets which can provide the opportunity to complete the animated short film.

Program Learning Outcomes:

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

- Synthesize the tools and technology of the industry to address project needs;
- Utilize best practices for delivery of a technically sound product;
- Demonstrate a professional level of aesthetic competency via a portfolio of conceptual and technical work;
- Demonstrate versatility through the mastery of both artistic and technical skill sets;
- Communicate effectively as a contributing member of a production team.

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

CONCENTRATION COURSES

COURSE #	COURSE TITLE	CREDITS
ATEC101	Animation Theory	4
ATEC105	Design Principles	4
ATEC115	Drawing I	4
ATEC120	3D Modeling I	4
ATEC125	Drawing II	4
ATEC130	3D Modeling II	4
ATEC135	Animation Fundamentals	4
ATEC140	3D Texturing	4
ATEC145	2D Animation	4
ATEC200	3D Lighting Composition	4
ATEC210	3D Animation	4
ATEC205	Cinematography	4
ATEC220	Dynamics	4
ATEC230	3D Character Animation	4
ATEC240	Motion Graphics	4
ATEC305	Concept Design	4
ATEC310	Visual Storytelling	4
ATEC315	Production Management	4
ATEC320	Pre-Production	4
ATEC420	Advanced Compositing	4
ATEC425	Production Studio II	4
ATEC435	Production Studio III	4
ATEC445	Post Production	4

ATEC450	Business of Animation	4
ATEC460	Professional Portfolio	4
ATEC470	Animation Capstone	4
ATEC330	Advanced Modeling	4
ATEC400	Scripting Techniques	4
ATEC405	Rigging Techniques	4
ATEC410	Advanced Texturing	4
ATEC415	Production Studio I	4
	Total Concentration Requirements	124

GENERAL EDUCATION COURSES

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
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Requirements:	56
	Total Credits Required for Graduation:	180

Upon satisfactory completion of the specified 180 quarter credit hours, a student with a CGPA of 2.0 (4.0 scale) or higher will be awarded the Bachelor of Science degree in Animation Technology.

BUILDING INFORMATION MODELING

Associate of Applied Science

An Associate of Applied Science in the Building Information Modeling program is designed to provide students with advanced skills in Building Information Modeling (BIM) and create the opportunity to stay current with the evolution of technology in the Architecture, Engineering, Construction and Design industries. Students will be given the opportunity to learn the construction management process while using industry standard software applications. In comparison to traditional 2D computer aided drafting, BIM will provide students the advantage of using 3D, real-time, parametric building software. A parametric 3D model (BIM model) consists of structural geometry and database information of the building's components. The building's structure, finishes and hardware are contained in one model/database which enables drafting and construction to be more productive, accurate and efficient. Students that obtain this knowledge in productivity are able to visualize building geometry, spatial relationships, geographic information, quantities and properties of building components. Students will also have the opportunity to use this multi-dimensional knowledge for generating and managing a building's data during its projected life cycle.

Program Learning Outcomes:

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

- Manage the installation, troubleshooting and graphic user interface for multiple software platforms;
- Solve design problems through the intersection of points, lines, basic geometric shapes and spatial elements in relation to the practice of drafting and design using software applications;
- Recognize and apply techniques for creating and managing sheet sets and streamlining the drawing process through construction documents;
- Complete comprehensive working drawing sets with the understanding of both commercial and residential building construction methods;
- Follow the basic mechanical, electrical, and plumbing systems used in construction in relation to working drawings;
- Research and apply unique materials with emphasis on economic and sustainable choices;
- Create advanced renderings, animations and graphic software presentations to enhance communication skills for visualization purposes;
- Develop a well-rounded, comprehensive project through multiple stages of the design process from concept to production;

The academic requirements for the Associate of Applied Science degree in Building Information Modeling are as follows:

CONCENTRATION COURSES

COURSE #	COURSE TITLE	CREDITS
BIM101	Computer Aided Design Interface	4
BIM102	Introduction to Computer Aided Design	4
BIM103	Drawing Document Methods	4
BIM105	Building Construction Methods	4
BIM109	3D Building Modeling I	4
BIM110	3D Building Modeling II	4
BIM111	Building Systems Methods I	4

BIM112	Advanced Building Information Modeling	4
BIM200	MEP System Design	4
BIM201	Detailing Methods	4
BIM203	Sustainable Design Methods	4
BIM205	Project Management Methods	4
BIM209	Building Systems Methods II	4
BIM211	3D Rendering I	4
BIM212	3D Rendering II	4
BIM213	Building Information Modeling Portfolio	4
BIM214	Building Information Modeling Capstone (OR Internship, NOT NOT both)	4
BIM215	Building Information Modeling Internship (OR Capstone, NOT NOT both)	
	Total Concentration Requirements	68

GENERAL EDUCATION COURSES

COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
SOCS201	Cultural Diversity	4
	Total General Education Requirements:	24
	Total Credits Required for Graduation:	92

Upon satisfactory completion of the specified 92 quarter credit hours a student with a GPA of 2.0 (4.0 scale) or higher will be awarded the Associate of Applied Science degree in Building Information Modeling.

Fashion Design and Merchandising

Associate of Applied Science

The Associate in Applied Science program in Fashion Design and Merchandising prepares students for entry-level positions in fashion, retail, and merchandising. This interdisciplinary program allows students the opportunity to develop skills in market and trend research, apparel design, pattern drafting and draping, and clothing construction. Students will have the opportunity to further develop basic skills in business and retail management, merchandise displays, and publicity and promotion.

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 hand illustrated and computer generated sketches, fashion flats, theme boards, specification sheets, and graphics for clothing and 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.

The academic requirements for the Associate of Applied Science degree in Fashion Design and Merchandising program are as follows:

CONCENTRATION COURSES

COURSE #	COURSE TITLE	CREDITS
BUSN101	Introduction to Business	4
BUSN201	Visual Merchandising	4
DESIGN101	Design Fundamentals	4
FASH101	Introduction to Fashion	4
FASH105	Fashion Sketching I	4
FASH110	Clothing Construction I	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
FASH260	Fashion Design I	4
FASHM280	Associate Internship for Fashion Design	4
RMKT105	Consumer Behavior Concepts	4
RMMT210	Management Solutions	4
	Total Concentration Requirements	64

GENERAL EDUCATION COURSES

COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Requirements:	28
	Total Credits Required for Graduation:	92

Upon satisfactory completion of the specified 92 quarter credit hours a student with a GPA of 2.0 (4.0 scale) or higher will be awarded the Associate of Applied Science degree in Fashion Design and Merchandising.

Fashion Design and Merchandising

Bachelor of Fine Arts

The Bachelor of Fine Arts 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 hand illustrated and computer generated sketches, fashion flats, theme boards, specification sheets, and graphics for clothing and 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.

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
BUSN499	Entrepreneurship	4
DESIGN101	Design Fundamentals	4
FASH101	Introduction to Fashion	4
FASH105	Fashion Sketching I	4
FASH110	Clothing Construction I	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
FASH312	Evolution of Fashion	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 Internship, NOT both)	4
FASHM485	Fashion Merchandising Capstone (OR Capstone, NOT both)	4
FASHM490	Senior Fashion Merchandising Portfolio	4
RMKT105	Consumer Behavior Concepts	4
RMKT305	Forecasting Trends	4
RMMT210	Management Solutions	4
RMMT275	Pricing Techniques	4
RMMT315	E-Commerce	4
RMMT350	Global Sourcing and Product Analysis	4
RMMT450	Business Law Practices	4
	Total Concentration Requirements	64

GENERAL EDUCATION COURSES

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
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Requirements:	28
	Total Credits Required for Graduation:	92

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 Fine Arts degree in Fashion Design and Merchandising.

Graphic Design

Associate of Applied 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 positions such as:

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 Applied Science degree in Graphic Design 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
GRAPH295	Graphic Design Practicum	4
	Total Concentration Requirements	64

GENERAL EDUCATION COURSES

COMM101	Interpersonal Communications	4
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ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Requirements:	28
	Total Credits Required for Graduation:	92

Upon satisfactory completion of the specified 92 quarter credit hours a student with a GPA of 2.0 (4.0 scale) or higher will be awarded the Associate of Science in Graphic Design.

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.

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 and develop a visual response to communication problems, including understanding of hierarchy, typography, aesthetics, composition and construction of images;
- Ability to solve communication problems including identifying the problem, researching, analysis, solution-generation, prototyping, user testing, and outcome evaluation;
- Communication skills necessary to function in large interdisciplinary teams and flat organizational structures;
- Broad understanding of the issues related to the cognitive, cultural, technological and economic contexts for design;
- Ability to respond to audience contexts which recognize the many human factors that shape decision making in the field of design;
- Understanding of how systems behave and aspects that contribute to sustainable products, strategies and practices.

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
DESIGN400	Interaction Design	4
DESIGN330	Interactive Media II	4
DESIGN350	Advanced Typography	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
GRAPH295	Graphic Design Practicum	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
DESIGN485	Graphic Design Thesis **** (OR Internship, NOT both)	4
GRAPH480	Graphic Design Internship **** (OR Thesis, NOT both)	4
GRAPH490	Senior Graphic Design Portfolio	4
	Total Concentration Requirements	124

GENERAL EDUCATION COURSES

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
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Requirements:	56
	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 Fine Arts degree in Graphic Design.

INFORMATION TECHNOLOGY

Associate of Applied Science

The Information Technology Associate Degree 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 Applied Science degree in Information Technology are as follows:

CONCENTRATION COURSES

COURSE #	COURSE TITLE	CREDITS
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
IT141	End User Support	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
NET120	Network Fundamentals	4
NET130	Network Technologies	4
NET270	Network Routing Concepts and Design	4
NET275	Network Security	4
IT292	Information Technology Capstone **** (OR Internship, NOT both)	4
IT295	Information Technology Internship **** (OR Capstone, NOT both)	4
	Total Concentration Requirements	64

GENERAL EDUCATION COURSES

COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Requirements:	28
	Total Credits Required for Graduation:	92

Upon satisfactory completion of the specified 92 quarter credit hours a student with a GPA of 2.0 (on a 4.0 scale) or higher will be awarded the Associate of Applied Science in Information Technology.

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 softwareApply 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 advantages 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 are as follows:

CONCENTRATION COURSES

COURSE #	COURSE TITLE	CREDITS
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
IT141	End User Support	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 Internship, NOT both)	4
IT295	Information Technology Internship **** (OR Capstone, NOT both)	
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	Information Technology Capstone **** (OR Internship, NOT both)	
IT495	Information Technology Internship **** (OR Capstone, NOT both)	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 Requirements	124

GENERAL EDUCATION REQUIREMENTS

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
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Requirements:	56
	Total Credits Required for Graduation:	180

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

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. Students are guided through a balanced curriculum that provides them with the expertise to design and communicate their ideas.

Competencies in theoretical aspects are developed to expand students' intellectual discipline. Creativity is challenged as they experiment with form, space, texture and color. Students are taught to analyze and evaluate situations, project and test solutions, and 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 built 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;
- 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
INTR400	Special Topics in Interior Design	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	120

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
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Credits	56
	Total Credits Required for Graduation	180

Upon satisfactory completion of the specified 180 quarter credit hours a student with a GPA of 2.0 (on a 4.0 scale) or higher will be awarded the Bachelor of Fine Arts degree in Interior Design.

INTERNET MARKETING

Bachelor of Science

The Internet Marketing Program is designed to give you 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 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 will 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.

Program Learning Outcomes:

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 #	COURSE TITLE	CREDITS
ADVT 120	Elements of Visual Advertising	4
ADVT 250	Principles of Marketing	4
ADVT340	Consumer Behavior	4
ADVT 370	Public Relations	4
ADVT 450	Media Planning	4
ADVT 430	E-Commerce	4
ADVT 499	Marketing Business	4
DESIGN160	Digital Imaging	4
IMKT 110	Media and Society	4
IMKT 120	Media Design Concepts	4
IMKT140	Digital Branding	4
IMKT 250	Social Media Marketing	4
IMKT 310	Mobile Advertising	4
IMKT 315	Search Engine Marketing	4

IMKT 321	Internet Marketing Research	4
IMKT 420	Social Media Optimization	4
IMKT 460	Internet Marketing Campaign	4
IMKT480	Internet Marketing Capstone (either IMKT480 OR IMKT485, not both)	4
IMKT485	Internet Marketing Internship (either IMKT485 OR IMKT480, not both)	
WEB 110	Programming for the Internet	4
WEB 120	Usability and Interface Design	4
WEB 130	Digital Imaging II	4
WEB 150	Multimedia Design I	4
WEB 210	Programming Concepts	4
WEB 220	Multimedia Design II	4
WEB 240	Advanced Scripting Techniques	4
WEB 250	Content Management Systems	4
WEB 260	Website Advertising and Design	4
WEB 295	Interactive Mobile Application I	4
WEB 325	Search Engine Optimization	4
WEB 330	Web Analytics	4
WEB 415	Internet Law and Intellectual Property	4
	Total Concentration Requirements	124

GENERAL EDUCATION COURSES

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
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Requirements:	56
	Total Credits Required for Graduation:	120

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

RETAIL MERCHANDISE MANAGEMENT

Associate of Applied Science

The Associate of Applied 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; the creation of visual plans using industry standard software; and basic procedures used when selling throughout the supply chain as well as the procurement of merchandise. This combination of business, math, and visual design techniques, in addition to general education coursework offers students a balanced and well-rounded knowledge base that is 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 Applied Science in Retail Merchandise Management program are as follows:

CONCENTRATION COURSES

COURSE #	COURSE TITLE	CREDITS
BUSN101	Introduction to Business	4
DESIGN101	Design Fundamentals	4
RMKT150	Marketing I	4
RMKT220	Marketing II	4
RMMT101	Merchandising Principles	4
RMKT105	Consumer Behavior Concepts	4
RMMT120	Visual Merchandising I	4
RMMT150	Retail Computer Applications	4
RMMT175	Visual Merchandising II	4
RMMT201	Fundamentals of Accounting	4
RMMT210	Management Solutions	4
RMMT250	Selling Strategies	4
RMMT260	Human Resource Management	4
RMMT275	Pricing Techniques	4
RMMT290	Professional Business Practice	4
	Total Concentration Requirements	60

GENERAL EDUCATION COURSES

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 Requirements:	32
	Total Credits Required for Graduation:	92

Upon satisfactory completion of the specified 92 quarter credit hours a student with a GPA of 2.0 (4.0 scale) or higher will be awarded the Associate of Applied Science degree in Retail Merchandise Management.

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 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; the evaluation and selection of appropriate vendors through sourcing and product analysis while considering laws, regulations and international business constraints; analysis and evaluation of products and consideration of various markets, quality control, and pricing strategies; demonstration of proficiency with industry-standard software and overall comprehension of the concepts and procedures used when managing merchandise, from concept to consumer. The bachelor's degree also focuses on the development of management skills in human resources, etiquette, and negotiation so that students are able to develop effective communicative 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 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;

- Evaluate and select appropriate vendors for sourcing and product analysis considering regulatory and business constraints;
- Analyze and evaluate products for sale at the wholesale and retail level, considering markets, quality control and pricing strategies;
- Evaluate emerging technologies and identify appropriate strategies for reaching consumers through a variety of sales channels;
- Manage direct sales operations and procedures including customer service, supervision and team leadership.

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

CONCENTRATION COURSES

COURSE #	COURSE TITLE	CREDITS
BUSN101	Introduction to Business	4
BUSN499	Entrepreneurship	4
DESIGN101	Design Fundamentals	4
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
RMMT120	Visual Merchandising I	4
RMMT150	Retail Computer Applications	4
RMMT175	Visual Merchandising II	4
RMMT201	Fundamentals of Accounting	4
RMMT210	Management Solutions	4
RMMT250	Selling Strategies	4
RMMT260	Human Resource Management	4
RMMT275	Pricing Techniques	4
RMMT290	Professional Business Practice	4
RMMT301	Finance	4
RMMT315	E-commerce	4
RMMT320	Online Retailing	4
RMMT325	Inventory Planning and Management	4
RMMT350	Global Sourcing and Product Analysis	4
RMMT375	Business Etiquette and Negotiation	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
RMMT485	Retail Merchandise Management Capstone ***** (OR Internship, NOT both)	4
RMMT490	Retail Merchandise Management Internship ***** (OR Capstone, NOT both)	
Total Concentration Requirements		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
	Total General Education Requirements:	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 Retail Merchandise Management.

Software Engineering

Bachelor of Science

Software engineering is a disciplined approach to developing software. The Bachelor of Science degree in Software Engineering provides students with the knowledge and the skills necessary to develop, operate and maintain software in a systematic approach. This expands on traditional computer development principles while incorporating mathematics and computer science practices based in engineering. It is also defined as a systematic approach to the analysis, design, assessment, implementation, testing, maintenance and reengineering of software.

Program Learning Outcomes:

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

Successful organizations use software engineers to find solutions to all kinds of business challenges. Individuals who understand how to use and develop software based on industry needs are in demand.

- Solve complex problems through the ability to program in at least one high level programming language;
- Implement the goals, processes and techniques of software engineering through the development of a complex software application supported by a project plan;
- Create and design Enterprise Architecture;
- Apply database concepts and capabilities through the creation, organization, and maintenance of modern database systems;
- Differentiate and categorize the legal, ethical, and social issues of information technology;
- Distinguish between the principles, concepts, and fundamentals of operating systems;
- Categorize the fundamentals of computer system security requirements;
- Differentiate between current computer networks, protocols, and the role of network management software in organizations;
- Demonstrate effective use of technical and professional communication;
- An ability to function on multi-disciplinary teams;
- An ability to communicate effectively.

The academic requirements for the Bachelor of Science degree in Software Engineering are as follows:

CONCENTRATION COURSES

COURSE#	COURSE TITLE	CREDITS
BUSN450	Project Management	4
CS133	Introduction to Programming and Logic	4
IT140	Introduction to Operating Systems and Client/Server Environments	4
IT245	Introduction to Network Management	4
IT270	Security Fundamentals	4
IT426	System Integration and Organization Deployment	4
SE150	Introduction to Java Programming	4
SE160	Intermediate Java Programming	4

SE205	Fundamentals of Database Systems	4
SE210	Programming With C++	4
SE220	Intermediate C++ Programming	4
SE310	C# Programming	4
SE320	Intermediate C# Programming	4
SE330	Data Structures	4
SE340	Structured Query Language for Data Management	4
SE350	The Software Engineering Profession	4
SE360	Software Design Patterns	4
SE370	Scripting for the Web	4
SE380	Web-Based Database Applications	4
SE400	Object Oriented Methods	4
SE410	Software Processes	4
SE420	Software Requirements Engineering	4
SE440	Software Design	4
SE450	Software Project Management	4
SE460	User Interface Design	4
SE470	Software Testing	4
SE475	Human Elements in Projects and Organizations	4
SE480	Software Engineering Internship**** (OR Capstone, NOT both)	
SE485	Software Engineering Capstone **** (OR Internship, NOT both)	4
WEB110	Programming for the Internet	4
	Total Concentration Requirements:	116

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
HUMN401	Literature and Film	4
MATH130	College Algebra	4
MATH215	Discrete Mathematics	4
MATH220	Statistics: Data-Driven Decision Making	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 Requirements:	64
	Total Credits Required for Graduation:	180

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

WEB DESIGN AND DEVELOPMENT

Certificate

The Certificate 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 offers students a knowledge base essential for entry level positions 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 Associate of Applied Science certificate 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 I	4
WEB240	Advanced Scripting Techniques	4
WEB250	Content Management Systems	4
WEB255	Content Management Systems II	4
WEB260	Website Advertising and Design	4
WEB280	Web Design Project	4
WEB290	Advanced Open Source Systems	4
WEB295	Interactive Mobile Application I	4
	Total Concentration Requirements	64
	Total Credits Required for Graduation:	64

Upon satisfactory completion of the specified 64 quarter credit hours a student with a GPA of 2.0 (on a 4.0 scale) or higher will be awarded the Certificate in Web Design and Development.

WEB DESIGN AND DEVELOPMENT

Associate of Applied Science

The Associate of Applied 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;
- 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 Associate of Applied 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 I	4
WEB240	Advanced Scripting Techniques	4
WEB250	Content Management Systems	4
WEB255	Content Management Systems II	4
WEB260	Website Advertising and Design	4
WEB280	Web Design Project	4
WEB290	Advanced Open Source Systems	4
WEB295	Interactive Mobile Application I	4
	Total Concentration Requirements	64

GENERAL EDUCATION COURSES

COMM101	Interpersonal Communications	4
ENGL101	English Composition I	4
ENGL102	English Composition II	4
HUMN101	Information Literacy	4
MATH130	College Algebra	4
SCIE201	Environmental Science	4
SOCS201	Cultural Diversity	4
	Total General Education Requirements:	28
	Total Credits Required for Graduation:	92

Upon satisfactory completion of the specified 92 quarter credit hours a student with a GPA of 2.0 (on a 4.0 scale) or higher will be awarded the Associate of Applied Science in Web Design and Development.

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
WEB260	Website Advertising and Design	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 Internship, NOT both)	4
WEB465	Web Development Internship (OR Capstone, NOT both)	4
	Total Concentration Requirements	124

GENERAL EDUCATION COURSES

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
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4
	Total General Education Requirements:	56
	Total Credits Required for Graduation:	180

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

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 bachelor's level. Students may take courses beyond their level of advancement in the program provided the appropriate prerequisites have been satisfied or waived by an academic official.

The following courses are sometimes offered via Sanford-Brown College Online. Please contact the office of the registrar for further details.

ADVT120, ADVT250, ADVT340, ADVT370, ADVT430, ADVT450, ADVT499, ATEC101, ATEC105, ATEC115, ATEC120, ATEC125, ATEC130, ATEC135, ATEC140, ATEC145, ATEC200, ATEC205, ATEC210, ATEC220, ATEC230, ATEC240, ATEC305, ATEC310, ATEC315, ATEC320, ATEC330, ATEC400, ATEC405, ATEC410, ATEC415, ATEC420, ATEC425, ATEC435, ATEC445, ATEC450, ATEC460, ATEC470, BIM101, BIM102, BIM103, BIM104, BIM105, BIM109, BIM110, BIM111, BIM112, BIM200, BIM201, BIM203, BIM205, BIM209, BIM211, BIM212, BIM213, BIM214, BIM215, BUSN101, BUSN201, BUSN499, COLL101, COMM101, CS133, CS225, CS300, CS400, DESIGN101, DESIGN110, DESIGN130, DESIGN140, DESIGN150, DESIGN160, DESIGN210, DESIGN220, DESIGN230, DESIGN260, DESIGN265, DESIGN330, DESIGN350, DESIGN400, DESIGN485, ECON315, ENGL101, ENGL102, GAME230, GRAPH110, GRAPH120, GRAPH160, GRAPH250, GRAPH260, GRAPH280, GRAPH295, GRAPH300, GRAPH320, GRAPH360, GRAPH400, GRAPH410, GRAPH450, GRAPH480, GRAPH490, HUMN101, HUMN301, HUMN302, HUMN402, IMKT110, IMKT120, IMKT140, IMKT250, IMKT310, IMKT315, IMKT321, IMKT420, IMKT460, IMKT480, IMKT485, IT103, IT121, IT131, IT141, IT160, IT221, IT231, IT250, IT270, IT292, IT295, IT315, IT322, IT324, IT360, IT365, IT400, IT410, IT420, IT480, IT485, IT490, IT495, MATH130, NET120, NET130, NET270, NET275, NET280, PHIL405, PSYC201, RMKT105, RMKT150, RMKT220, RMKT305, RMKT410, RMMT101, RMMT120, RMMT150, RMMT175, RMMT201, RMMT210, RMMT250, RMMT260, RMMT275, RMMT290, RMMT301, RMMT315, RMMT320, RMMT325, RMMT350, RMMT375, RMMT390, RMMT405, RMMT420, RMMT450, RMMT460, RMMT485, RMMT490, SCIE201, SCIE310, SOCS201, SOCS401, WEB101, WEB110, WEB120, WEB130, WEB150, WEB210, WEB220, WEB230, WEB250, WEB255, WEB260, WEB280, WEB290, WEB295, WEB297, WEB300, WEB310, WEB325, WEB330, WEB340, WEB345, WEB400, WEB415, WEB430, WEB440, WEB460, WEB465

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: BUSN101 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: ADVT250

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

Prerequisite: ADVT250

4 quarter credit hours

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.

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: ADVT410 or 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.

ATEC101

Animation Theory

4 quarter credit hours

Pre-requisite: None

This course introduces students to animation terminology, principles, tools, and techniques. Students will be given the opportunity to examine animation history and theory as well as explore principles, social and economic issues, and technological developments as they relate to the creation of industry animated productions.

ATEC105

Design Principles

4 quarter credit hours

Pre-requisite: None

This course utilizes raster based software to provide theoretical and practical exercises which will 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.

ATEC115

Drawing I

4 quarter credit hours

Pre-requisite: None

This course presents foundational techniques used to generate skills for drawing in perspective. Students will be given the opportunity to develop a proficiency in the terminology and skill sets related to various elements associated with drawing in perspective.

ATEC120

3D Modeling I

4 quarter credit hours

Pre-requisite: ATEC105

This course introduces students to three dimensional software while exploring basic tools, techniques, and terminology. Students will have opportunity to learn how to navigate the user interface and create basic three dimensional objects.

ATEC125

Drawing II

4 quarter credit hours

Pre-requisite: ATEC115

This course will focus on practical techniques used for character drawing. Students will be given the opportunity to study human figure drawing as a foundation for conceptualizing stylized character concept designs.

ATEC130

3D Modeling II

4 quarter credit hours

Pre-requisite: ATEC120

This course builds upon the modeling techniques taught in 3D Modeling I. Students will have the opportunity to explore more advanced modeling techniques to create complex objects as well as introduce the foundational procedures used for preparation to apply textures to models.

ATEC135

Animation Fundamentals

4 quarter credit hours

Pre-requisite: ATEC125

This course explores the fundamental techniques and terminology of two dimensional animation. Students will be introduced to the main principles of animation as they relate to movement over time. This class will emphasize movement, layout, and design, which students will have the opportunity to develop through traditional skills and techniques.

ATEC140

3D Texturing

4 quarter credit hours

Pre-requisite: ATEC130

This course will utilize raster based software to create and design texture maps for three dimensional objects. A strong focus on digital painting techniques along with the process of proper placement on 3D objects will be the foundation of this class.

ATEC145

2D Animation

4 quarter credit hours

Pre-requisite: ATEC135

This course will focus on timeline animation through the use of vector based software. Based on the principles of animation acquired from previous courses, students will be given the opportunity to create projects which focus on the advanced methodology of generating motion over time.

ATEC200

3D Lighting Composition

4 quarter credit hours

Pre-requisite: ATEC140

An Introduction to the principles of real world lighting will give students the opportunity to understand how light interacts with objects in a simulated three dimensional environment. The techniques of staging lights, adjusting intensities, and applying effects will be explored in this course. Students will also be exposed to the post process of rendering and compositing layers to produce a finalized composition.

ATEC205

Cinematography

4 quarter credit hours

Pre-requisite: ATEC145

This course explores the principles and theory of traditional film. A strong foundation of cinematic terminology and techniques, as they relate to camera actions, will allow the opportunity for students to create projects which focus on the importance of pre-production in the film industry.

ATEC210

3D Animation

4 quarter credit hours

Pre-requisite: ATEC140

This course will expose students to the functionality of timeline animation as it relates to a three dimensional environment. A series of projects meant to emphasize the principles of animation will give students an opportunity to develop technical skills and gain experience, through practice, with adding motion to 3D objects over time.

ATEC220

Dynamics

4 quarter credit hours

Pre-requisite: ATEC210

This course introduces students to dynamic systems and technical terminology within a three dimensional environment. Students will explore a variety of dynamic based projects as they relate to the visual effects industry, followed by the post process of rendering and compositing animated sequences.

ATEC230

3D Character Animation

4 quarter credit hours

Pre-requisite: ATEC210

This course begins with an introduction to the techniques and theory of acting. This becomes the foundation to understanding movement in human form. A strong emphasis on character emotion and animation principles will allow students an opportunity to create a series of character animation projects.

ATEC240

Motion Graphics

4 quarter credit hours

Pre-requisite: ATEC205

This course will elaborate on foundational knowledge from previous courses which introduced cinematic principles. Students will have the opportunity to utilize terminology and techniques to develop interstitial projects related to commercial production and the motion graphics industry.

ATEC305

Concept Design

4 quarter credit hours

Pre-requisite: ATEC205, ATEC220, and ATEC230

This course will allow students the opportunity to focus on and choose a specialized area of study in which to conceptualize a major studio project. Throughout this course, students will have the opportunity to learn the techniques of brainstorming and generating visual concepts as they pertain to their studio project.

ATEC310

Visual Storytelling

4 quarter credit hours

Pre-requisite: ATEC305

This course will concentrate on the technique of transforming a written storyline into a visual storyboard. Students will utilize the concept of their studio project and its storyline to develop traditionally drawn storyboard panels. These panels will then be placed on a timeline in sequence to create an animatic of their studio project.

ATEC315

Production Management

4 quarter credit hours

Pre-requisite: ATEC305

This course is meant to introduce students to the importance of time management. Student will create mock animated sequences in an effort to evaluate and understand the processes and length of time needed to conduct various segments of animation. This evaluation will help students' awareness of time management as it pertains to their individual studio projects.

ATEC320

Pre-Production

4 quarter credit hours

Pre-requisite: ATEC315

In this course, students will continue to generate conceptual work used for their studio project. Students will have the opportunity to complete character sheets, orthographic and elevation drawings as well as a technical road map for executing advanced level techniques used during production. Upon completion of this course, student should possess all completed pre-production work needed to begin the production of their studio project.

ATEC330

Advanced Modeling

4 quarter credit hours

Pre-requisite: ATEC305

This course will build on previous modeling and texturing courses. Throughout the duration of this course, students will have the opportunity to model a single character concept from start to finish. This advanced process will utilize a three dimensional sculpting software to generate a high level of detail as well as advanced texturing capabilities.

ATEC400

Scripting Techniques

4 quarter credit hours

Pre-requisite: ATEC220 and ATEC230

This course introduces students to foundational scripting techniques used for generating advanced tools and user interfaces in a three dimensional environment. In addition students will also be given the opportunity to develop scripts, called expressions, which will aid in three dimensional animation processes.

ATEC405

Rigging Techniques

4 quarter credit hours

Pre-requisite: ATEC230

This course will introduce students to the intricate process of rigging for characters. The terminology, tools and techniques used for rigging in a three dimensional environment will be the foundation for students to potentially build an entire character rig from start to finish throughout the time of this course.

ATEC410

Advanced Texturing

4 quarter credit hours

Pre-requisite: ATEC140

Based on acquired skills from previous texturing courses, students will be exposed to advanced level tools and techniques used for texturing three dimensional objects. An emphasis on Mental Ray, Look and Shader development as well as procedural texture creation will provide students the opportunity to create textures that meet industry standards.

ATEC415

Production Studio I

4 quarter credit hours

Pre-requisite: ATEC315

Students will have the opportunity to begin production on their studio project. This course will introduce students to techniques used for early production and time management. Students will experience working under heavy deadlines to reach various milestones throughout production. This process is meant to closely simulate a working environment and teach the etiquette of responsibility.

ATEC420

Advanced Compositing

4 quarter credit hours

Pre-requisite: ATEC240

In this course, students will be exposed to the process of compositing with professional compositing software. Students will have the opportunity to learn layering, color correction, key framing, and how to apply visual effects to pre-rendered video sequences.

ATEC425

Production Studio II

4 quarter credit hours

Pre-requisite: ATEC415

As a continuation of Production Studio I, students will utilize the acquired knowledge of the production process to continue working on their studio project. Students will have the opportunity to gain an advanced knowledge of the mid-stream production process. A strong emphasis of the ability to remain on task, adhere to time and budget constraints, and accept constructive criticism will become focus of this course. Students will continue to meet milestones to help them remain on task.

ATEC435

Production Studio III

4 quarter credit hours

Pre-requisite: ATEC425

As a continuation of Production Studio II, this course will introduce students to the process of entering the final stages of production. This course will expose students to critique and refinement techniques as well as the crucial aspect of time management as it pertains to finalizing various aspects of the studio project. Students will continue to adhere to milestones to help them prepare for finalization.

ATEC445

Post Production

4 quarter credit hours

Pre-requisite: ATEC435

As a continuation of Production Studio III, students will have the opportunity to finalize their studio project. Students will continue to adhere to milestones through the final stages of completion. Once complete, students will analyze their production experience in an effort to learn from mistakes and acknowledge achievements.

ATEC450

Business of Animation

4 quarter credit hours

Pre-requisite: ATEC315

This course is meant to introduce students to the business side of the animation industry. Students will have the opportunity to learn various business aspects which include how to secure investors, working with financial budgets and keeping employees motivated and on schedule. In addition, this course will explore options for becoming an independent business owner or freelance artist.

ATEC460

Professional Portfolio

4 quarter credit hours

Pre-requisite: Successful completion of 156 credit hours or Department Chair approval

Under faculty supervision, students will review, revise, and refine previous deliverables based on peer and faculty evaluation. Students will have an opportunity to create a web based portfolio that demonstrates a mastery of industry standards and expectations.

ATEC470

Animation Capstone

4 quarter credit hours

Pre-requisite: ATEC435

The animation capstone is a hands-on group project class that utilizes individual student talents. This course is meant to simulate a professional working environment where the student, as a member of a production team, will have the opportunity to contribute to an ongoing animated short student film.

BIM101

Computer Aided Design Interface

4 quarter credit hours

Prerequisite: None

Course emphasis is placed on software graphic user interface, screen navigation, profiles, toolbars, palettes, drawing and editing commands, dimensioning, annotation, and saving different file formats for communication via the internet. Installing and troubleshooting methods will be discussed. Computer hardware will be overviewed.

BIM102

Introduction to Computer Aided Design

4 quarter credit hours

Prerequisite: None

This course focuses on the introduction to computer-aided design. Design problem solving through the intersection of points, lines and basic geometric shapes will be covered. Exercises include creation of two and three-dimensional shapes, objects and spatial thinking in relation to the practice of drafting and design using software applications.

BIM103

Drawing Document Methods

4 quarter credit hours

Prerequisite: None

This course focuses on the communication and organization of a complete comprehensive working drawing set. Techniques for creating and managing sheet sets and streamlining the drawing process are emphasized.

BIM105

Building Construction Methods

4 quarter credit hours

Prerequisite: None

This course is used to become familiar with a complete comprehensive working drawing set with the understanding of both commercial and residential building structures and construction methods.

BIM109

3D Building Modeling I

4 quarter credit hours

Prerequisite: BIM101 and BIM102

This course explores two-dimensional computer-aided design used to develop skills for understanding the practice of construction planning and design. Techniques for creating and managing sheet sets and streamlining the drawing process are emphasized. Maintenance of file management is reviewed and applied. Topics include development of plan, elevation, section and schedules for project.

BIM110

3D Building Modeling II

4 quarter credit hours

Prerequisite: BIM103 and BIM109

This course will further develop the content of drawing and production skills. Topics further the development of floor plans, elevations, sections and 3D perspective projection principles of a previously designed project. Drawings incorporating foundations, elevations, wall sections and roof framing details will be created using drafting and 3D computer-aided design skills. Knowledge taught in BIM103 - Drawing Document Methods will be practiced.

BIM111

Building Systems Methods I

4 quarter credit hours

Prerequisite: None

Basic mechanical, electrical, and plumbing systems used in construction are addressed in relation to working drawings. This course also examines building codes and regulatory processes applied to the construction environment. The importance of mechanical, electrical and plumbing systems and how they can be integrated into the design process with support for sustainable design will also be covered.

BIM112

Advanced Building Information Modeling

4 quarter credit hours

Prerequisite: BIM105

This course will be applied with an introduction to Building Information Modeling (BIM). BIM software will be used to understand the concepts and development of a 3D model to help create a set of working drawings. File management of BIM software will be introduced and applied. Knowledge taught in BIM105 - Building Construction Methods will be practiced.

BIM200

MEP System Design

4 quarter credit hours

Prerequisite: BIM112

Application and design of Mechanical, Electrical, and Plumbing systems used in building construction are addressed in a 3D environment. Students will have the opportunity to see and practice the relationship between building systems, energy use, and advance modeling techniques. This course will focus on management and problem solving during the design process.

BIM201

Detailing Methods

4 quarter credit hours

Prerequisite: None

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

BIM203

Sustainable Design Methods

4 quarter credit hours

Prerequisite: None

This course reinforces concepts of sustainability, global responsibility in design and construction decisions and environmental awareness. Technological analysis tools and environmental simulation methods will be explored through specialized industry current software. An overview of distinct geographical conditions will also be discussed.

BIM205

Project Management Methods

4 quarter credit hours

Prerequisite: None

This course will examine how the design/construction process fits into a project work environment. A general overview to the practical development, planning, management and presentation of a design/construction project will be applied. This knowledge will be applied to examine the organization, planning, management and execution of a design/construction project. Learning experiences will offer opportunities to critically investigate design/construction issues and create solutions following industry current design and construction processes.

BIM209

Building Systems Methods II

4 quarter credit hours

Prerequisite: BIM111 and BIM112

This course will help the student to understand Building Information Modeling (BIM) with the integration of Mechanical, Electrical and Plumbing (MEP) building systems. An overview of industry current software applications will be introduced with the focus of building systems. Knowledge taught in BIM111 - Building Systems Methods I will be practiced.

BIM211

3D Rendering I

4 quarter credit hours

Prerequisite: BIM201 and BIM209

This course uses BIM with 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 introduced.

BIM212

3D Rendering II

4 quarter credit hours

Prerequisite: BIM211

This course with skills and knowledge of BIM211 – 3D Rendering I will further explore advanced rendering and animation techniques for construction through software visualization. Advanced

software techniques for lighting, animation and material application will be explored using the most current and universally accepted professional software.

BIM213

Building Information Modeling Portfolio

4 quarter credit hours

Prerequisite: BIM211

This course offers instruction in the final preparation and presentation of an individual portfolio. Resume preparation, job search procedures, marketing strategies, presentation techniques, and portfolio critique and revision will be emphasized.

BIM214

Building Information Modeling Capstone

4 quarter credit hours

Prerequisite: BIM212 or Completion of 64 Credits or Department Chair Approval

The Building Information Modeling capstone is a course that 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 the design process from concept to production.

BIM215

Building Information Modeling Internship

4 quarter credit hours

Prerequisite: BIM212 or Completion of 64 Credits or Department Chair Approval

The Building Information Modeling Internship provides students with practical work experience in the architecture, engineering, construction and design fields. The focus of the course will be on the development of practical job skills, industry knowledge, and professional performance.

BUSN101

Introduction to Business

4 quarter credit hours

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.

Prerequisite: None

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.

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.

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.

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: CS133

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.

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.

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.

DESIGN230

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.

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: GRAPH250

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.

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.

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.

DESIGN485

Graphic Design Thesis

4 quarter credit hours

Prerequisite: DESIGN400 or Successful completion of 144 credit hours

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

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.

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

Prerequisite: None

4 quarter credit hours

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.

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 quarter credit hours

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: FASH125

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: FASH150

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

FASH220

Draping I

4 quarter credit hours

Prerequisite: FASH150

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

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

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

FASH240

Apparel Production I

4 quarter credit hours

Prerequisite: FASH225 and 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: FASH120 and FASH202

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

FASH300

Pattern Techniques

4 quarter credit hours

Prerequisite: FASH225 and FASH240

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

FASH312

Evolution of Fashion

4 quarter credit hours

Prerequisite: None

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.

FASH320

Textile Design

4 quarter credit hours

Prerequisite: FASH120 and FASH202

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

FASHM280

Associate Internship for Fashion Design

4 quarter credit hours

Prerequisite: FASH205 or Successful completion of 60 credit hours

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 a 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.

FASHM350

Special Topics in Fashion Design and Merchandising I

4 quarter credit hours

Prerequisite: FASH240 or 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: FASH202

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: FASH240 or 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 Capstone

4 quarter credit hours

Prerequisite: FASHM425 or Successful completion of 144 credit hours

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 Internship

4 quarter credit hours

Prerequisite: FASHM490 or Successful Completion of 144 Credit Hours

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: FASHM425 or 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.

GAME230

Storyboarding and Storytelling

4 quarter credit hours

Prerequisite: GAME105 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.

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.

GRAPH120

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 and 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.

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.

GRAPH295

Graphic Design Practicum

4 quarter credit hours

Prerequisite: Successful completion of 60 credit hours

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

(This course is not open to IADT Online students.)

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.

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: GRAPH360 or Successful completion of 120 credits

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: GRAPH360 or Successful completion of 144 credits

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.

(This course is not open to SBC Online students.)

GRAPH490

Senior Graphic Design Portfolio

4 quarter credit hours

Prerequisite: GRAPH400 or Successful completion of 144 credits

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
Pre-requisites: WEB110 Programming for the Internet

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

Pre-requisites: ADVT430 e-Commerce

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 or Successful completion of 144 credits

The student is required to work in a real organization or firm to take the knowledge and skills taught in the classroom and put them 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.

(This course is not open to SBC Online students.)

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 and DESIGN101

This course will cover a variety of illustration software 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: INTR210

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: INTR230 or INTR260

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, and 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, and 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.

INTR400

Special Topics in Interior Design

4 quarter credit hours

Prerequisite: INTR340

This course offers an exploration into topics of special interest related to interior design.

INTR410

Senior Interior Design Project I

4 quarter credit hours

Prerequisite: INTR380 and 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: INTR499 or Successful completion of 144 credit hours

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.

(This course is not open to SBC Online students.)

INTR485

Interior Design Capstone

4 quarter credit hours

Prerequisite: INTR499 or Successful completion of 144 credit hours

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: INTR499 or Successful completion of 144 credit hours

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.

IT103

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: IT121

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.

IT140

Introduction to Operating Systems and Client/Server Environments

4 quarter credit hours

Prerequisites: CS133

This course is an introduction to the basic concepts of operating systems and specialized networking operating system models. The fundamentals of common operating systems, client/server environments, network infrastructure, theoretic models and system architecture are discussed, including legacy operating system platforms and security processes utilized in today's enterprises.

IT141

End User Support

4 quarter credit hours

Prerequisite: IT160

This course is an examination of the tools, techniques, and methodologies used to support and troubleshoot applications and services in a business environment. The emphasis in this course is placed on end-user support, including telephone and remote assistance, as well as in-person support. Students may become involved in problem resolution workflow and the use of problem-tracking software.

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.

IT245

Introduction to Network Management

4 quarter credit hours

Prerequisites: None

Introduction to Network Management explores the management concepts and processes of planning, improving, creating, updating, and revising the processes of monitoring and adjusting performance of the network. Network management has a tactical and operational process as well as strategic implications. Additional topics covered in this class include: network models, managed objects, configuration, managing agents, network management software, protocol suites such as TCP/IP and OSI seven-layer model.

IT250

Linux Operating Systems

4 quarter credit hours

Prerequisite: NET120

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: IT140, or NET130 and IT160

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: IT270 or successful completion of 60 credit hours

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

(This course is not open to SBC Online students.)

IT295

Information Technology Internship

4 quarter credit hours

Prerequisite: IT270 or successful completion of 60 credit hours

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 SBC 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 and configure 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.

IT426

System Integration and Organization Deployment

4 quarter credit hours

Prerequisites: IT140

System Integration and Organization Deployment focuses on the technical and cultural integration of a system into an organization. This course explains and expands upon system support strategies, user support plans, enterprise integration approaches, standards, and best practices. Discussion of organizational culture and change management is also explored.

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: IT485 or Successful completion of 144 quarter credit hours

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: IT360 or Successful completion of 144 credit hours

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 Department Chair.

(This course is not open to SBC Online students)

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.

MATH215

Discrete Mathematics

4 quarter credit hours

Prerequisite: MATH130

This course builds a mathematical foundation in concepts associated with the Computer Sciences. Topics include symbolic logic, induction, sets, relations, functions, Big-Oh, graphs, trees, automata and context-free grammars.

Emphasis will be placed on providing a context for the application of the mathematics within computer science.

MATH220

Statistics: Data-Driven Decision Making

4 quarter credit hours

Prerequisite: Math130

The decisions that you make on a daily basis are filled with risks and uncertainty. These decisions are based on the comprehension of data that is encountered from various sources. This course gives an understanding of data and how this data is used to make decisions through statistical techniques with the aid of a computer program for data processing and analysis.

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: FASH202 or 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 and RMMT175

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.

RMMT120

Visual Merchandising I

4 quarter credit hours

Prerequisite: DESIGN101

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 computer applications software 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.

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 digital presentation that will include digitally designed in-store, window and store-front displays.

RMMT201

Fundamentals of Accounting

4 quarter credit hours

Prerequisite: MATH130 and 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 electronic spreadsheets, accounting cycle completion and payroll accounting.

RMMT210

Management Solutions

4 quarter credit hours

Prerequisite: None

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

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.

RMMT260

Human Resource Management

4 quarter credit hours

Prerequisite: COMM101

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.

RMMT275

Pricing Techniques

4 quarter credit hours

Prerequisite: MATH130 and RMKT105

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.

RMMT315

E-commerce

4 quarter credit hours

Prerequisite: RMMT320 or FASH260

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.

RMMT320

Online Retailing

4 quarter credit hours

Prerequisite: BUSN101

This course will provide students with an understanding of management, marketing and promotional strategies commonly used within online retail establishments. Students will have the opportunity to compare and contrast online retailing strategies with those of brick and mortar businesses. Assortment planning, logistics and inventory management will be discussed along with strategies for building and maintaining customer relationships in an online environment. Legal regulations and ethical concerns in e-business will also be examined.

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: ECON315

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.

RMMT375

Business Etiquette and Negotiation

4 quarter credit hours

Prerequisite: RMMT260

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

4.0 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 electronic spreadsheets.

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 electronic 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: BUSN101

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 and 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.

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.

(This course is not open to SBC Online students.)

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: SCIE201

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.

SE150

Introduction to Java Programming

4 quarter credit hours

Prerequisites: MATH130 and CS133

This course introduces programming using the Java language. The basic concepts of object-oriented programming will be discussed in this course. Topics studied will include algorithmic logic, control structures, data and program design, objects and classes. Students will complete several Java programs before the end of this course. This course should prepare students to take Intermediate Java Programming.

SE160

Intermediate Java Programming

4 quarter credit hours

Prerequisites: SE150

Intermediate Java Programming builds on the foundation established in SE150 Introduction to Java Programming. More attention is given to object-oriented features, graphics, user interfaces, basic data structures, exceptions, multi-threading, multimedia, files, and streams.

SE205

Fundamentals of Database Systems

4 quarter credit hours

Prerequisite: CS133

This course introduces database design, and implementation and database management systems. Topics covered in this course include conceptual and logical database designs for several businesses, implementing these designs using a database management system and developing business applications that access these databases.

SE210

Programming With C++

4 quarter credit hours

Prerequisite: CS133, MATH130

Students are introduced to the C++ programming language in this course. The course includes the basic concepts of both the structured programming and object-oriented programming models. Emphasis is on applying sound software engineering principles. Basic declarations and statements, control structures, data and program design, arrays, text strings, pointers, abstraction, classes and objects are covered. Students are required to complete several programs.

SE220

Intermediate C++ Programming

4 quarter credit hours

Prerequisite: SE210

This course builds upon the fundamental topics covered in SE210 Programming with C++. The focus is on the more powerful features of C++ including I/O formatting, file I/O, overloading, inheritance, polymorphism, templates and exceptions. A major emphasis is on object-oriented program design, construction and test. Students are required to complete numerous programs using these advanced features.

SE310

C# Programming

4 quarter credit hours

Prerequisite: SE220

This course introduces computer programming using the C# programming language. The basic concepts of object-oriented programming are discussed. Topics studied will include an introduction to managed (programming) languages, the Microsoft Visual Studio Integrated Development Environment (IDE), program control structures, data and program design, objects and classes, methods, arrays and object-based applications. Students will complete several C# programs while completing this course. The course will also prepare students to take SE320 Intermediate C# Programming.

SE320

Intermediate C# Programming

4 quarter credit hours

Prerequisite: SE310

This course builds on the foundation established in SE310 C# Programming. More attention is given to C#'s object-oriented features of inheritance and polymorphism, graphical user interfaces, basic generic collection data structures, overloaded operators, multithreading, exceptions, files and streams.

SE330

Data Structures

4 quarter credit hours

Prerequisite: SE160

In this course a student learns the principles behind both simple and advanced data structures. Study includes data types, arrays, stacks, queues, lists and trees. Students demonstrate understanding of these principles through the completion of several programs.

SE340

Structured Query Language for Data Management

4 quarter credit hours

Prerequisite: SE205

This course gives complete coverage of SQL, with an emphasis on storage, retrieval and the manipulation of data.

SE350

The Software Engineering Profession

4 quarter credit hours

Prerequisite: None

This course introduces the student to the breadth of the software engineering profession. The importance of communication among a variety of stakeholders, the role of standards, and professional ethics are emphasized. Students investigate the historical and current practices in the software engineering discipline, and then explore its future directions.

SE360

Software Design Patterns

4 quarter credit hours

Prerequisite: SE310

This course reviews the use of reusable, object-oriented design patterns that are commonly used during the development of enterprise software applications. Creational, Structural, Behavioral patterns may be reviewed. Methods of documenting design patterns and their practical application will be discussed.

SE370

Scripting for the Web

4 quarter credit hours

Prerequisite: CS133

Scripting for the Web provides an introduction to client-side scripts used to create dynamic web pages. Topics include form validation techniques, script control structure syntax, image rollovers, auxiliary windows and web page objects. The appropriate protocol between client and server will also be explored. Other industry standard scripting languages may be explored.

SE380

Web-Based Database Applications

4 quarter credit hours

Prerequisite: SE370

This course is an in-depth study of creating dynamic Web applications using a database and advanced topics in Web programming. Web user interface design, along with client/server side script form validation and server-side script database access, will be presented. This course requires the completion of a functioning Web-based application using a database.

SE400

Object Oriented Methods

4 quarter credit hours

Prerequisite: SE160

Object Oriented Methods introduces the student to the basic concepts of object-oriented analysis and design. Use case modeling, class modeling and state modeling using common notations are covered. Completion of several exercises and a final project are required.

SE410

Software Processes

4 quarter credit hours

Prerequisite: SE320 or Department Chair Approval

This course gives the student an overview of the software process using the most common development methodologies currently used in industry. Students are introduced to IEEE standards for software processes. The relationship between software quality and process is emphasized with the benefits of process improvement.

SE420

Software Requirements Engineering

4 quarter credit hours

Prerequisite: IT140

Software Requirements Engineering introduces students to requirements elicitation, identification, definition, and documentation. Students will explore and practice elicitation techniques, define functional and non-functional requirements, write use case scenarios, explore user interface alternatives, learn how to analyze and model requirements, and develop a requirements traceability matrix that spans the software development lifecycle.

SE440

Software Design

4 quarter credit hours

Prerequisite: SE420

Software Design defines and describes the behavior of a software system. In this course, students learn to select and apply a design method and use a modeling notation to clearly communicate and document a software solution. A variety of design processes, methods, tools, and types of software

designs are explored throughout the course. Requirements are incorporated into the design and traced to ensure completeness, correctness and consistency via the requirements traceability matrix. Students apply the theory by developing a software design specification.

SE450

Software Project Management

4 quarter credit hours

Prerequisite: BUSN450 and SE330

Software Project Management covers the fundamentals of project management adapted to account for the unique aspects of software projects that differentiate these projects from other kinds of projects (manufacturing, R&D, business operations). Methods, tools, and techniques for planning and estimating, measuring and controlling, leading and directing, and managing risk in software projects are covered.

SE460

User Interface Design

4 quarter credit hours

Prerequisite: CS133

Developing usable software products is vital in today's competitive marketplace. This course provides in-depth coverage of the computer human interface, user interface design, user profiling, prototyping and usability testing. Note: this class does not require programming skills.

SE470

Software Testing

4 quarter credit hours

Prerequisite: SE440

Software Testing provides an overview of a variety of testing practices and methods, and then gives the students the opportunity to apply the theory as they perform software tests. This course focuses on the types of tests that are conducted during the software development lifecycle, such as unit testing, usability testing, operational testing, integration testing, stress testing, and system testing. Students develop a test procedure, a test plan, conduct system and usability testing, and write a test report that documents the results.

SE475

Human Elements in Projects and Organizations

4 quarter credit hours

Prerequisite: CS133

This course focuses on issues of productivity, quality of work, motivation, morale, communication, and coordination within computer science, software engineering, and business data processing projects and organizations. Communication and coordination among the layers of individuals, teams, projects, organizations, and business milieus are addressed. Emphasis can be placed on particular topics in the course, depending on the interests of the students, their sponsors, and the instructor. During each session, students will compile lists of action items for improving the topics covered. For students with work experience, their lists will reflect their experiences; students without work experience will prepare lists that reflect typical strengths, weaknesses, and best practices based on the presentations, readings, and experiences of their classmates and the instructor.

SE480

Software Engineering Internship

4 quarter credit hours

Prerequisite: Completion of 120 Credits or Department 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.

SE485

Software Engineering Capstone

4 quarter credit hours

Prerequisite: Completion of 144 Credits or Department Chair approval

Software Engineering Capstone involves the development of a software product from conception through deployment. Working in teams, students design and develop a software system based on user requirements. This course reinforces the principles of requirements engineering and software design. It includes the analysis and design of a software product and a plan for the overall project.

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

Pre-requisites: None

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.

WEB130

Digital Imaging II

4 quarter credit hours

Prerequisite: DESIGN160

This course focuses on advanced techniques and aesthetics in raster and vector based images. Creation and editing of these types of images are explored and applied through the completion of computer design projects.

WEB150

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).

WEB260

Website Advertising and Design

4 quarter credit hours

Prerequisite: WEB120

This course focuses on the communication skills and design techniques that are necessary for creating promotional materials and advertising campaigns. Students will have the opportunity to use what they learned from case studies and apply it for developing advertising strategies and transform them into completed projects in web media. Market research, consumer behavior, and sales techniques will be discussed.

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 I

4 quarter credit hours

Pre-requisites: WEB240 - Advanced Scripting Techniques

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: WEB290

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.

WEB325

Search Engine Optimization

4 quarter credit hours

Prerequisite: WEB260

In this course students will explore image, local, industry-specific and vertical search engines. Students will be given the opportunity to learn how to increase website relevance and determine how products and services are viewed. Quality and quantity methods will be used to analyze online consumer behavior.

WEB330

Web Analytics

4 quarter credit hours

Prerequisite: WEB260

This course focuses on how to evaluate whether a website is accomplishing its marketing objectives, and how to report the productivity of the website to the company/client.

WEB340

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 Department Chair.

(This course is not open to SBC Online students.)

Effective 10/15/13 - The International Academy of Design and Technology Sacramento is no longer accepting new student applications.

<p>Tuition and Fees As of 5/7/2012</p>

Bachelor Degree Programs	
Application fee:	\$50.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
Tuition:	\$64,800.00
Total Cost:	\$64,850.00
Associate Degree Programs	
Application fee:	\$50.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
Tuition:	\$32,800.00
Total Cost:	\$32,850.00
Certificate Programs	
Application fee:	\$50.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
Tuition:	\$22,400.00
Total Cost:	\$22,450.00

The tuition noted above is the cost for the full program of study, inclusive of books and supplies, 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 course materials) for all students who are Active Duty/Reservist U.S. Military Service Members. The estimated Books and Supplies 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 tuition and fees does not include other program costs, including, but not limited to, supplemental books, additional project supplies, and laboratory fees, and other costs associated with the selected program of study. The cost per credit is as follows:

Tuition Rates including Books:

Credits	Tuition / Credit
1-11	\$500
12-15	\$400
16-19	\$350
20+	\$300

Fee Schedule:

Audit Class (current student)	\$50 per Credit Hour
Prior Learning Proficiency Credit Awarded Fee	\$250
Prior Learning Proficiency Credit Evaluation Fee	\$50
Repeat Class	Current Tuition per Credit Hour
Transcript	
Electronic or paper requested electronically through Parchment	\$10
Ordered through the campus	\$15
Overnight/US Mail Delivery	\$35

Bachelor Degree Programs	
<i>Payment Period 1</i>	
Academic Year 1 Term 1	
Application fee (nonrefundable)	\$ 50.00
Tuition	\$ 4,800.00
STRF (nonrefundable)	\$ 0.00
<i>Payment Period 2</i>	
Academic Year 1 Term 2	
Tuition	\$ 4,800.00
<i>Payment Period 3</i>	
Academic Year 1 Term 3	
Tuition	\$ 4,800.00
<i>Payment Period 4</i>	
Academic Year 2 Term 4	
Tuition	\$ 5,600.00
<i>Payment Period 5</i>	
Academic Year 2 Term 5	
Tuition	\$ 5,600.00
<i>Payment Period 6</i>	
Academic Year 2 Term 6	
Tuition	\$ 5,600.00
<i>Payment Period 7</i>	
Academic Year 3 Term 7	
Tuition	\$ 5,600.00
<i>Payment Period 8</i>	
Academic Year 3 Term 8	
Tuition	\$ 5,600.00
<i>Payment Period 9</i>	
Academic Year 3 Term 9	
Tuition	\$ 5,600.00
<i>Payment Period 10</i>	
Academic Year 4 Term 10	
Tuition	\$ 5,600.00
<i>Payment Period 11</i>	
Academic Year 4 Term 11	

Tuition	\$ 5,600.00
<i>Payment Period 12</i>	
Academic Year 4 Term 12	
Tuition	\$ 5,600.00
Total	\$64,850.00

Associate Degree Programs	
<i>Payment Period 1</i>	
Academic Year 1 Term 1	
Application fee (nonrefundable)	\$ 50.00
Tuition	\$ 5,600.00
STRF (nonrefundable)	\$ 0.00
<i>Payment Period 2</i>	
Academic Year 1 Term 2	
Tuition	\$ 5,600.00
<i>Payment Period 3</i>	
Academic Year 1 Term 3	
Tuition	\$ 5,600.00
<i>Payment Period 4</i>	
Academic Year 2 Term 4	
Tuition	\$ 5,600.00
<i>Payment Period 5</i>	
Academic Year 2 Term 5	
Tuition	\$ 5,600.00
<i>Payment Period 6</i>	
Academic Year 2 Term 6	
Tuition	\$ 4,800.00
Total	\$32,850.00

Certificate Programs	
<i>Payment Period 1</i>	
Academic Year 1 Term 1	
Application fee (nonrefundable)	\$ 50.00
Tuition	\$ 5,600.00
STRF (nonrefundable)	\$ 0.00
<i>Payment Period 2</i>	
Academic Year 1 Term 2	
Tuition	\$ 5,600.00
<i>Payment Period 3</i>	
Academic Year 1 Term 3	
Tuition	\$ 5,600.00
<i>Payment Period 4</i>	
Academic Year 2 Term 4	
Tuition	\$ 5,600.00
Total	\$22,450.00

Academic Calendar

As of 01/06/2014

Term 1 2015	
Classes Begin	01/26/2015
Last Day of Add/Drop	02/01/2015
Last Day of Classes - Term 1 Ends	03/01/2015
Term 2 2015	
Classes Begin	03/02/2015
Last Day of Add/Drop	03/08/2015
Last Day of Classes - Term 2 Ends	04/05/2015
Term 3 2015	
Classes Begin	04/06/2015
Last Day of Add/Drop	04/12/2015
Last Day of Classes - Term 3 Ends	05/10/2015
Term 4 2015	
Classes Begin	05/11/2015
Last Day of Add/Drop	05/17/2015
Holiday – Memorial Day	05/25/2015
Last Day of Classes - Term 4 Ends	06/14/2015
Term 5 2015	
Classes Begin	06/15/2015
Last Day of Add/Drop	06/21/2015
Summer Break	06/27/2015 - 07/05/2015
Last Day of Classes - Term 5 Ends	07/26/2015
Term 6 2015	
Classes Begin	07/27/2015
Last Day of Add/Drop	08/02/2015
Last Day of Classes - Term 6 Ends	08/30/2015
Term 7 2015	
Classes Begin	08/31/2015
Last Day of Add/Drop	09/06/2015
Holiday – Labor Day	09/07/2015
Last Day of Classes - Term 7 Ends	10/04/2015
Term 8 2015	
Classes Begin	10/05/2015
Last Day of Add/Drop	10/11/2015
Last Day of Classes - Term 8 Ends	11/08/2015
Term 9 2015	
Classes Begin	11/09/2015
Last Day of Add/Drop	11/15/2015
Holiday – Thanksgiving	11/25/2015 - 11/27/2015
Last Day of Classes - Term 9 Ends	12/20/2015
Term 1 2016	
Winter Break	12/21/15 - 01/03/2016
Holiday – Christmas	12/24/2015 - 12/25/2015
Classes Begin	01/04/2016
Last Day of Add/Drop	01/10/2016
Holiday – Dr. Martin Luther King Jr. Day	01/18/2016
Last Day of Classes - Term 1 Ends	02/07/2016

Term 2 2016	
Classes Begin	02/08/2016
Last Day of Add/Drop	02/14/2016
Last Day of Classes - Term 2 Ends	03/13/2016
Term 3 2016	
Classes Begin	03/14/2016
Last Day of Add/Drop	03/20/2016
Last Day of Classes - Term 3 Ends	04/17/2016
Term 4 2016	
Classes Begin	04/18/2016
Last Day of Add/Drop	04/24/2016
Last Day of Classes - Term 4 Ends	05/22/2016
Campus Scheduled to Close By	05/31/2016

Classes are offered on days marked with an "x":						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	X	X	X	X	X	

Observed Holidays - No Classes

Holiday (list)	Date(s) of Break
Holiday Break	Monday, 12/21/2015- Sunday, 01/03/2016 Classes resume on Monday, 01/04/2016
Holiday – Dr. Martin Luther King Jr. Day	Monday, 1/18/2016 Classes resume Tuesday 1/19/2016
Holiday – Memorial Day	Monday, 5/30/2016

Faculty and Staff

Ground Faculty - as of 08/01/2014

Name	Discipline	Education & Professional Licensure/Certification
Amato, Anthony	Fashion Design and Merchandising Retail Merchandise Management	MBA - University of Phoenix, Business Administration BA - California State University Fullerton, Business Administration, Marketing AAS - Fashion Institute of Technology, New York, Manufacturing Management
Dinsmore, L. Creighton	Graphic Design	MFA – Academy of Art University, San Francisco, Graphic Design BSDES - University of Cincinnati, Graphic Design
Trivedi, Kevin	Graphic Design Web Design and Development	MFA - Academy of Art University, Fine Arts BFA - Academy of Art University, Fine Arts
Sullivan, Kristine	Fashion Design and Merchandising Retail Merchandise Management	MA - California State University, Sacramento, Special Degree, Human Environmental Sciences BA - California State University, Sacramento, Home Economics

Online Faculty - as of 07/25/2014

Name	Discipline	Education & Professional Licensure/Certification
Korner, Kristian	Department Chair, Technology Programs	MEd – American InterContinental University BS – ITT Technical Institute, Computer Visualization Technology AS – ITT Technical Institute, Computer-Aided Drafting Technology
Rogers, Craig	Lead Instructor, Information Technology	MBA – Keller Graduate School of Management of DeVry University, Project Management BS – University of Phoenix, Management AS – Southwest Florida College , Microsoft Network Engineering/Database Administration
Mancino, Joseph	Lead Instructor, Graphic Design	BFA – International Academy of Design & Technology, Tampa, Graphic Design AS – International Academy of Design & Technology, Tampa, Graphic Design

Staff- as of 01/01/2016

Name	Position
Richard Garti	Campus Director Campus Director of Education Title IX Coordinator ADA/Section 504 Coordinator
Araceli Gomez	Manager of Career Services

Catalog Revisions and Updates

Page #	Policy/Section	Effective Date
5	The Executive Officers of Career Education Corporation	4/1/2016

A.J. Cederoth, Senior Vice President and Chief Financial Officer

Page #	Policy/Section	Effective Date
5	Executive Officers and CEC Board of Directors	10/26/2015

The Executive Officers of Career Education Corporation:

Todd Nelson, President and Chief Executive Officer

David Rawden, Interim Chief Financial Officer

The current members of the CEC Board of Directors are:

Thomas B. Lally (Chairman)

Dennis H. Chookaszian

Patrick W. Gross

Gregory L. Jackson

Ronald D. McCray

Todd S. Nelson

Leslie T. Thornton

Richard D. Wang

Page #	Policy/Section	Effective Date
24	Academic Information/Academic Honors	Effective for students graduating 9/28/2014 forward

Add the following information:

Academic Honors

Upon successful completion of Associate or 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	3.7-3.89
Cum Laude	3.50-3.69

Upon successful completion of Certificate program requirements a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

Highest Honors: 3.90 – 4.0

Honors: 3.50 – 3.89

Page #	Policy/Section	Effective Date
27	Add/Drop Period and Course Withdrawals	2/8/2016

The current policy language is replaced with the following:

A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

“W” Grades are also awarded when students do not complete externship courses within a school’s designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

Page #	Policy/Section	Effective Date
27	Grade Appeals	2/8/2016

The current policy language is replaced with the following:

A student who disagrees with a grade received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student may submit a written appeal. If the student submits a written appeal this must include the reason why with supporting documentation, if applicable and should be signed and dated. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

Page #	Policy/Section	Effective Date
28	Grading Systems	9/19/14

LETTER CODE	DESCRIPTION	INCLUDED IN CREDITS EARNED	INCLUDED IN CREDITS ATTEMPTED	INCLUDED IN GPA	QUALITY POINTS
A	90 - 100	Yes	Yes	Yes	4.00
B	80 - 89	Yes	Yes	Yes	3.00
C	70 - 79	Yes	Yes	Yes	2.00
D	60 - 69	Yes	Yes	Yes	1.00
F	59 or less	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	N/A
AU	Audit	No	No	No	N/A
P	Pass	Yes	Yes	No	N/A
NP	Non-Pass	No	Yes	No	N/A
PR	Proficiency Credit	Yes	Yes	No	N/A
TC	Transfer	Yes	Yes	No	N/A
W	Withdraw	No	Yes	No	N/A
*WF	Withdrawn-Failure	No	Yes	Yes	0.00
L	Leave of Absence	No	No	No	N/A
IP	In Progress	No	No	No	N/A
**	Repeated Course	No	Yes	No	N/A

*The WF grade was earned by students prior to class starts on 2/3/2014. The WF grade is no longer awarded.

Page #	Policy/Section	Effective Date
30	Graduation Requirements	2/8/2016

The current policy language is replaced with the following:

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.

In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the

published requirements for graduation within the grading period following 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.

Page #	Policy/Section	Effective Date
31	Leave of Absence	2/8/2016

The current policy language is replaced with the following:

An approved Leave of Absence (LOA) is a temporary interruption in a student’s academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions

A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

- A student may be granted a Leave of Absence (LOA) if:
- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance, or within the first 5 calendar days of the start of a new module.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- *There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student’s return to school.*
- The student must have successfully completed a minimum of one grading period before being eligible to apply for an LOA.
- Prior to applying for an LOA, the student must have completed his or her most recent module and received an academic grade or grades (A-F,P,NP) for that module.
- The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

Page #	Policy/Section	Effective Date
37	Transcripts	2/19/2015

Replace the transcript fee information with the following:

- \$10 – Transcripts (electronic or paper) requested electronically through Parchment
- \$15 – Transcripts ordered through the campus
- \$35 – Overnight/U.S. Mail delivery

Page #	Policy/Section	Effective Date
48	Return of Title IV (R2T4) Funds	7/1/2015

The policy is revised as follows:

Replace:

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

With:

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the college return Title IV funds disbursed for the payment period or period of enrollment. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed. Upon withdrawal, all unearned Title IV financial aid funds disbursed for the payment period or period of enrollment must be returned to the Department of Education in the following order:

Program and Course Description Changes

Page #	Policy/Section	Effective Date
57	Program of Study	9/19/14

Fashion Design and Merchandising

Bachelor of Fine Arts

The Bachelor of Fine Arts 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 hand illustrated and computer generated sketches, fashion flats, theme boards, specification sheets, and graphics for clothing and 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.

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
BUSN499	Entrepreneurship	4
DESIGN101	Design Fundamentals	4
FASH101	Introduction to Fashion	4
FASH105	Fashion Sketching I	4
FASH110	Clothing Construction I	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
FASH312	Evolution of Fashion	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 Internship, NOT both)	4
FASHM485	Fashion Merchandising Capstone (OR Capstone, NOT both)	4
FASHM490	Senior Fashion Merchandising Portfolio	4
RMKT105	Consumer Behavior Concepts	4
RMKT305	Forecasting Trends	4
RMMT210	Management Solutions	4
RMMT275	Pricing Techniques	4
RMMT315	E-Commerce	4
RMMT350	Global Sourcing and Product Analysis	4
RMMT450	Business Law Practices	4

Total Concentration Requirements 124

GENERAL EDUCATION COURSES

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
SCIE201	Environmental Science	4
SCIE310	Physical Anthropology	4
SOCS201	Cultural Diversity	4
SOCS401	Political Science	4

Total General Education Requirements: 56

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 Fine Arts degree in Fashion Design and Merchandising.