

## **General Description**

The Graphics, Multimedia and Web Design associate degree program prepares students for entry-level positions in a variety of graphics, web, and multimedia production environments. Students create graphic solutions for business and marketing needs. The key goal of *visual creativity* is central to all of the technological coursework, and each student will design and produce a personal “brand” to package and promote their online portfolios.

Starting with the core skills of digital photography, design, and computer graphics, students receive hands-on, project-oriented instruction in web design, graphic design, e-publishing, interactive multimedia, and branding. A wide variety of Adobe and other industry standard software is used.

Upon completion of the Associate in Science Degree in Graphics, Multimedia and Web Design, students will have the opportunity to matriculate to the Bachelor of Science Degree in Graphics, Multimedia and Web Design.

## **Program Mission, Goals and Outcomes**

### **Program Mission**

The mission of the Graphics, Multimedia and Web Design (GMW) associate degree program is to prepare students for entry-level positions in a variety of *creative* new media environments. The program is designed to teach students core design skills, with hands-on project-oriented instruction in graphics, web design, multimedia, e-publishing, and social media. Students will also design and produce a personal “brand” to package and present their personal portfolios.

### **Program Goals:**

The GMW program will:

1. Provide learning opportunities for students to acquire the theoretical knowledge, applicable skills and attitude necessary to function as an entry-level multimedia, web, or graphic designer.
2. Instill in students the ability to continue with life-long learning, digital desktop creativity, and professional growth.
3. Prepare students to create projects on their own or in teams with each student assuming responsibility for the production process.
4. Prepare students to create and maintain their digital portfolio deployed via cloud or web server.

### **Program Outcomes:**

GMW students will be able to:

1. Demonstrate knowledge of various multimedia, web, and e-publishing software applications to build project-specific content.
2. Recognize effective vs. ineffective elements of design.
3. Understand and practice respect for copyright laws and regulations as they pertain to digital creation.
4. Demonstrate effective oral, visual, and written communication with supervisors, colleagues, clients (e.g. instructors), and the intended audience.
5. Demonstrate effective planning, strategizing, development and budgeting of project production.

**Curriculum**

Term I					
Course No.		Course Title	C	L	T
GMW	100	Digital Photography I	2	4	4
GMW	112	Digital Graphics I	2	2	3
GMW	123	Design I	2	2	3
EN	100	Introduction to College Writing (COM Core)	4	0	4
			10	8	14

Term II					
Course No.		Course Title	C	L	T
GMW	110	Introduction to Web Design	2	4	4
GMW	205	Digital Photography II	2	4	4
GMW	223	Design II	2	2	3
AR	203	Introduction to Drawing (HU or AR/FL Core)	4	0	4
EN	200	Workplace Communications (COM Core)	4	0	4
			14	10	19

Term III					
Course No.		Course Title	C	L	T
GMW	102	Digital Illustration	2	2	3
GMW	122	HTML	2	2	3
GMW	201	Introduction to Typography	2	2	3
EN	211	Oral Communications (COM Core)	4	0	4
<b>CHOOSE ONE</b> (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
ELECTIVE	100-200 Level Math/Science Core		4	0	4
			14	6/8	17/18

Term IV					
Course No.		Course Title	C	L	T
GMW	141	Design III	2	2	3
GMW	212	Digital Graphics II	2	2	3
GMW	231	Digital Publishing I	2	4	4
MA	121	Business Math (MA/SCI Core)	4	0	4
SO	220	Internet and Society (SS Core)	4	0	4
			14	8	18



Term V					
Course No.		Course Title	C	L	T
GMW	215	Web Content Management with WordPress	4	2	5
GMW	220	UI/UX Design	2	2	3
GMW	232	Digital Publishing II	2	4	4
GMW	233	Package Design I	2	2	3
<i>HU</i>	<i>240</i>	<i>Modern Art and Design (HU or AR/FL Core)</i>	<i>4</i>	<i>0</i>	<i>4</i>
			14	10	19

Term VI					
Course No.		Course Title	C	L	T
GMW	129	Project Planning and Estimating	2	2	3
GMW	272	Associate Portfolio	2	2	3
<i>ELECTIVE</i>		<i>100-200 Level Social Sciences Core</i>	<i>4</i>	<i>0</i>	<i>4</i>
<b>CHOOSE ONE</b>					
GMW	251	Special Topics: GMW*	2	2	3
GMW	280	Cooperative Work Experience	0	15	3
			8/ 10	6/ 19	13
<i>Total Quarter Credit Hours = 100/101</i>					

\* Students who intend to continue on to the GMW bachelor's program must take GMW 251 in preparation for the bachelor's curriculum.

**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.

*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 Areas<sup>1</sup>**

**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 Core<sup>1</sup>**

#### **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 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 20<sup>th</sup> 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 221 Technology and American Life  
SS 222 Mindful Living

1. Subject to Change

### Degree Progress Checklist

Check off each completed course.

#### Program Requirements

T1	GMW	100	_____
	GMW	112	_____
	GMW	123	_____
T2	GMW	110	_____
	GMW	205	_____
	GMW	223	_____
T3	GMW	102	_____
	GMW	122	_____
	GMW	201	_____
T4	GMW	141	_____
	GMW	212	_____
	GMW	231	_____
T5	GMW	215	_____
	GMW	220	_____
	GMW	232	_____
	GMW	233	_____
T6	GMW	129	_____
	GMW	272	_____
Choose one of the following:			
	GMW	251*	_____
	Or		
	GMW	280	_____

\* Students who intend to continue on to the GMW bachelor's program must take GMW 251 in preparation for the bachelor curriculum.

Students are advised to take courses in the order and in the term 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.

#### Liberal Arts Core Requirements

##### 9 Required Courses

Each course = 4 credits (total of 36 credits)

Communications Core			
#1	EN 100	T1	_____
#2	EN 200	T2	_____
#3	EN 211	T3	_____

Math/Science Core			
#4	MA 105 or MA 110*	T3	_____
#5	MA 121	T4	_____
<b>OR</b>			
If you placed into MA 121 take:			
#4	100-200 level MA/SCI elective	T3	_____
#5	MA 121	T4	_____

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

Humanities Core*			
#6	AR 203	T2	_____
#7	<sup>1</sup> HU 240	T5	_____

\*You may use one Arts/Foreign Language Core Elective to fulfill your Humanities Core.

Social Sciences Core			
#8	<sup>2</sup> SO 220	T4	_____
#9	100-200 level SS elective	T6	_____

#### **Subject to change.**

**Please see your advisor for any questions.**

<sup>1</sup>HU 240 must be completed prior to entering T6.

<sup>2</sup>SO 220 must be completed prior to entering T5.

## **Course Descriptions**

### **GMW 100 Digital Photography I**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

This course introduces GMW students to the technology and techniques of digital image creation using SLR cameras. Starting with “what is digital” theory and principles, this course will train students in basic digital still camera photography, composition, and storage technique. It will then continue with each student shooting and editing their own photo essay, to be used as a first portfolio piece.

### **GMW 102 Digital Illustration**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 112, GMW 123*

This is an introductory studio course that presents visual ideas using digital illustration. The course focuses on computer-based drawing and design techniques. Technical aspects of industry-standard illustration software will be studied, and studio projects will be developed from concept through completion. Course completion will result in a strong working foundation in the rudiments of digital illustration for professional practice.

### **GMW 110 Introduction to Web Design**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: GMW 100, GMW 112, GMW 123*

*Co-requisite: GMW 223*

This course is an introductory exploration of the Internet and World Wide Web technology. Search strategies, web page design and construction, SEO copywriting, and social media integration will be covered. HTML and Photoshop will be used.

### **GMW 112 Digital Graphics I**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

Students who take this course will develop a working knowledge of how 2D images are manipulated on the desktop, using Adobe Photoshop. Topics consist of: image creation, retouching, color correction, and compositing images together to form a final design.

### **GMW 122 HTML**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course will train students in the construction of web pages integrating the eXtensible HyperText Markup Language (XHTML), CSS, and HTML5. Students will construct web documents by hand coding XHTML and CSS. Topics will include designing for SEO.

### **GMW 123 Design I**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course teaches the foundational guidelines that enable the creative design of graphics to fulfill specified communications requirements.

### **GMW 129 Project Planning and Estimating**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

Students will plan and price multimedia projects. Focus will be on the design and implementation of concepts through production planning and budgeting for a multimedia project.





**GMW 141 Design III**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 102, GMW 112, GMW 123, GMW 201, GMW 223*

*Co-requisite: GMW 231*

This course encourages and develops students' creative skill, self-confidence, and technical and design ability to create a personal graphic, visual identity as the basis for each student's personal brand. Topics include branding, typography and font use, resolution and color for printing applications, and graphics manipulation for print, e-publishing, and web delivery.

**GMW 201 Introduction to Typography**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 112, GMW 123*

This course explores aspects of the anatomy of type and letterform characters, typeface/typestyle recognition and type measurements. Also covered are legibility, readability, type terminology and appropriate usage for multimedia applications. The course will analyze the ways in which type is used as a design element, and complete design projects that exhibit a professional awareness and appreciation of typographic expression. Computer applications will be used as typographic layout and design tools.

**GMW 205 Digital Photography II**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: GMW 100, GMW 112, GMW 123*

This course follows the techniques begun in GMW 100 Digital Photography I. Students will progress with their use of full manual exposure controls. Topics include professional techniques for creating product shots, portraits, and stock photography. Students will complete the course with a strong foundation in digital camera techniques for various print photography and e-publishing applications.

**GMW 212 Digital Graphics II**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 102, GMW 112, GMW 123, GMW 205*

Digital Graphics II is an advanced course that continues the topics covered in GMW 112 Digital Graphics I. Using Photoshop, students will analyze images to obtain the best output results for web and print distribution. Topics to be covered include camera RAW formats, analyzing and correcting portrait photographs, using channels to make complex selections, and using Photoshop's automate features to expedite workflow. The proper way to scan images and to correct scanning problems will also be covered. Students will use photographs taken in GMW 205 (Digital Photography II) to prepare portfolio-ready photography pieces with detailed digital enhancements.

**GMW 215 Web Content Management with WordPress**

*4 Class Hours 2 Lab Hours 5 Quarter Credit Hours*

*Prerequisites: Terms I through IV GMW courses*

The course explores the overwhelming popularity of Content Management Systems (CMS) to display and manage content for the web. Students will build a self-hosted WordPress website portfolio and learn all the features to modify the layout and display of content.

**GMW 220 UI/UX Design**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 123, GMW 201, GMW 223, SO 220*

*Co-requisites: GMW 232, GMW 233*

This course is an introduction to the theory and application of user-centered design for screen-based media. User Interface/User Experience (UI/UX) design focuses on the end-user experience in support of defined marketing objectives. Students will utilize information architecture to create interface design concepts.



**GMW 223 Design II**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 112, GMW 123*

*Co-requisite: GMW 110*

Students will integrate the elements and principles of interactive design and use them to solve specific design problems.

**GMW 231 Digital Publishing I**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: GMW 100, GMW 112, GMW 201, GMW 223*

*Co-requisite: GMW 141*

Students will learn the principles, process and techniques of digital publishing using Adobe InDesign.

**GMW 232 Digital Publishing II**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: GMW 102, GMW 112, GMW 141, GMW 201, GMW 231*

*Co-requisites: GMW 220, GMW 233*

Digital Publishing II builds on skills learned in GMW 231 Digital Publishing I, including advanced software techniques and features, and layout/design concepts. File preparation and aesthetic design awareness for digital publishing such as epubs and interactive e-readers will be covered. Through a combination of quizzes, exams and a capstone studio project, the student's knowledge and expertise with digital publishing will be strengthened and refined.

**GMW 233 Package Design I**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 141, GMW 201, GMW 231*

*Co-requisites: GMW 220, GMW 232*

Every package is seen by 100% of a brand's consumers. This course introduces students to the 3D design, art, and technology of enclosing, protecting, and promoting products for distribution, sale, and use. Three-dimensional packages will be printed and constructed.

**GMW 251 Special Topics: GMW**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 141, GMW 215, GMW 220, GMW 231*

This is a capstone course that focuses upon the newest and most pressing issues that affect multimedia. Subject matter in this course may vary from quarter to quarter.

**GMW 272 Associate Portfolio**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 102, GMW 141, GMW 201, GMW 205, GMW 212, GMW 215, GMW 220, GMW 231, HU 240*

Associate Portfolio prepares students to build a graphic design portfolio with professional quality, business-oriented design projects, and also addresses portfolio presentation techniques for an interview situation. Topics such as self-evaluation, personal branding, choosing the right portfolio format and pieces, arranging pieces in the portfolio and executing a well-paced, detailed oral presentation will be covered. Students will leave the course with a strong understanding of their own strengths and talents that may be brought to the workplace, and the skills to present or e-deliver their work with confidence.

**GMW 280 Cooperative Work Experience**

*15 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: GMW 141, GMW 231*

Students will gain practical work experience through employment in a local company or organization. Students must submit a written application to a designated faculty member, with approval based on the student's academic achievement, attendance, and demonstrated skill sets as they match the employer's defined job skill requirements.

## **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 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*

This online course is offered through the Feinstein Enriching America Program. Weekly assignments include topics such as B Corporations, civic and social responsibility, and Non-Governmental Organizations. A 15-hour community enrichment project is also required. Community engagement six months prior to taking the course may be accepted with proper documentation. Current or prior military service and concurrent clinical experiences are accepted in lieu of the community enrichment project. After successful completion of the course, students are eligible to apply for a Feinstein Scholarship, which is awarded each term.

**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 soundtracks 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*

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 programs.

#### **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 programs.

#### **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 programs.

#### **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 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. The time slot for your program may vary from term to term.

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 term 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. It is expected that you will spend additional extracurricular time in "open labs" to meet expected creative outcomes.

### **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-term 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 term. 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 terms of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional terms 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 terms 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 Commission of Higher Education. Accreditation by NECHE 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 NECHE. 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 upon receipt of an official transcript for any program, biology, science, and mathematics courses in which the student has earned a "C" or above within the past three years and for English or humanities courses in which the student has earned a "C" or above within the last ten years. An official transcript from the other institution must be received before the end of the first week of the term for transfer credit to be granted for courses to be taken during that term. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical term 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 term, spread over several terms. 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 term.

**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 terms 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 terms 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 of 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. 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 (even internationally) for employment opportunities. You will find some of your best opportunities in smaller design firms or in corporate settings, which typically offer more entry-level jobs. However, since this is a relatively new field, job opportunities may be found in many different industries seeking web and multimedia support for traditional business activities.

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

Generally, jobs may exist in graphics production areas of independent graphic design, video, and multimedia production houses as well as in corporate communications and marketing. Competition for jobs will be keen and requirements will increasingly emphasize an applicant's training, education, and portfolio. The job best suited to you will depend upon your individual strengths and interests.



## **Technical Standards**

These technical standards set forth by the Graphics, Multimedia and Web Design Program, 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 apply theory to specific technical situations.
- Ability to break information into its component parts.
- Ability to understand 2-D and 3-D spatial relationships.
- Ability to perform tasks by observing demonstrations.
- Possession of basic computer skills, file management, and ability to perform computer operation tasks.

### **Communications Skills:**

- Ability to communicate effectively with faculty and students, both verbally and with storyboards

### **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.
- Ability to accept constructive criticism from faculty and peers.

### **Physical Ability:**

- Able to stand and/or sit and continuously perform essential course functions in the graphics lab, using a high degree of eye/hand psychomotor skills.
- Ability to 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 computer keyboard, 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.