

General Information

The Digital Media Production program is characterized by the use of a project-oriented approach with an emphasis on program development and team-building skills that are required by these industries. Students are exposed to broadcast-quality equipment while acquiring both theoretical and practical knowledge.

Upon completion of the Associate in Science Degree in Digital Media Production, students will be qualified to obtain employment in the following industries: broadcast/non-broadcast television, radio and audio recording. Students are prepared for careers in video production which include: director, technical director, lighting director, camera operator, master control operator, videographer, video editor, producer, and production assistant.

Opportunities in audio and radio production include: recording technician, board director, editor, video and radio producer, copywriter, and on-air talent.

Graduates of this program are eligible to continue on for a Bachelor of Science Degree in Digital Media Production or in Business Management.

Program Mission, Goals and Outcomes

Program Mission

The mission of the Digital Media Production (DMPA) program is to provide a fusion of technology and creativity that prepares students for work in the broadcast and non-broadcast industry of video, audio, and radio production.

Through a combination of theoretical, practical, and team building experience, the program creates a real-world working environment to prepare the student for the challenging and competitive world of media production.

Program Goals

The DMPA program will:

1. Provide appropriate learning opportunities for students to acquire the theoretical knowledge, technical skills, and attitude necessary to obtain entry-level positions in broadcast/non-broadcast television, audio recording, and the radio industry.
2. Expose students to a wide range of disciplines within the video, audio and radio production industry.
3. Offer students the opportunity to become critical thinkers, problem solvers and creative producers.
4. Instill in the students the proper attitude and work ethic required to succeed in the industry.

Program Outcomes

Graduates of this program will be able to:

1. Function as member of a production team.
2. Plan and execute video, audio and/or radio productions.
3. Operate the necessary pieces of equipment proficiently and creatively to produce a video, audio and/or radio production.
4. Operate the necessary software proficiently and creatively to edit a video, audio and/or radio program.
5. Develop a sense of professionalism to prepare themselves for the workplace.

Curriculum

Quarter I					
Course No.		Course Title	C	L	T
DMP	101	Video Techniques/Studio 1	2	6	5
DMP	103	Audio Design	1	2	2
DMP	105	Visual Design	2	2	3
EN	100	Introduction to College Writing (COM Core)	4	0	4
			9	10	14

Quarter II					
Course No.		Course Title	C	L	T
DMP	106	Motion Graphics 1	2	4	4
DMP	125	Digital Editing	2	4	4
DMP	127	Field Shooting/Lighting	2	2	3
EN	200	Workplace Communications (COM Core)	4	0	4
CHOOSE ONE (depending upon Math placement)					
MA	105	Basic College Math with Lab (MA/SCI Core)	4	2	5
MA	110	Introduction to College Math (MA/SCI Core)	4	0	4
MA	121	Business Math (MA/SCI Core)	4	0	4
			14	10/ 12	19/ 20

Quarter III					
Course No.		Course Title	C	L	T
DMP	136	Audio Recording 1	2	2	3
DMP	206	Motion Graphics 2	1	4	3
DMP	215	Corporate Media	2	4	4
AR	207	Introduction to Applied Music (AR/FL Core)	4	0	4
CHOOSE ONE (depending upon Math placement)					
MA	121	Business Math (MA/SCI Core)	4	0	4
ELECTIVE	100-200 Level Math/Science Core		4	0	4
			13	10	18

Quarter IV					
Course No.		Course Title	C	L	T
DMP	134	Studio Production	2	6	5
DMP	146	Audio Recording 2	2	2	3
DMP	217	From Pre to Post	2	2	3
EN	211	Oral Communications (COM Core)	4	0	4
			10	10	15



Quarter V					
Course No.		Course Title	C	L	T
DMP	225	Color Grading	1	2	2
DMP	227	Radio 1 – Programming	2	4	4
DMP	235	Digital Filmmaking	2	4	4
<i>ELECTIVE</i>		<i>100-200 Level Social Sciences Core</i>	4	0	4
			9	10	14

Quarter VI					
Course No.		Course Title	C	L	T
DMP	237	Radio 2 – Talk and Information	2	4	4
DMP	250	Portfolio	2	2	3
<i>ELECTIVE</i>		<i>100-200 Level Social Sciences Core</i>	4	0	4
CHOOSE ONE					
DMP	232	Independent Production	1	4	3
DMP	240	Internship	1	10	3
			9	10/ 16	14
Total Quarter Credit Hours = 94/95					

Legend

C = Number of lecture hours per week

L = Number of laboratory hours per week

T = Total Quarter Credit Hours where each lecture hour per week is one credit, every 2-4 laboratory hours are one credit depending on the expected amount of pre- or post-lab work.

5 Field Hours = 1 Quarter Credit Hour

PLEASE NOTE: All liberal arts core courses are listed in italics.

All associate degree students are required to take 32 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses. Students who place out of MA 105/110 must still take 32 credits of core courses.

Subject to change.

Liberal Arts Core Electives

All programs must meet certain minimum requirements in both the major and in the liberal arts. Course requirements for each program are listed in each curriculum along with liberal arts selections. Courses listed as “Core Electives” in a curriculum can be chosen by students from one of the several core areas listed below. Each core area provides a variety of courses for student choice. Students must take a minimum of 32 credits in core electives for the associate degree and an additional minimum of 28 credits for the bachelor’s degree. Individual majors have specific requirements and may require more than the minimum number of liberal arts credits or may specify certain courses in a particular core area. All liberal arts core elective courses are 4 credits. Please refer to the curriculum of the major for specific requirements.

Associate Degree Core Elective Areas¹

To obtain a minimum of 8 courses (32 credits), students may choose from the following course selections:

- 2 courses (minimum) from the Communications Core**
- 2 courses (minimum) from the Math/Science Core**
- 1-2 courses from the Humanities Core OR**
 - 1 course from the Humanities Core AND/OR**
 - 1 course from the Arts/Foreign Language Core**
- 1-2 courses from the Social Sciences Core**

Associate Degree Courses by Core¹

Communications Core Electives (Minimum 8 Credits)

EN 100 Introduction to College Writing
EN 106 Service Industry Communications
EN 110 Healthcare Communications
EN 200 Workplace Communications
EN 211 Oral Communications
HU 208 Rap/Rock and Poetry

Math/Science Core Electives (Minimum 8 Credits)

CHM 101 Life Science Chemistry
MA 100/110 Introduction to College Math
MA 105 Basic College Math with Lab
MA 109 Math for Life Science
MA 121 Business Math
MA 125 Technical Math I
MA 200 Applied Math for Business
MA 210 Technical Math II
PHY 126 Applied Physics & Lab
PHY 200 Physics I and Lab
SCI 110 Environmental Science

Arts/Foreign Language Core Electives (Maximum of 4 Credits in Place of a Humanities Course)

AR 203 Introduction to Drawing
AR 204 Introduction to Theater
AR 206 3D Sculpture: An Adventure in the Third Dimension
AR 207 Introduction to Applied Music
AR 209 The Art of Collage



JP 201 Introduction to Japanese
SP 201 Introduction to Spanish
SP 203 Spanish for Healthcare Workers

Humanities Core Electives (Minimum 4 Credits)

HU 208 Rap/Rock and Poetry
HU 211 Introduction to Film
HU 212 Documentary Film
HU 215 Popular Culture
HU 216 Music and the Media
HU 240 Graphic Design in the 20th Century
HU 242 The Automobile and American Culture
HU 244 Science Fiction
HU 289 Racing Through Film
HU 291 Critical Thinking and Chess

Social Sciences Core Electives (Minimum 4 Credits)

BU 236 Small Business and the Law
EC 203 Principles of Economics
HI 231 Contemporary History
HI 235 Architectural History
HI 280 The Holocaust
PS 140 Life-Span Development
PS 201 Introduction to Psychology
PS 202 Psychology of Healthcare
PS 203 Psychology of Happiness
PS 210 Human Relations in the Workplace
SO 203 Social Problems
SO 220 Internet and Society
SO 231 Crime and Deviance
SS 140 Criminal Investigations
SS 201 American Government in Action
SS 203 Terrorism & National Security
SS 204 Juvenile Justice System in America
SS 206 Constitutional Values in the 21st Century
SS 221 Technology and American Life
SS 222 Mindful Living

1. Subject to Change

Degree Progress Checklist

Check off each completed course.

Technical Course Requirements

Q1	DMP	101	_____
	DMP	103	_____
	DMP	105	_____

Q2	DMP	106	_____
	DMP	125	_____
	DMP	127	_____

Q3	DMP	136	_____
	DMP	206	_____
	DMP	215	_____

Q4	DMP	134	_____
	DMP	146	_____
	DMP	217	_____

Q5	DMP	225	_____
	DMP	227	_____
	DMP	235	_____

Q6	DMP	237	_____
	DMP	250	_____
Choose one of the following:			
	DMP	240	_____
	OR		
	DMP	232	_____

Liberal Arts Core Requirements
8 Required Courses

Each course = 4 credits (total of 32 credits)

Communications Core			
#1	EN 100	Q1	_____
#2	EN 200	Q2	_____
#3	EN 211	Q4	_____

Math/Science Core			
#4	MA 105 or 110*	Q2	_____
#5	MA 121	Q3	_____
OR			
If you placed into MA 121 take:			
#4	MA 121	Q2	_____
#5	100-200 level MA/SCI elective	Q3	_____

*If you placed into MA 044, take MA 105 instead of MA 110.

Arts/Foreign Language Core			
#6	AR 207	Q3	_____

Social Sciences Core			
#7	100-200 level SS elective	Q5	_____
#8	100-200 level SS elective	Q6	_____

Subject to change.
Please see your advisor for any questions.

Students are advised to take courses in the order and in the quarter in which they appear on this checklist. Any deviation may result in an extended time required to complete your degree as well as additional tuition and fees. Please contact your Student Advisor prior to making any changes to the course sequence.

Course Descriptions

DMP 101 Video Techniques/Studio 1

2 Class Hours 6 Lab Hours 5 Quarter Credit Hours

Students are introduced to shooting, editing, studio, lighting, and sound principles. A live studio project introduces all roles of studio production and team-building skills. Students write, produce and edit a one-minute montage on a digital edit system and learn the basic skills needed to edit on a digital system.

DMP 103 Audio Design

1 Class Hour 2 Lab Hours 2 Quarter Credit Hours

This introductory course provides students with a foundation for working with digital audio. The primary focus of this course will be on the proper use and selection of recording equipment and microphones, as well as the manipulation of sounds. Students will use Adobe Audition and Avid ProTools DAW (Digital Audio Workstation) software. Students will gain a greater understanding of the use and importance of sound in Digital Media Production. The course will explore preparing a soundtrack, mixing multiple audio tracks, and "sweetening" existing tracks using Digital Signal Processing.

DMP 105 Visual Design

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Co-requisite: DMP 101

Students learn fundamental design principles that apply to all visual art, enabling them to create visuals/graphics that fulfill specified communications requirements. The application of these principles of design will be demonstrated through the analysis of an array of media and by incorporating them in assigned lab projects.

DMP 106 Motion Graphics 1

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: DMP 105

Eye-catching animated graphics are a growing trend in broadcast and non-broadcast television. Motion Graphics will introduce students to motion design aesthetics and professional animation software programs. This course will focus on designing for specific elements used in video projects – logo, titles, IDs, informational graphics, and symbolic images.

DMP 125 Digital Editing

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: DMP 101

Co-requisite: DMP 127 by section

Students will analyze the principles of continuity editing and become familiar with the special functions found in non-linear editing through assigned tutorials. Students will edit the projects shot in DMP 127, focusing on techniques to speed editing while practicing pacing and storytelling.

DMP 127 Field Shooting/Lighting

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Prerequisite: DMP 101

Co-requisite: DMP 125 by section

In this course, students will discuss the elements that make for a visually informative and eye-catching field camera style. Students will learn to shoot to edit; plan for well-composed shots; light for on-the-run shooting as well as more controlled situations. Focus will also include recording good audio in the field, both for interviews and natural sound. Students will understand the variety of shooting styles and script formats for ENG and EFP productions. Projects include shooting a continuity project and an EFP or ENG news story. Both of these projects will include storyboarding the concept.



DMP 134 Studio Production

2 Class Hours 6 Lab Hours 5 Quarter Credit Hours

Prerequisite: DMP 101

Building on the basic studio skills learned in DMP 101, students learn about the elements of pre-production involved in live studio work, the technical jobs required to carry out a live production, and the responsibilities of the producer and director. Studio lighting approaches such as 3-point lighting, chroma-key, use of gels, high and low key lighting using the studio lighting grid are discussed. Use of the waveform monitor and vectorscope will be introduced. Students will carry out two studio productions – a talk show and a commercial or PSA. Preparing a script, lighting plot as well as planning for other pre-production elements such as graphics and audio will be covered. Each student will experience the role of the director by directing his/her own talk show as well as participating as a crewmember for other students' productions.

DMP 136 Audio Recording 1

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Prerequisite: DMP 103

Audio recording capabilities are a critical skill in the video/radio business and audio/music industry. Students will learn audio recording techniques, microphone specifications, selection and placement as well as the basics of audio engineering. Students learn the basics of Pro-Tools, a digital audio program, using this program to produce their own commercial.

DMP 146 Audio Recording 2

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Prerequisite: DMP 136

The concepts of multi-track recording are studied and implemented on-location and in-studio. The use of mixers, mics, and audio processing effects will be examined. Students will record and mix a simple music track and add sound effects to an existing movie. Using Pro-Tools, students will edit person-on-the-street interviews.

DMP 206 Motion Graphics 2

1 Class Hour 4 Lab Hours 3 Quarter Credit Hours

Prerequisite: DMP 106

In this course, students will expand on their knowledge of After-Effects, a motion graphics software used in video production to create animated graphics. Emphasis will be placed on analyzing and creating explainer videos. These are used to visualize abstract concepts for informational and promotional media projects. Students will also learn the basics of 3D text/object creation and motion by using a software plug-in for After-Effects. Learning how to create 3D graphs and illustrate 3D processes will develop a student's ability to take content-driven information and make it visually informative and appealing.

DMP 215 Corporate Media

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisites: DMP 125, DMP 127

How to take a project from development to execution to evaluation is the objective of this course. Different styles of production will be examined for promotional, educational, and motivational videos. Two productions will be completed based on the approaches discussed in the lecture. Scripting and storyboarding for the projects is a critical factor. Using the shooting and editing skills learned in Quarter II, students will practice making informative and convincing media.



DMP 217 From Pre to Post

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

Prerequisites: DMP 125, DMP 127

This course allows students to refine their scriptwriting and formatting skills, while further focusing their pre-production efforts through budgeting and scheduling. With particular emphasis on production value, students will be assigned a short video project, where they will learn how to record using Digital Single Lens Reflex (DSLR) cameras. New post-production software, Final Cut Pro X, will be introduced, where students will edit their projects and practice various methods of media compression.

DMP 225 Color Grading

1 Class Hour 2 Lab Hours 2 Quarter Credit Hours

Prerequisite: DMP 125

Co-requisite: DMP 235

The use of color correction software to achieve a unified, color-graded, and color-corrected production while editing is essential in today's digital editing toolset. This course will explore the various techniques to maintain a consistency across shots and add color context within a visual story.

DMP 227 Radio 1 – Programming

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: DMP 136

Programming aspects of the radio industry will be discussed. Students will create, write, and produce a one-hour weekly radio show. Programs will be recorded and evaluated. Students will also execute a format clock.

DMP 232 Independent Production

1 Class Hour 4 Lab Hours 3 Quarter Credit Hours

Prerequisites: DMP 146, DMP 235

A video or audio program is produced that exhibits students' abilities in developing a project from concept to completion. A detailed proposal for the project must be submitted for approval to a designated faculty member.

DMP 235 Digital Filmmaking

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisites: DMP 134, DMP 215

Co-requisite: DMP 225

Examples of personal approaches to storytelling will be analyzed. Elements like story structure, visual and sound style, thematic transitions, and edit pacing are all a part of the narrative style of film. The digital medium is fast becoming a useful tool for visual storytellers whether videographers or filmmakers because of cost, speed and avenues of distribution like the web. Students will become adept at the use of digital effects and apply video post-production tools such animation, layering, and compositing. Students will plan and produce a digital "film" that demonstrates their ability to tell a story and prepare it for presentation in a studio-produced magazine-style show.

DMP 237 Radio 2 – Talk and Information

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: DMP 227

In this course, students will work on a team and produce, host, and board operate a radio talk show. Students will produce a remote audio production to incorporate into their shows. Lecture material will cover how to program and develop an interview program for radio. Selected shows will be aired on the on-campus radio station WNET.



DMP 240 Internship

1 Class Hour 10 Lab Hours 3 Quarter Credit Hours

Prerequisites: DMP 134, DMP 136, DMP 215

Students receive credit for practical work experience in the field with a commercial (or equivalent) company. Students must make a written application to the department chair with selection based on academic achievement, attendance, and defined job skill requirements.

DMP 250 Portfolio

2 Class Hours 2 Lab Hours 3 Quarter Credit Hours

This is a career-planning course that reviews the essentials of resume creation, resume reel production, interview, and job-hunting skills for the media field. Students will design a resume reel.



Liberal Arts Associate Degree Courses

Art (Arts/Foreign Language Core)

AR 203 Introduction to Drawing

4 Class Hours 4 Quarter Credit Hours

This course introduces students to key concepts and techniques integral to developing basic drawing skills. Class time will be spent discussing, demonstrating and practicing these skills in order to produce a comprehensive body of work specific to the course objectives. Course performance will be evaluated on effort and growth as opposed to artistic talent.

AR 204 Introduction to Theater

4 Class Hours 4 Quarter Credit Hours

This course will provide students with both a theoretical and practical understanding of acting and the theatrical process as evidenced by theatrical scenes, performed by students as a final project. Theater exercises will guide students toward self-discovery in order to explore character development and the interpretation of the content/themes of various plays. Students will write character analysis essays as a method for understanding the specific elements of acting necessary to accurately portray a given character. Students will also explore the ways in which a play is translated into a production with an emphasis on differentiating the functions of the playwright, the actor, the director, set designer and other members of a production team.

AR 206 3D Sculpture: An Adventure in the Third Dimension

4 Class Hours 4 Quarter Credit Hours

This course will teach students to think, see and function in 3-dimensional space. They will explore the differences and similarities between 2-dimensional and 3-dimensional representation in composition and design. Students will use a broad range of materials to create sculptures that will help them explore different aspects of 3-dimensional functioning. Class time will be spent in a combination of sculpture design and a discussion of slides of work reflecting the history of three-dimensional works of art from Greek times to the present. No prior experience with art courses is required.

AR 207 Introduction to Applied Music

4 Class Hours 4 Quarter Credit Hours

This course will afford students the opportunity to experience a "hands-on" approach to piano keyboard and composition. Each section of the course will focus on one musical concept through listening, playing and finally application. Because of the computer-assisted nature of the program, all levels of musical and keyboard comprehension can be accommodated and the course can be geared to the individual interests and needs of each student in the class.

AR 209 The Art of Collage

4 Class Hours 4 Quarter Credit Hours

Powerful imagery is a combination of technical skill and imagination. Students will exercise their ability to manipulate composition and color as well as cultivate the power of imagination in this studio class with a focus on collage, a technique where compositions are crafted by adhering various materials to a backing surface. Creativity and the development of ideas will be explored while acquiring a working knowledge of the elements and principles of art. The assemblage process of collage will be the design tool used to investigate, generate and express ideas. Students will research collage as an art form and examine the creative processes of various artistic disciplines. No prior experience is necessary. Students will be evaluated on their effort and creative growth as opposed to artistic talent.



Business (Social Sciences Core)

BU 236 Small Business and the Law

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course is designed for those students who intend to start and operate their own small business. This course will focus on the various elements associated with the start-up, acquisition and operation of a small business from the entrepreneurial point of view. Topics to be covered will include business formation, contract negotiations and drafting, financing, employee discrimination issues, customer relations issues, licensing, permits and tax basics. Additionally, students will be asked to complete a legal research assignment and prepare and present a business plan in their particular technological field of study.

Chemistry (Math/Science Core)

CHM 101 Life Science Chemistry

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

Prerequisite: MA 100/110 or MA 105 or MA 109

This course provides an introduction to inorganic chemistry and organic chemistry with a focus on Life Science applications as reflected in the selection of the text. Topics include measurement, units of concentration, the nature of atoms, states of matter, periodicity, bonding, stoichiometry, chemical reactions, thermodynamics and kinetics.

Community Enrichment

CE 101 Community Enrichment

1 Class Hour 1 Quarter Credit Hour

In this course, which is part of the Feinstein Enriching America Program, each student will explore ways of enhancing the community through performing a project which provides a service to the community. The project, which may be performed over one quarter, will be documented in a reflection paper in which the student will reflect on the significance of the experience.

Economics (Social Sciences Core)

EC 203 Principles of Economics

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

Introduces the fundamental principles of microeconomics and macroeconomics, such as scarcity, supply and demand, growth, fiscal and monetary policies, and the public and the private sectors.

English (Communications Core)

EN 100 Introduction to College Writing

4 Class Hours 4 Quarter Credit Hours

Placement: Based on an evaluation of a writing sample or successful completion of EN 030.

EN 100 is an introductory writing course designed to immerse students in the writing process and sharpen their critical thinking skills. In this course, students will practice using writing as a tool for learning by responding to readings, composing essays, and reflecting on the writing process itself. Through drafting, revising, and writing to learn, students will strengthen their ability to interpret, analyze, and evaluate the ideas presented in the course readings, lectures, and discussions. Conducting, evaluating,



and integrating research (through summarization, quotations, and paraphrasing) is a major component of this course. Additionally, students will be introduced to APA citation style, and will improve essential writing skills such as grammar, punctuation, and standard usage.

EN 106 Service Industry Communications

5 Class Hours 5 Quarter Credit Hours

In today's competitive service industry technicians must possess a mastery of both technical and nontechnical skills. EN 106 will introduce and equip students with the nontechnical or "soft skills" needed to succeed and advance in their field. Topics will include: written and verbal communication, professionalism, team collaboration, critical thinking, and problem-solving skills. Because learning to write and communicate effectively requires practice, the course provides numerous opportunities; including writing workshops, role play, and group activities, for students to apply the fundamentals of written and oral communication.

EN 110 Healthcare Communications

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

EN 110 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in the allied health arena. Through role play, small group work, and presentations students will develop the communication and critical thinking skills they will need daily when communicating with other health care providers, clients, and their families. Additionally, by continuing in the writing process (researching, drafting, and revising) students will further their ability to write clear, concise, error free prose with attention given to audience and message.

EN 200 Workplace Communications

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100 or EN 110 or placement based on evaluation of a writing sample.

EN 200 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in professional settings. Students will be exposed to a variety of business writing genres including memos, emails, business letters, and proposals. By continuing their engagement in the writing process (researching, drafting, and revising), students will compose several professional documents, reinforcing students' attention to audience and their aptitude to develop an effective workplace document. Additionally, this course strengthens students' ability to document in APA citation style, and hone essential writing skills such as grammar, punctuation, and standard usage.

EN 211 Oral Communications

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100 or EN 110 or placement

This is an introductory course with an emphasis on oral communication theory and practice, providing a basic understanding of the significance of oral communication as well as instruction and practice in the basic skills of public speaking. The course is intended to help students develop skills in speaking, organizing thoughts, and critical analysis. Major emphasis is placed on the preparation and presentation of formal speeches.

History (Social Sciences Core)

HI 231 Contemporary History

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course encourages students to explore economic, political, social and cultural developments throughout the world since World War II, particularly in developing nations including spiritual, scientific and intellectual developments.



HI 235 Architectural History

4 Class Hours 4 Quarter Credit Hours

This course is a study of the major periods and styles of architecture from Egyptian through postmodern. Styles studied will include Egyptian, Greek, Roman, early Christian, Byzantine, Romanesque, Gothic, Renaissance, Baroque, 18th, 19th and 20th century. Through a series of lectures, discussions, and readings, students will gain a fundamental understanding of the history of architecture including the historical and social context of each period respectively.

HI 280 The Holocaust

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

In this course, students will study genocide and mass murder in modern history. The focus of this course is the Jewish Holocaust of 1933-1945. Through film, photographs, and readings, the course will provide students with a basic understanding of the establishment of the Nazi Party and its attitudes, beliefs, and laws that were put into action during this time period. Students will compare the Holocaust to current genocidal acts in the world today, including the effects of genocide on society.

Humanities (Humanities Core)

HU 208 Rap/Rock and Poetry

4 Class Hours 4 Quarter Credit Hours

Core Fulfillment: Both Communications Core and Humanities Core

Prerequisite: EN 100

What do Eminem, Tupac, Bob Marley, Bob Dylan and WB Yeats have in common? All five wordsmiths are poets who use rhyme, rhythm, figurative language and poetic structure to craft language. In this course, students will explore poetic devices and important global themes through examination of poetry, written by Nobel Prize and Grammy Award winning writers. Focusing on aspects of poetic form will build students' understanding of and appreciation for the power of language.

HU 211 Introduction to Film

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

The focus of the course will be on what goes into the reading and analysis of a film. Film is comprised of several arts – and the objective of this course is to learn to appreciate films and to see them as important social documents that tell us much about ourselves and our world.

HU 212 Documentary Film

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course will expose students to the techniques and artistry of making interesting non-fiction films. Students will view and analyze significant documentary films and become familiar with the work of important filmmakers.

HU 215 Popular Culture

4 Class Hours 4 Quarter Credit Hours

This course will analyze cultural expressions of intellectual and social trends since 1950. Students will investigate literature, comics, movies, television, music, advertising, painting, computer games, and the Internet to probe the forces that shape our world. In this course, students will identify and evaluate the popular entertainment we consume and ask how our choices define us and shape our values. Understanding our values and culture enables us to understand why we buy what we buy, why we do what we do, and why we think the way we do.

HU 216 Music and the Media

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course will trace the long relationship between visual media and music. Students will study the movie industry from silent movies to the sound tracks that are an integral part of the movies of today. They will also study the importance of music in television, radio and the recording industry, particularly its role in commercials and the "selling" of products, people and programming. In addition, a substantial portion of the course will be devoted to the technology that has led to today's sophisticated performances and recording techniques.

HU 240 Graphic Design in the 20th Century

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

Throughout history, artists and designers have created visual works that help to define historical eras. In this course, students will examine and analyze the most prominent design styles of the past one hundred years. They will learn the defining features and major proponents of each style as well as how each style fits within its historical context. They will then use the knowledge gained to produce designs that respond to past styles in an engaged, knowledgeable way. Course performance will be evaluated on student effort and growth as opposed to artistic talent.

HU 242 The Automobile and American Culture

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

Undeniably, the automobile has had an enormous impact on American culture. A majority of Americans rely on individual transportation daily, but the car is more than a means of heading to work. Automobiles impact our personal independence, our choice of employment, the country and world economies, the environment, and our social culture. The Automobile and American Culture is a course designed to study the broad impact that the automobile has and continues to have on our nation and the world. Students will examine the automobile through historical documents, films, photographs, and music.

HU 244 Science Fiction

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

Isaac Asimov called science fiction "the literature of change." The course will analyze films, short stories, and a classic science fiction novel to understand the ways this popular genre entertains us and gives us insight into the impact science and technology has had on us.

HU 289 Racing Through Film

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100 or EN 106

Racing Through Film is a course dedicated to examining how the sport of motor racing has been explored through film. Through reading, discussion and viewing films we will consider such issues as the history of racing, questions of masculinity and the often countercultural and rebellious nature of racing, with particular interest in the anti-hero figure.

HU 291 Critical Thinking and Chess

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course teaches critical thinking and problem-solving skills by using the game of chess as an empirical model for evaluating situations, calculating risks, predicting the consequences of possible actions, solving problems efficiently, and investigating the benefits and limits of reasoning and creative play. Students will demonstrate those skills by solving a wide variety of tactical and strategic problems in chess, by writing a thoughtful analysis of the qualities necessary for a successful thinker/problem solver,



and by applying those qualities to situations in one's personal life and career. Chess will be used as a model for critical thinking skills and life skills.

Japanese (Arts/Foreign Language Core)

JP 201 Introduction to Japanese

4 Class Hours 4 Quarter Credit Hours

Students will be introduced to the basics of Japanese, (speaking, listening, reading, and writing) with an emphasis on comprehension and speaking. Vocabulary used in everyday communication in the workplace, school, and common social situations will be covered. Contemporary Japanese society will be addressed in class discussions and video presentations including, but not limited to art, education, film (in particular animé), food, literature, music, sports, and technology. Japanese technological invention and know-how, as well as the unique challenges of doing business with the Japanese will be studied. Japanese guest speakers will be invited to share their expertise and experiences.

Mathematics (Math/Science Core)

MA 100 Introduction to College Math with Lab

2 Class Hours 4 Lab Hours 4 Quarter Credit Hours

Prerequisite: Placement exam

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various technical areas.

MA 105 Basic College Math with Lab

4 Class Hours 2 Lab Hours 5 Quarter Credit Hours

Prerequisite: Placement exam

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various technical areas.

MA 109 Math for Life Science

4 Class Hours 4 Quarter Credit Hours

This course is designed to assist in the understanding of the proper techniques needed to perform accurate dosage calculations; vital signs in order to ensure patient safety. This course will focus on developing the mathematical skills, critical thinking and quantitative reasoning methods needed to apply medical language and systems of measurement to solve problems in a variety of healthcare settings.

MA 110 Introduction to College Math

4 Class Hours 4 Quarter Credit Hours

Prerequisite: Placement exam

Topics to be covered in this introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various technical areas.

MA 121 Business Math

4 Class Hours 4 Quarter Credit Hours

Prerequisite: MA 100/110 or MA 105 or MA 106 or MA 109

This is an elementary applied course studying such business topics as interest rates, discounts, payrolls, markups, depreciation, insurance, mortgages, and basic statistics.



MA 125 Technical Math I

4 Class Hours 4 Quarter Credit Hours

Prerequisite: MA 105 or MA 100/110

Topics to be studied include the analytic geometry of a straight line, systems of linear equations, trigonometry, vectors and their applications, and quadratic equations.

MA 200 Applied Math for Business

4 Class Hours 4 Quarter Credit Hours

Prerequisite: MA 105 or MA 100/110

MA 200 is designed to help with the transition from basic algebra to more advanced business-related courses, such as statistics and finance. Applications will be stressed throughout the course. Specific topics include linear functions, quadratic functions, descriptive statistics, exponential functions, and annuities.

MA 210 Technical Math II

4 Class Hours 4 Quarter Credit Hours

Prerequisite: MA 125

The following four major topics and their applications will be studied: Cramer's Rule, exponential and logarithmic functions, trigonometry, and complex numbers.

Physics Courses (Math/Science Core)

PHY 126 Applied Physics & Lab

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

Prerequisite: MA 100/110 or MA 109

This course studies the applications of fundamental concepts of physics. The topics covered include: the motion of objects, the forces that cause motion, velocity, acceleration, Newton's Laws, torques, work, power, and energy. The laboratory component is designed to give students the opportunity to have hands-on experience with the fundamental concepts of physics studied in the theory portion of the course.

PHY 200 Physics I & Lab

3 Class Hours 2 Lab Hours 4 Quarter Credit Hours

Prerequisite: MA 125

This course is a non-calculus approach to the study of fundamental physics and includes kinematics and dynamics of bodies, velocity, acceleration, and Newton's laws of motion, forces in equilibrium, concurrent and non-concurrent forces, work, power, energy, and torque. Labs are performed within the course to reinforce concepts.

Psychology (Social Sciences Core)

PS 140 Life-Span Development

4 Class Hours 4 Credit Hours

The purpose of Life-Span Development is to introduce students to the broad concepts of human growth and development from conception to death. Students will be introduced to human development from the prenatal stage to death with particular emphasis placed on early childhood, adolescence and old age. The course is especially designed for students entering the healthcare professions as the slant is toward practical application of all stages. Upon completion of the course, students should be able to demonstrate a basic knowledge of the developmental stages of life.



PS 201 Introduction to Psychology

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This introductory course in psychology is a survey of the multiple aspects of human behavior. It includes, but is not limited to, such topics as the history of psychology, the biological foundations of behavior, memory, learning, personality, psychological disorders and treatment and social behavior. Importantly, this course will be geared to stress those areas of more practical significance for those in medical service fields.

PS 202 Psychology of Healthcare

4 Class Hours 4 Credit Hours

Prerequisite: EN 100

This course addresses the human element of clinical competence in providing health care. Students will explore the psychodynamics of interactions between health care workers and patients, the psychological influences of illness and pain, the psychosocial factors that impact one's effectiveness as a health care team member, the impact of families on a patient's treatment plan, the role of body image in patient responsiveness to treatment, and a variety of other psychosocial factors that influence health care delivery.

PS 203 Psychology of Happiness

4 Class Hours 4 Credit Hours

This course will explore the psychological principles associated with the experience, feelings and thoughts of happiness. Students will be exposed to a variety of research investigations that have studied different variables that impact happiness. Some of the subtopics discussed in this course include ways to define and measure happiness, differences and similarities in happiness across cultures, happiness and money, and ways to increase happiness.

PS 210 Human Relations in the Workplace

4 Class Hours 4 Quarter Credit Hours

Major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional customer service, and managing on-the-job stressors. This course provides a set of practical human relations techniques that will help students increase the likelihood of job security and career advancement in any current or future job.

Science (Math/Science Core)

SCI 110 Environmental Science

4 Class Hours 4 Quarter Credit Hours

This course will focus on man's interaction with his environment. It will cover current issues like global warming, human population growth, and pollution.

Sociology (Social Sciences Core)

SO 203 Social Problems

4 Class Hours 4 Quarter Credit Hours

This course will examine contemporary social issues from multiple perspectives. Attempts to see the ethics, the arguments and the policy outcomes involved in problems such as drug abuse, crime, poverty and the global environment.



SO 220 Internet and Society

4 Class Hours 4 Quarter Credit Hours

Prerequisite: B- or better in EN 100

Internet and Society is an online course that focuses on the impact of the Internet on our lives. The goal of this course is to encourage students to think deeply and critically about the reality of living in a technology-driven society and how technological change influences work, families, social lives, education, and privacy.

SO 231 Crime and Deviance

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course traces the historical development of crime and deviance. A review of the social, physiological, and psychological theories of crime are examined. Topics such as the history of policing and the history of corrections are also reviewed.

Spanish (Arts/Foreign Language Core)

These courses are designed for students with no prior knowledge of Spanish.

SP 201 Introduction to Spanish

4 Class Hours 4 Quarter Credit Hours

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with customers and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. Topics covered include: conversational skills as well as key principles of Spanish grammar and cultural traditions in Spanish-speaking countries.

SP 203 Spanish for Healthcare Workers

4 Class Hours 4 Quarter Credit Hours

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with Spanish speaking patient and family and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries.

Social Sciences (Social Sciences Core)

SS 140 Criminal Investigations

4 Class Hours 4 Quarter Credit Hours

In this course, students will get exposure to a wide range of interpersonal and scientific factors that are explored by criminal investigators in their efforts to support hypotheses developed to solve a variety of crimes. Some of the course topics will include the appropriate collection of evidence at a crime scene, techniques for interviewing witnesses and suspects, the role of the crime lab, the science of fingerprinting, forensic medicine, and the preparation of testimony that leads to the conviction of criminals.

SS 201 American Government in Action

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This is an introductory course that will help students understand how the pieces of American government fit together, and how politics continuously affects their lives. Students will examine the roles of interest groups, the media, political parties and the three branches of government. Class discussions about relevant and current political issues will be encouraged.

SS 203 Terrorism and National Security

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course examines the challenge contemporary terrorism presents for U.S. national security. It investigates the causes of terrorism and inquires into the motives, objectives, methods, and effectiveness of contemporary terrorist groups with an emphasis on al Qaeda. Analysis of the determinants of American counter-terrorism policies and evaluation of the effectiveness of these initiatives are central themes of the course. As such, evaluation of the roles the invasion of Afghanistan, the Iraq War, covert operations, domestic and foreign internal security initiatives, and global law enforcement operations have played in addressing the terrorist threat are major points of emphasis.

SS 204 Juvenile Justice System in America

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

The course is designed to explore the components of the juvenile justice system in America. The various features, characteristics, policies and concerns about the juvenile justice system are carefully examined. As part of the review, adolescent behavior and influence of the family dynamic will be discussed. The detention of juveniles, the various programs focused on the diversion of youths from the juvenile justice system, rehabilitation programs and prevention programs will also be reviewed.

SS 206 Constitutional Values in the 21st Century

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course is an introduction to constitutional law and will utilize a historical examination of major United States Supreme Court decisions to better understand contemporary federal and state judicial interpretations of constitutional theory and individual freedoms. It will focus on government powers, the federal court system and judicial review. It will also closely examine those individual freedoms guaranteed under the Bill of Rights and will critically analyze the controversial issues of gun control and the death penalty. Students will also understand how the interpretation of the Constitution involves the application of individual and societal values. These topics will be reinforced through case briefs, persuasive essays, current event worksheets, group activities, debates and media presentations.

SS 221 Technology and American Life

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

The course, based on abstract thinking and analysis, examines the interactive relationship between technology and society over historic time and across geographic space. The course will address basic questions about technology and its place in society. Students will be able to evaluate the impact of social change on their lives, and the impact of their technology on changing the social system.

SS 222 Mindful Living

4 Class Hours 4 Quarter Credit Hours

On a single day, how often do you find yourself pulled in multiple directions? In a world inundated with information, and increasingly demanding of our time and attention, it can be overwhelming to know how to even begin prioritizing what is important. What if there were something you could do to increase your productivity, reduce anxiety and stress, and be more fully present in your daily experiences? Welcome to the practice of mindfulness –sustained, purposeful, moment-to-moment attention without judgement. Research studies have shown that a regular mindfulness practice yields concrete physical and emotional benefits, including reduced stress, decreased physical pain, increased concentration, and a happier mindset. In this course, you will learn different ways to practice mindful living.

Questions & Answers

1. When do my classes meet?

Day Classes: Technical classes normally meet for at least three hours a day for up to five days a week. Classes normally begin in the early morning (7:45 a.m.), late morning (usually 11:25 a.m.), or mid-afternoon. A technical time slot may vary from quarter to quarter.

Evening Classes: Technical classes meet on the average of three nights a week, although there may be times when they will meet four nights a week. Classes normally begin at 5:45 p.m.

In addition, to achieve your associate degree, you will take a total of approximately eight liberal arts courses, which will be scheduled around your technical schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evenings, and Saturdays.

At the beginning of each quarter you will receive a detailed schedule giving the exact time and location of all your classes. The College requires that all students be prepared to take classes and receive services at any of NEIT's locations where the appropriate classes and services are offered.

When a regularly scheduled class falls on a day which is an NEIT observed holiday (Columbus Day, Veterans Day, Martin Luther King, Jr. Day, and Memorial Day), an alternate class will be scheduled as a make up for that class. The make up class may fall on a Friday. It is the student's responsibility to take note of when and where classes are offered.

2. How large will my classes be?

The average size for a class is about 20 to 25 students; however, larger and smaller classes occur from time to time.

3. How much time will I spend in lab?

Almost half of your technical courses consist of laboratory work. In order for you to get the most out of your laboratory experiences, you will first receive a thorough explanation of the theory behind your lab work.

4. Where do my classes meet?

Students should be prepared to attend classes at any of NEIT's classroom facilities: either at the Post Road, Access Road, or East Greenwich campus.

5. I have not earned my high school diploma or GED: can I enroll in an Associate Degree Program?

A candidate for admission to an associate degree program must have a high school diploma, have earned a recognized equivalency diploma (GED), or meet the federal home school requirements.

6. How long should it take me to complete my program?

To complete your degree requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-quarter curriculum, a student may complete the requirements in as little as 18 months.

To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each quarter. Students who need more time to complete their curriculum may postpone some of the liberal arts courses until after the completion of the technical requirements. Students are provided up to two additional quarters of study to complete the liberal arts requirements without any additional tuition

assessment fee. During these additional quarters of study, students are required to pay all applicable fees.

Students may also elect to complete some of their liberal arts requirements during Intersession, a five-week term scheduled between Spring and Summer Quarters. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of quarters needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

7. Is NEIT accredited?

NEIT is accredited by the New England Association of Schools & Colleges (NEASC). Accreditation by NEASC is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NEASC. For more information on accreditation, see NEIT's catalog.

8. Can I transfer the credits that I earn at NEIT to another college?

The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

9. Can I transfer credits earned at another college to NEIT?

Transfer credit for appropriate courses taken at an accredited institution will be considered for courses in which the student has earned a "C" or above. An official transcript from the other institution must be received before the end of the first week of the quarter for transfer credit to be granted for courses to be taken during that quarter. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical quarter of the curriculum's tuition amount. No tuition credit is provided for courses which are not a part of the technical curriculum.

10. What is the "Feinstein Enriching America" Program?

New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course which includes hands-on community enrichment projects. The course can be taken for a few hours per quarter, spread over several quarters. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

11. How many credits do I need to acquire my Financial Aid?

In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic quarter.

12. What does my program cost?

The cost of your program will be as outlined in your enrollment agreement, along with your cost for books and other course materials. Students who decide to take more quarters than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.



Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance. Second re-entrees and beyond pay the tuition rate in effect at the time they re-enter. The most economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six quarters necessary to complete your degree requirements.

13. What kind of employment assistance does NEIT offer?

The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing a job search strategy. Upon completion of their program, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, our Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years.. No school can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

14. What kind of jobs will I be qualified to look for?

Generally, jobs may exist in the program production, post-production, and audio aspects of the television and cable industry, as well as in the corporate area. The U.S. Department of Labor Occupational Handbook predicts that job opportunities in the television industry will grow at an average rate, with the greatest potential in the newer technologies such as cable television. Competition for jobs will be keen and requirements will increasingly emphasize an applicant's training and education. The job best suited to you will depend upon your individual strengths and interests. Students are also prepared for radio broadcast careers as an audio console operator, on-air producer, announcer, commercial copywriter and production assistant.

15. Where will job opportunities exist?

Graduates have obtained employment in the local area. However, one of the most exciting aspects of this program is the ability to look nationally for employment opportunities.

16. Is there any state or federal licensing required in my field?

No license is required for any of the careers which you will be preparing to enter. The Digital Media Production program is not designed to prepare a student for a licensure exam.

17. Will I be able to continue toward a bachelor's degree?

Yes. Students who earn an associate degree in Digital Media Production can earn a baccalaureate degree in Digital Media Production with approximately 6 additional quarters of study.

Technical Standards

These technical standards set forth by the Digital Media Production Department, establish the essential qualities considered necessary for students admitted to these programs to achieve the knowledge, skills and competencies to enter these fields. The successful student must possess the following skills and abilities or be able to demonstrate that they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

Cognitive Ability:

- Ability to interpret ideas and concepts visually and/or graphically
- Good reasoning and critical thinking skills.
- Ability to learn, remember and recall detailed information and to use it for problem solving.
- Ability to deal with materials and problems such as organizing or reorganizing information.
- Ability to use abstractions in specific concrete situations.
- Ability to break information into its component parts.
- Ability to understand spatial relationships.
- Possession of basic math skills through addition, subtraction, multiplication and division of whole numbers and fractions using both the U.S. and Metric systems of measurement.
- Ability to perform tasks by observing demonstrations.
- Possession of basic keyboarding skills and knowledge of computer programs.

Communications Skills:

- Ability to communicate effectively with faculty and students.
- Ability to understand and follow oral and written instructions.
- Ability to read English sufficiently to read equipment manuals, installation instruction, and technical service bulletins.
- Ability to demonstrate and use the knowledge acquired during the classroom training process and in the lab setting.

Adaptive Ability:

- Ability to maintain emotional stability and the maturity necessary to interact with other members of the faculty and students in a responsible manner.

Physical Ability:

- Ability to climb ladders up to 12' high and perform tasks at that height.
- Ability to perform tasks requiring bending, stooping, kneeling and walking.
- Able to perform tasks in confined spaces (i.e. edit booths).
- Ability to grasp, lift, and carry equipment weighing up to 50 lbs.
- Able to stand and/or sit and continuously perform essential course functions in the radio and television studios, radio production booths, editing booths, and graphics lab.
- Ability to stand and/or sit for long periods of time.
- Ability to perform learned skills, independently, with accuracy and completeness.

Manual Ability:

- Sufficient motor function and sensory abilities to participate effectively in the classroom laboratory.
- Sufficient manual dexterity and motor coordination to coordinate hands, eyes and fingers in the operation of a camcorder, use a computer keyboard, and operate an edit controller and other equipment.



Sensory Ability:

Visual

- Acute enough to enable the adjustment of an electronic image into sharp focus.
- Ability to properly distinguish colors.
- Acute enough to read small print.
- Acute enough to read small numbers on precision measuring instruments.

Auditory

- Acute enough to distinguish low level (weak) audio signals.
- Ability, corrected, to discern the full range of audible sound frequencies



Student Acknowledgment of Receipt of Documents

Digital Media Production

I acknowledge that I have received copies of the following documents for the above program:

- 1) Program Description
- 2) Curriculum
- 3) Course Descriptions
- 4) Q&A
- 5) Technical Standards

I understand that it is my responsibility to read these documents. I have been advised that should I have any questions related to the content of any of these documents, I may contact my admissions officer who will review the material with me.

I further understand that NEIT reserves the right, in response to industry demands, to change the contents of these documents without prior notice. Copies of the most recent versions of these documents may be obtained in the Admissions Office.

Printed Name of Student _____

Signature _____ **Date** _____