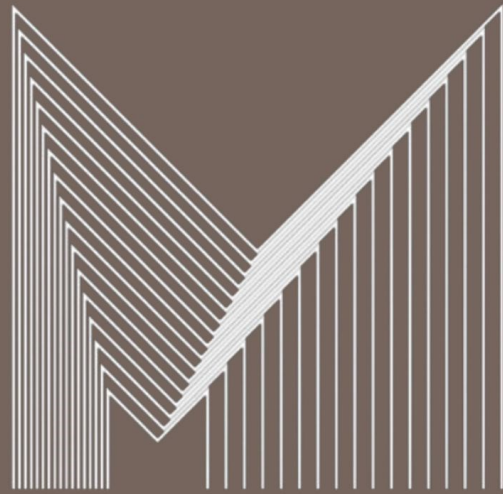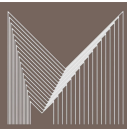# CATALOG

July - 2023

SCHOOL OF THE ARTS &
MEDIA INSTITUTE OF MIAMI

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI

Volume 1

CATALOG
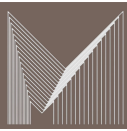
SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI

Volume 1

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PURPOSE OF THE INSTITUTION

MESSAGE FROM THE PRESIDENT TO STUDENTS

On behalf of our institution, Institute of the arts and Media OF MIAMI, I greet you with happiness and with hope. It is an honor to welcome you into our institution, our family. We are humbled by your trust in our ability to help guide you into the next stage of your life.This journey is the next step into what unleashing your potential will be.

Choosing the ARTS is a step towards affinity and sensitivity to creativity, which allows humanity to open its eyes to new feelings and innovations. It is up to us to grow and make the arts industry great. Not only entertainment but also in the creation of educational materials and resources. Through the creation of new videos and films we'll make teaching and learning easier. Our work will pave the way for future generations of students. Together we'll push the boundaries of creativeness, resourcefulness, entrepreneurship and many other abilities that will serve you well in the future.

Our students can count on a platform where each of you will have a site for that creativity, for that entrepreneurship. We will encourage teamwork so that from joint development, you can carry out projects and work guided by your mentors and/or professors.

The Institute of the arts and Media OF MIAMI has wanted to promote quality in the discipline of the ARTS since its inception. Comprehensive training from ethics and attention to laws and regulations that will allow integral members and entrepreneurs who will contribute to sustainable development, technological innovation, and deep knowledge with new models where video will be a fundamental basis in the business world.

From the virtual campus of Institute of arts and media OF MIAMI, our students will receive their course syllabus, course development, academic attention, library service, technological support, financial statements, academic history, and counseling when necessary.

Likewise, I want to emphasize that the training of global professionals, through Online Education enriches knowledge with their experiences, broadens job options, and allows socialization that contributes to new generations from anywhere in the world.

With gratitude for having you in our institutional family at institute of arts and media OF MIAMI, I reiterate my commitment to each of you. We will always have a communication channel for you.

Andrés Mejía

Thank you again .

MISSION

The mission of SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI is to support the sustainability of humanity and the planet from the education, the arts, the technology and innovation, promoting the use of resources that allow training technicians and professionals in the film, television and arts industry dramatic.

VISION

The vision of the SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI is to promote and cooperate with tools that allow students and teachers to contribute from the arts, the education, and innovation in the development of videos for the film industry, television and use of the media.

PILLARS

The objectives of the SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI are:

- Commitment and responsibility in the performance of daily work

- Contribute to the training of bilingual technologists

- Stimulate teamwork

- Stimulate the development of projects

- Encourage student practice in developing live materials for film, television, and educational purposes

OBJECTIVES

The objectives of SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI are:

- Promote the use of technologies in entrepreneurship and the automation of artistic, dramatic knowledge in education and business.

- Promote technological work in managing the video development industry using artificial intelligence and deepening knowledge by understanding basic programming

LICENSURE STATUS

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI is licensed by the Commission for Independent Education, Florida Department of Education Additional information regarding SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI may be obtained by contacting the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, or toll-free telephone number (888) 224-6684.

Link of Florida Commission for Independent Education: http://fldoe.org/policy/cie/

PHYSICAL FACILITIES

The reception of the building.

Classroom.

Filming set.
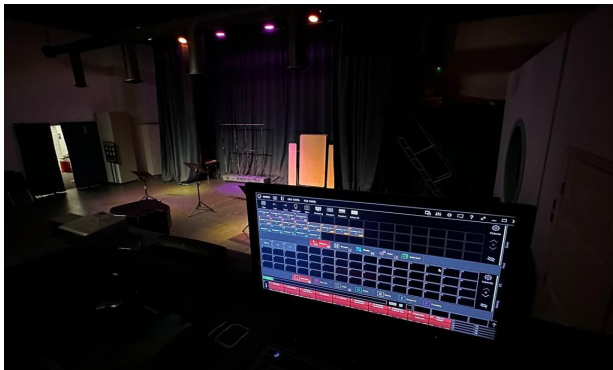
SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI counts on these physical facilities to support administrative efforts. All academic endeavors are carried out on the online platform. The address is 2186 NW 87th Ave, Doral, FL 33172, Estados Unidos Teléfono: +1 786-339-4577

https://goo.gl/maps/ZEzY5fRnM7bs93AD8
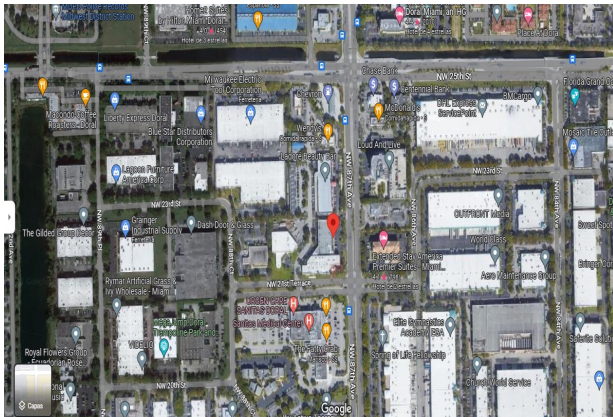
ACADEMICS

Method of Instruction

Online Delivery

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI is aware that the appropriate 100% online instruction enables effective achievement of educational goals. It is important to maintain that the student will have a space to reflect and acquire knowledge from the materials, the interaction with the instructor and the learning community.

- The online platform will allow these interactions to be more flexible. It is important to outline the following criteria:
- The instructor has knowledge of online instructional technology and help students who have any issues.
- The virtual classroom will find relevant information to schedule activities, facilitators, support material, list of participants, assessments, activities, and other information programs by phase.
- The delivery of activities must be done according to the established schedule, and with the constant attention of the teachers.
- The flexibility offered by virtual studies is that it is posibility to attend immersion sesions; however, forums or conferences can be set online when teachers deem appropriate, at a predetermined fixed schedule, one day a week at the most (and not every week). You can pursue studies at home or workplace anywhere in the world.

Classes Schedule

Once the registration process in finished, students can start taking their online classes. They are expected to take and finish at least one course every month. If they want to take more than one course at month, this has to be approved by the academic coordinator.

Online Structure

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI has developed an alliance with strategic partners to house its technological infrastructure and guarantee the confidentiality, integrity and availability of its information, which is essential to ensure the continuity of the educational service.

The servers have extensive hosting capabilities, provide full web administration privileges, and create multiple sites via SFTP and SSH, allowing us to have full control over our website and LMS.

Web hosting offers an advanced platform that operates with Linux operating systems under the best performance settings to provide greater reliability and availability in the administration of websites and applications.

The server includes a remote desktop connection with all the administration benefits to be able to install and run any required application.

In addition, the hosting has unlimited domains, database creation and performance customization to meet our needs.

Academic Calendar

Y1		Start	End
1	Registration	10-21-23	10-26-23
	Enrollment	10-26-23	10-29-23
	Term	10-30-23	01-19-24
2	Registration	01-20-24	01-25-24
	Enrollment	01-25-24	01-28-24
	Term	01-29-24	05-13-24
3	Registration	05-14-24	05-21-24
	Enrollment	05-21-24	05-24-24
	Term	05-27-24	9/09/2024
4	Registration	09-13-24	09-13-24
	Enrollment	09-13-24	09-20-24
	Term	09-23-24	01-13-25

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI has registration throughout the year from January to December, students can start their classes as soon as the registration process is completed.

Holidays

- New Year's Day
- Martin Luther King Day
- President's Day
- Easter (Thursday and Friday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas
- New Year

Learning Platform

Our learning platform is an e-learning education system anchored on the widely tested and tried Moodle 4.0 with added custom tools for enhanced performance.

Some of the elements contained in the - Course syllabus: outlines the structure of the class.

- Forums: This asynchronous tool allows class participants to create threads of information that will be available throughout the class; a great tool for studying down the road.
- Chats: Allow students to interact with other students and the professor.
- Calendar: Reminds students of class progress and tasks, quizzes or exams ahead.
- Document and resources: Throughout the course, students will have spaces to upload their assignments in a clear and convenient way.
- Video conferences: This element allows you to have a synchronic interaction with students.

Language

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI developed a completely bilingual online platform (English/Spanish). This platform allows the instructor to

teach postsecondary courses in English and/or Spanish. To guarantee the quality of the academic experience, the Institute adapted its platform with the following features:

- Bilingual online campus. This feature will allow students to navigate through their courses, academic resources and, in general, all the information available in English and Spanish.
- Bilingual course design. SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI has developed all its courses in English and Spanish; this will allow students to access the same academic contents in both languages if needed.
- Bilingual faculty and staff. Our human capital is the key to our operations. SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI hires bilingual professionals or those who can communicate in English or Spanish.

Language Disclaimer

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Credit Hour

One credit is comprised of 15 hours of interaction between the student and the instructor. A standard course contains 45 hours of student/instructor interaction. This interaction is both synchronic and non-synchronic. In addition to the interaction with the instructor, a student is expected to devote a minimum of 30 hours per credit to reading course materials and to other independent study.

Grading System

Upon completion of each course, a letter grade (as described below) shall be issued to the student reflecting the student's measured performance in that course. In the event that the student is issued a passing grade, SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIA-

MI shall issue the credits of that course to the student. A passing grade shall be defined as any grade other than a failing grade, or an "F" as described below. In order to satisfy program completion requirements, the student must receive credit for that course.

Grade Point Average (GPA) shall be computed by a computation of grades received in each course registered by the student as described below. Each grade represents a grade point number as per the following table:

GRADES	PERCENTAGE	GPA
A	95-100	4.0
A-	90-94	3.7-3.9
B+	87-89	3.3-3.6
B	84-86	3.0-3.2
B-	80-83	2.7-2.9
C+	77-79	2.3-2.6
C	74-76	2.0-2.2
C-	70-73	1.7-1.9
D+	67-69	1.5-1.6
D	64-66	1.3-1.4
D-	60-63	1.0-1.2
F	50 OR <	0-0.9

Other Grades

I (Incomplete): Is assigned to students who have completed most of the course requirements but need extra time to finish an assignment o test. Incomplete grades must be agreed upon by the student and instructor.

IF (Incomplete, failing): is assigned to students who requested an incomplete grade and did not finish the coursework within the designated time frame or completed the course, but failed.

W (Withdrawal)*: If a student needs to drop a course, but the period of add/drop has passed, he/she must inform the professor and the Institute. They will then receive a withdrawal form to complete and sign. This form must also be signed by the teacher and sent to the registrar office.

*This grade is assigned to students who either request

a withdrawal before the eighth class meeting of a cycle, or request a withdrawal after the eighth class meeting of a cycle, and are passing the course at that time. A "W" grade does not affect your GPA.

WF (Withdrawal, failing): is assigned to students who request a withdrawal after the eighth class cycle and are failing the course at the time, or attend the course at least once and then stop attending the class. A "WF" grade counts as an "F" in you GPA.

Minimum Academic Standard

A cumulative GPA of 2.0 is required to graduate in any Associate degree program. A successful course completion rate will be when the student earns at least 55% of the credits attempted each term.

To calculate a student's cumulative GPA, the earned grade points of a specific course are multiplied by the number of credits the specific course is worth. The total sum of the points obtained, after multiplying by the respective credit per course, is divided by the total number of credits attempted.

Grades of I (Incomplete) are given at the discretion of the faculty, but normally are granted only if students have acceptably completed approximately 80% of the coursework, including discussions and assignments, prior to the last day of the class. Students must request a grade of I (Incomplete) prior to the last day of the course. Such a request should include a list of missing assignments and a date and plan for submission of missing assignments, no later than 3 calendar days from the last date of the course. Discussion assignments may not be made up after the last date of class and will be graded in accordance with submission as of the last date of class and faculty requirements.

Failure to complete and submit the course require mentor within 3 calendar days from the last day of the course causes the grade of I (Incomplete) to default to an F (Fail) or U (Unsatisfactory).

Evaluation

The course syllabus shows students what is expected from them throughout the course and includes didactic units, thematic units, study tasks, learning outcomes, and activities. Students are responsible for regularly reviewing the course syllabus and completing all required assignments and other programmed learning activities.

The use of forums, chats, and other communication tools gives instructors the opportunity to provide continuing evaluation and feedback to students as they prepare their formal evaluations.

Formal evaluations are implemented using assignments or quizzes. For assignments, a text file is submitted by the student; the instructor corrects it, gives feedback, and assigns a grade. Quizzes are corrected automatically, and the grading is instantaneous.

All exams are administered through our password protected online platform. These exams are monitored through IP tracking to ensure the student is the only user. Students are expected to adhere to the timeline and retake policies provided by the professor in the syllabus. Any retakes are at the discretion of the professor. In particular occasions, it may be required to have proctored evaluations.

Response Time

When a student sends a message with a question, or posts a message on a forum, the instructor is expected to respond within 24 hours during weekdays, and 48 hours during the weekends. The same response time is used for evaluations that require the instructor's review, grading, and feedback. Technical support is provided within office hours. Response time during weekdays is 24 hours and 48 hours during weekends.

Attendance and Record Keeping

All students must have a minimum of 15 hours of instructional teaching for each course. To demonstrate academic attendance the student is required to do mo-

re than just "log in" to be documented as having attended an online course.

Attendance is kept by the Institution through its Learning Management System. Acceptable indications of attendance in an online course can include:

- Student submission of an academic assignment.
- Student submission of an exam.
- Documented student participation in an interactive tutorial or computer-assisted instruction.
- A posting by the student showing the student's participation in an online study group that is assigned by the institution.
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
- An email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about an academic subject studied in the

ACADEMIC PROGRAMS

1. Professional Acting   — 60 c/h
2. Film and television production — 60 c/h
3. Cinematography — 60 c/h

Undergraduate Academic Programs

All the credits earned in the Associate degree can be transferred to the bachelor's degree, depends on the receiving institution

Associate Degrees

Professional Acting   — 60 c/h

Program Description

The professional acting program allows students to develop artistic and human abilities and skills that pro-

mote their career in the world of acting through the conception, creation, and interpretation of characters, integrating expression, body movement, sensitivity, art, style and communication. With a comprehensive and practical training, this program was designed to prepare its apprentices for all types of plays, stages, theaters, television programs and films.

Program Objectives

- Interpret characters and use the body as a vehicle to improvise in space and time through physical and technical training.
- Prepare students in the practical and theoretical foundations of acting for film, theater or television.
- Create the habits of systematic training in the Acting, Body Expression and Voice Workshops and understand them as a unit of acting development.
- Develop the commitment, love for art and autonomous work of the student as a fundamental principle of artistic education.
- Study and apply techniques that allow you to develop your own acting capacity.
- Know the fundamental elements of business related to the field of action
- Know and apply environmental protection techniques in their professional projects.

Entrance Requirements

- Official transcripts from all high school and post-secondary institution(s) you have attended are required.
- English Language Proficiency.
- All applicants must demonstrate English Language Proficiency for the purpose of admission if their first language (learned and understood) is not English.

Title Offered: Associate of Professional Acting

GEN101	History of Art	3
GEN102	college algebra	3
GEN103	Film history	3
GEN104	English composition	3
GEN105	Introduction to Comunication	3
GEN106	Environmental Sciences and social impact	3
ACT201	Body and Movement I	3
ACT202	Acting I	3
DCA202	Scriptwriting Techniques	3
ACT204	Voice and Diction	3
ACT301	Acting II	3
ACT302	Acting for tv	3
ACT303	Acting for theater	3
ACT304	Body and Movement II	3
ACT305	Casting	3
ACT402	Lab of Practice TV	3
ACT403	Lab of Practice Theater	3
ACT404	Acting for film	3
ELE303	Elective I	3
ACT406	Final film project Lab	3
	TOTAL	**60**

Film and television production — 60 c/h

Program Description

The film and television production program conceives film, television, and audiovisuals as a professional sector in clear growth and specialization. We train Audiovisual Artists with reflective and critical thinking, which integrates specialized knowledge, talents, abilities, and skills in each of the specific areas of film and audiovisual production, in order to offer the industry qualified professionals to create, design, manage and direct audiovisual projects.

Program Objectives

* Know and apply narrative techniques and audiovisual language.

* Apply the concepts of script development for film and television, form, story, and dramatic construction.

* Train the student to carry out positions related to the direction and production of cinema, television and multiformat.

* Apply techniques and concepts for the creation of scripts

* Know the different processes involved in film and television post-production

Entrance Requirements
* Official transcripts from all high school.
* English Language Proficiency
* All applicants must demonstrate English Language Proficiency for the purpose of admission if their first language (learned and understood) is not English.

Title Offered: Associate of Film and television production

GEN101	History of Art	3
GEN102	college algebra	3
GEN103	Film history	3
GEN104	English composition	3
GEN105	Introduction to Comunication	3
GEN106	Environmental Sciences and social impact	3
FTP201	Narrative and Audiovisual Language	3
FTP202	Packaging (Talent-casting-strategy)	3
FTP203	Legal aspects (Rights, contracts, negotiations)	3

Code	Course	Credits
FTP204	Direction and staging	3
DCA205	Location and Visual Design	3
FTP302	Cinematography (Lights, sound, camera, action) I	3
GDA204	Editing Level I: Introduction to Editing	3
ELE303	Elective I	3
FTP304	Production logistics (management of actors, calls, food, etc.)	3
FTP305	Media production I	3
DCA202	Scriptwriting Techniques	3
FTP402	Media production II	3
ELE405	Elective II	3
FTP403	Practice in production project	3
	TOTAL:	**60**

Associate of Cinematography — 60 c/h

Program Description

The Associate in Cinematography provides the student with knowledge in the use of the latest tools and techniques available to media developers, they will learn to create professional content for television, online media, mobile applications, and films developing a comprehensive understanding of digital, with a curriculum that strikes a balance between traditional film fundamentals and the latest production and post-production techniques. You will learn to master the essential images, communication and video production methods for digital photography, lighting, HD video production, lighting, audio mixing and editing.

Program Objectives

- Know and apply fundamental techniques, tools and workflow in the film and television industry.
- Know and master digital tools for video production.
- Study and apply concepts of art history to your professional life.
- Know and apply the concepts, techniques and processes involved in the production and post-production of a film.
- Know and practice techniques typical of action films.
- Study and apply shades, lighting, spotlights and visual composition in real filming environments.
- Know and apply environmental protection techniques in their professional projects.

Entrance Requirements

- Official transcripts from all high school.
- English Language Proficiency
- All applicants must demonstrate English Language Proficiency for the purpose of admission if their first language (learned and understood) is not English.

Title Offered: Associate of Cinematography

Code System

Code	Course	Credits
GEN101	History of Art	3
GEN102	college algebra	3
GEN103	Film history	3
GEN104	English composition	3
GEN105	Introduction to Comunication	3
GEN106	Environmental Sciences and social impact	3
GDA204	Editing Level I: Introduction to Editing	3
DCA202	Scriptwriting Techniques	3
DCA204	Fundamentals of Production & New Media Tools	3

DCA202	Scriptwriting Techniques	3
DCA204	Fundamentals of Production & New Media Tools	3
FTP302	Cinematography (Lights, sound, camera, action) I	3
DCA205	Location and Visual Design	3
DCA301	Camera management and lighting	3
GDA301	Drama Therapy	3
ELE303	Elective I	3
GDA403	Cinematography (Lights, sound, camera, action) II	3
FTP305	Media production I	3
DCA403	Technology in the Entertainment and Media Industries	3
DCA404	Cinematography (Lights, sound, camera, action) III	3
ELE405	Elective II	3
DCA406	Project and Portfolio: Film and Video	3
	TOTAL:	**60**

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI, courses are identified by a prefix of three letters and three numbers. The letters determine the study area. The numbers identify the academic level. The numbers determine the period in which you plan to take the course.

Graduation Requirements

To be awarded a degree from SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI, students must fulfill the following requirements:

- Satisfactorily complete all the credits of the chosen program of study.
- Complete their respective program requirements within certain time limits, which are defined in terms of attempted credit hours. For Associate degrees the maximum time frame is 20 months.
- Have no outstanding financial obligations with SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI.

- Fill and sign the form "Change of Status"
- Achieve a cumulative GPA of at least "C"-2.0 or better on a 4.0 scale on all course work, for the Associate and Bachelor programs.

Academic Standards and Policies

Student's Status

Extended Enrollment Status

A student who has been deemed to have not met satisfactory academic standards, may be given the opportunity to continue as an Extended Enrollment student, with the approval of the Academic Dean and for a period not to exceed four months. While a student is deemed to be in Extended Enrollment Status, the student is given the opportunity to improve his/her academic record and re-establish a satisfactory academic standard by re-attempting any courses in which the student received a failing grade.

Costs for re-attempting any courses shall be borne solely by the student, and any credits or attempted and grade points each will be considered in the GPA calculation. If, upon completion of the semester as an Extended Enrollment student, the student meets minimum academic standards, course completion rates, and demonstrates ability to continue their education; the School Dean may reinstate the student to their prior status for the following educational term.

Leave of Absence Status

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI can granted the status of leave of absence up to four months to students that are in good standing academically and financially.

Qualifying circumstances include poor health, family crisis, or other extreme circumstances outside the control of the student. Written documentation evidencing and supporting the existence of the circumstances and any adverse effect on academic performance must be submitted to the School Dean with the student's leave of absence request form. Mitigating circumstances wai-

vers shall not be issued under any circumstances to affect any requirements for graduation.

During this time students are not requested to take any course or to pay any monthly payment. Cancelled Status If the four-month leave of absence has passed and the student does not return to his/her regular class schedule, or does not make the agreed payments, he/she is placed in the canceled status. This means that they cannot enroll in another course until they pay a new registration of $ 150 and make payments for the corresponding courses that he/she is going to take.

Withdrawal Status

Withdrawal is a voluntary status that a student can ask for if they are not able to continue in their program. They must request, fill out and sign a Withdrawal Request Form; they cannot have any course to finish, nor financial debts; They must also pay a fee equivalent to three (3) credits of their program. The withdrawal must be requested one month in advance, counted from the date of submission of the Withdrawal Form. During this month, the student can complete any course that has begun, if it ends before the expiration of the month.

Academic Honors

The Dean's List is an academic honor attributed to students whose semester GPA is 3.50 or higher during a given term, while carrying an academic load of 8 or more credits within that term.

During the commencement ceremony, the Institute will recognize the top five students in each graduating class.

Students can be placed in any of the following honor categories:

- Magna Cum Laude (With Great Praise) is an honorary title of academic recognition reserved for students that obtain a GPA of 4.0 on the grade scale (A).
- Summa Cum Laude (With Highest Distinction) reserved for students that obtain a GPA bet-

ween 3.7. to 3.9 on the grade scale (A-).
- Cum Laude (With Distinction) reserved for students that obtain a GPA between 3.3. to 3.6 on the grade scale (B+).

Academic Probation

This is an action that is taken when a student's cumulative GPA drops below 1.0. Academic Probation will continue until the student finish the course and the cumulative GPA reaches 1.0 (D) or better.

If a student's GPA falls below 1.00, the academic advisor will be in contact to help the student with corrective measures to avoid academic suspension.

As a student on academic probation, the two most important steps you can take, are to gain as much information as possible about your individual academic situation, and based on this information develop a plan to return to good academic standing in the following semester. This is the time to do the following:

- Assess the severity of your grade point average deficit
- Know what courses you should be taking (or retaking)
- Be aware of the grades needed to clear probationary status
- Develop a study schedule and routine that will provide you with both the structure and support you need to concentrate on improving your academic performance.
- Academic advisers are ready to assist students that make this effort.

Repeating a Course

A course can be repeated by a student who has received a failing grade. The fees the course will be assumed only by the student, and the grades obtained will be considered in the student's academic average and the cumulative GPA. The new grade will replace the previous grade for the purpose of calculating GPA. The cot

for the repeating course is the US$300. Students will be duly informed about any cost changes.

Student Conduct Policy

Students of SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI, as well as applicants, who become students and former students, are expected to comply with all laws and with the Institution Policies as well as online campus regulations. The following types of conduct are unacceptable:
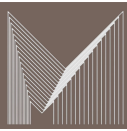
- All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- Other forms of dishonesty including, but not limited to, fabricating information, furnishing false information, or reporting a false emergency to the Institution.
- Forgery, alteration, or misuse of any Institution document, record, key, electronic device, or identification.
- Unauthorized entry to, possession of, receipt of, or use of any Institution services, equipment, resources, or properties, including the Institution's name, insignia, or seal.
- Sexual harassment: sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile or offensive learning environment. In the interest of preventing sexual harassment, the Institution will respond to reports of any such conduct.
- Harassment behavior in which an individual repeatedly engages in conduct directed at another person and makes a credible threat with the intention of putting that person in reasonable fear for their safety or the safety of their family; where it is reasonably determined that the threat alarms or seriously torments the person;

and that the threat has no legitimate purpose.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other Institute activities.
- Failure to adhere to or comply with the directions of an Institution official or other public official acting in the performance of his or her duties while at official Institution functions or resisting or obstructing such Institution or other public officials in the performance of or the attempt to perform their duties.
- Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the Institution in advance and explicitly permitted by the course instructor in writing.

- The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether it was the student or someone else who prepared the notes or recordings. Copying handouts, readers or other course materials provided by an instructor as part of the Institution course for any commercial purpose unless authorized by the Institution in advance and explicitly permitted by the course instructor or the copyright holder in writing is prohibited.

Penalties for Misconduct

Deans may impose penalties for violations of Institutions policies or regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts. If, as a result of an official appeal, it is determined that the student was improperly disciplined, the School Dean shall, if requested by the student, have a record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings.

Whether or not a hearing is conducted, the Institution

may provide written notice to a student that his or her alleged behavior may have violated Institution policy or regulations and that, if repeated, such behavior will be subject to a disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be presented in a subsequent disciplinary action.

When a student is found in violation of Institution policies or regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

Warning/Censure: Written notice or reprimand to the student that a violation of specified Institution policies or regulations has occurred and that continued or repeated violations of Institution policies or campus regulations may be cause for further disciplinary action, normally in the form of disciplinary probation, and/or loss of privileges and exclusion from activities, suspension, or dismissal.

Disciplinary Probation: A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to Institution standards. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

Loss of Privileges and Exclusion from Activities: Exclusion from participation in designated privileges and activities for a specified period. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of Institution policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of probation, suspension or dismissal.

Suspension: Termination of student status at the Institution for a specified period of time with reinstatement thereafter, provided that the student has complied with all conditions imposed as part of the suspension and provided that he or she is otherwise qualified for reinstatement. Violation of the conditions of suspension or of Institution policies or regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

Dismissal: Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances.

Restitution: A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the Institution or other parties resulting from a violation of these policies. Reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

Revocation of Awarding of Degree: Subject to the concurrence of the Board of Directors, revocation of a degree obtained by fraud.

Anti-Hazing Policy

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI does not tolerate hazing. Hazing is prohibited for any Institute recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the Institute. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, may be subject to disciplinary action by the Institute, and may also face criminal charges under state law.

Students Rights In SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI disciplinary proceedings under the Student Conduct Code, including cases involving general misconduct and academic misconduct, students have the following rights to confidentiality and due process.

Right to Confidentiality Any student involved in a Institute disciplinary proceeding has the following rights related to privacy and confidentiality: - All disciplinary proceedings are closed to the public. - SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI, except as required by law, will not disclose information to anyone

not connected with the proceeding. The fact that there is or has been a disciplinary proceeding concerning the incident may be disclosed; however, the identity (ies) of individual students involved in the proceedings will not be disclosed. - SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI, including individuals involved in a disciplinary proceeding, will disclose the results of the proceeding, including sanctions imposed, only to those who need to know for purposes of record keeping, enforcement of the sanctions, further proceedings, eligibility for participation in certain Institute activities, or compliance with Federal or State laws. The fact that a disciplinary proceeding has been concluded and appropriate action has been taken may be disclosed. Rights to due Process 1

Respondent: A student accused of violating the Student Conduct Code (the "respondent") has certain rights. These include the right to:

- Be advised that a complaint is being investigated and be advised of the nature of the complaint.
- Be advised of the charges under the Student Conduct Code that are being filed.
- Submit a written account relating to the alleged incident and/or charges.
- Have a person of choice, including an attorney, present throughout any meeting related to the disciplinary proceeding.
- Know the identity of individuals who will be present at meetings or hearings related to the proceeding.
- Present relevant evidence and/or witnesses.
- Review any evidence reasonably likely to be used in the proceeding.
- Hear and question any witnesses who participate in the proceeding.
- Have a reasonable period to prepare for a hearing.
- Request a delay of a hearing for exceptional circumstances.
- Decline to make statements.
- Timely adjudication and resolution of the case.

Complainant: A student who brings a complaint against another student under the Student Conduct Code (the "complainant") also has certain rights. These include the right to:

- Meet with the designated administrative official to discuss the disciplinary process.
- Submit a written account of the incident and a statement describing the effect of the alleged misconduct.
  - Have a person of choice, including an attorney, present throughout any and all of the proceedings.
  - Be informed of the date, time, and location of any meetings related to the disciplinary proceedings.
    - Be informed immediately of the outcome of each step of the disciplinary proceeding.
    - Have past conduct that is irrelevant to the case not discussed during the proceedings.

Grievance Procedure

Any student who believes that an action taken on behalf of the Institute adversely affected the students' status, rights, or privileges has the right to start a grievance procedure which will allow them to access an equitable process to resolve such grievances. To start the procedure, students must first communicate the grievance in writing to the appropriate professor (or administrative representative, if applicable).

The SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI staff member will have one calendar week to review and respond to the student in writing. In case the student is dissatisfied with the response to the grievance, or if the preceding staff member is unable to respond to the grievance, then the matter is escalated to the School Dean.

The School Dean will have one week to review and respond to the grievance. In case the student is dissatisfied with the School Dean response to the grievance, or if the School Dean is unable to respond to the grievan-

ce, then the matter is escalated to the Academic Council.

The Academic Council will have one week to review and respond to the grievance. In case the student is dissatisfied with the Academic Council's response to the grievance, or if the Academic Council is unable to respond to the grievance, then the matter is escalated to the Institution President.

The Institution President will take the necessary steps to resolve the grievance. In case the student is dissatisfied with the Institution President's response to the grievance, or if the Institution President is unable to respond to the grievance, then the matter is escalated to the Board of Directors.

All decisions of the Board of Directors will be final with regards to the Institution position on the grievance. In case the student is dissatisfied with the Board of Directors response to the grievance, then the student may refer it to: Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399-0400, Phone #: 1-888 -224-6684 (Toll Free).

Family Educational Rights and Privacy Act (FERPA)

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

ADMISSIONS

General Admission Requirements

Documentation required for all applicants seeking admission:

- Official transcripts and diplomas of previous studies.
- GPA of at least 2.0 or higher on a 4.0 scale for all

programs.
- Enrollment Agreement with all parts filled and signed.
- If student is under 18 years of age, a parent or guardian must sign.
- A passport type picture.
- Copy of an official identification.
- Any supplemental materials required by the admissions department beyond transcripts and test scores must be submitted via the online undergraduate application.

Applicants seeking admission into the Associate programs must have:
- High School diploma or General Education Development (GED) certificate.
- Applicants with a GED should submit transcripts from courses taken at high schools they may have attended.

General Admission Process

At SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI registration is open at any time from the month of February through November.

- Download the Enrollment Agreement from our website www.msaami.education or send us a request of information using our email info@msaami.com.
- Fill our all the information requested and sign the Enrollment Agreement.
- Collect all the documentation required.
- Scan the Enrollment Agreement and the documents and send it to the Institute using the e-mail admissions@msaami.com.
- Any diploma or document in a language other than English, must be translated into English.
- When the transcripts are received, the department of Admissions is going to review and evaluate all your documentation and if everything is complete and correct, will send you a letter of acceptance.
- After receiving the letter of acceptance, the

student must pay the corresponding fees.

- SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI will provide the applicant with a copy of the completed enrollment agreement, signed by both parties, and the Student's Handbook.
- When the process is completed, the student will receive a username and passcode and is ready to start taking his/her courses.

Transfer Opportunities

Transfer from Another Institution

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIA-MI will create strategic partnership agreements with other Universities in order to solidify academic and research growth.

Students transferring from other colleges or universities are welcome at SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI.

Transfer applicants must meet all the regular admission requirements. SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI transfer policy is designed to reward prior educational efforts.

Students may seek advice before registering if they have any doubt about the content equivalence of the courses to be taken.

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIA-MI may grant transfer credit from external sources as follows:

- A maximum of 15 credit hours may be applied to an SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI.
- The credits earned at other postsecondary institution must be congruent with SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI program and applicable.
- SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI will validate and confirm transfer credit from colleges and/or universities on a course-by-course basis.
- Credits will only be accepted if the grade earned

was at least a "C". Transfer of credit is at the discretion of ALEN UNIVERISITY, there is no guarantee of credits from one institution to SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI

Transfer to Another Institution

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIA-MI recognizes the sovereignty rights of each institution to accept the transfer of credits. Therefore, acceptance of transfer credits from SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Transfer Credits from Educational Experience/Military

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIA-MI grants credit for study completed in service schools on the basis of recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the individual's chosen program. Ordinarily, such credit may not be applied toward the general education requirements. Recommendations made by ACE for vocational or technical credit are considered on the same basis as, and with the same limitations as those placed in nonmilitary sources of credit.

Services

Professional Experience Credit Policy

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIA-MI does not recognize credit from work experience.

Transient Students

Transient students must know that they can't transfer to or seek either a degree or certificate at SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI. Please

note that some SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI courses may have pre-requisites. As a transient student, you accept full responsibility for possessing or acquiring, at the time of enrollment, the knowledge and/or skills that these pre- and co-requisites provide.

Non-Discrimination Policy

Transient students are responsible for requesting that an official transcript be sent to their home institution after completion of coursework at SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI. There will be a fee assessed for that transcript. These students must:

- Complete the Enrollment Agreement. Fulfill the requirements for the program, depending on the program the student wants to enter. The Enrollment Agreement can be emailed, faxed, or mailed to the Admissions Department.
- Send the Official transcripts from the institution they are enrolled. c. Pay $50.00 of application fee. SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI will respond within 15 business days.

Discriminatory and Sexual Harassment

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI is an equal opportunity educational institution. Faculty, staff, and students are admitted, employed, and treated without regard to race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, or any other characteristic protected under applicable federal or state law.

Discriminatory and Sexual Harassment In an effort to foster a community in which there can be a free and open development and discussion of ideas, SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI is committed to maintaining a working and learning environment free of discriminatory and sexual harassment. SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI has adopted policies and procedures concerning any forms of discriminatory and sexual harassment.

Cancelation of a Course by Institute

Students must understand that all classes are subject to change or cancellation. If SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI cancels the course in which a student is enrolled, he/she can transfer to a different course on their program. It is important to understand the difference between a cancelled course, a dropped course, and an extemporaneously cancelled course by the students, as it is financially relevant. Cancel a course:

Students who want to cancel any course, should request it at least one day before the closing registration day of that course.

Cancelled courses are not subjected to charges for cancellation.

Drop a courses: Students who want to drop a course after beginning the classes, should request it within the first three days of class. Dropped courses are not subjected to charges for cancellation. Extemporaneous

Cancelled courses: Students can cancel a course after three days of being taking classes. These courses will remain as "cancelled" in the students' records without affecting the students' GPA (Grade Point Average), but are subjected to a charge for cancellation. Students can cancel, drop out or extemporaneous cancel courses, up to two times over a period of 10 months.

Drop/add Period

The Drop/add Period is one week from the day student submit their Enrollment Agreement.

FINANCES

Tuition and Fees

Tuition is $450.00 per credit for the Associate programs.

The tuition payment is due at the time of registration, and students pay in advance every two months for the

courses they will take.

The following fees are required:

- Application Fee (non-refundable) US$150.00
- Evaluation Fee (refundable) US$90.00
- Change of Program Fee US$90.00
- Graduation Fee US$120.00
- Insufficient Funds Fee US$ 50.00
- Late Payment Fee US$ 30.00
- Copy of Official Transcript (each copy) US$ 25.00
- Incomplete Course US$100.00
- Translations (per page) US$ 50.00
- Diploma Notarization and Apostille US$100.00
- Replacement of Diploma US$200.00
- Returned Check US$ 35.00
- Books US$ 200.00

Payment types: Money orders / Credit Card- Visa & MasterCard/ Zelle / Venmo

Payment Methods

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI accepts the following payments methods:

- Personal check in the name of SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI. All returned checks have a returned check fee of $ 35.00.
- Payment online from a bank checking or savings account, or with a credit card.
- Money order or cashier's check payable to SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI to be sent to the Institute's accounting office by registered mail. This form of payment must be received before the due date.
- Payment is expected before the beginning of each course, every two months.

Payment Options

Students have two payment options:

- Pay in full the total tuition and program fees at the time of enrollment, or

- Pay the fees and tuition for two courses at the time of enrollment and obtain a payment plan to pay the rest of the debt every two months. This plan must be paid in full before graduation.

Late Payment

Payments made after the due date are consider late payments. Each time the student does not pay on time, a late payment fee will be charged for the amount of $50.00.

Textbooks and Materials

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI does not charge students, nor does it provide them with books or related materials. The syllabus of each course indicates the necessary books and materials and students are expected to obtain them, either by.

Optional Fees

For the development of Cinematography and film and television production programs, some elements may be required, including a camera, video editing software, lights, and mounting accessories. The budget for these elements can vary depending on the level of quality, location and sophistication that the student allows himself.

Here is a list of basic items and their approximate cost:

Tuition and Fees Refund Policy

If SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI does not admit an applicant, or if the student cancels his/her registration within the first week after signing the Enrollment Agreement, and makes an initial payment of tuition and fees, all money, except the application fee, will be refunded. Business days are from Monday to Friday; weekends and Institution recognized holidays are not included. After the first week of signing the Enrollment Agreement all Tuition and Fess refunds will be made according to the following schedule:

ELEMENT	APPROXIMATE COST
Camera	$500 - $3000
Lights (lighting kit for film and television)	$200 -$1000.
Video Editing Software	Free: Shotcut, iMovie o Lightworks Professional: Adobe Premiere Pro or Final Cut Pro $20 - $50 per month.
Mounting Accessories (basic tripod and head)	$200 -$1000.

- Withdrawal up to the end of the 1st week will result in a refund of 100% of all tuition funds. Application fees are non-refundable.
- Withdrawal in the second week will result in a 40% refund
- Withdrawal in the third week will result in a refund of 10% In accordance with Rule 6E-1.0032 F.A.S.

The SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI does not have a title IV, therefore it does not have an aid benefit for students and veterans. When the approved Institute has the title IV that refers to federal financial assistance, the institution will publish in the coresponding section the POLICY OF REIMBURSEMENT OF ENROLLMENT AND FEES for the knowledge of students and the community in general.

Drop /Add Refund Policy

Cancellation and Settlement Policy This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already stated academic classes.
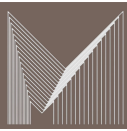
Refund Chart	
Withdrawl's Date	**% Refund**
Between the first week	100%
During the second week	40%
During the third week	10%
During the fourth week	0%

Refund Policy

I understand that if choose to make monthly tuition payments I must complete payments for the entire semester prior to subsequent registrations being accepted. Should I either drop a course(s) or withdraw form all courses I am required to notify the Records/Registrar's office by using the appropiate form and submitting that from to the aforementioned office.

Should I be terminated or cancel my registration form any reason, I understand that all refunds will be made according to the following refund schedule:

1. All monies paid by the applicant will be refunded if the cancellation takes place within **five (5) business days** after signing an Enrollment Agreement and making an initial payment.

2. Cancellation of the contract by the student must be made by certified mail or in person and in writing. The college will refund:

3. 100% of tuition charges if the student withdrawal takes place within five (5) calendar days after signing an Enrollment Agreement and making an inicial payment.

4. The Drop/Add period is the first five days of classes (Monday through Friday) close of business. There will be a refund if the student withdraws

"on" or during the drop/add week. There will be no refund after the drop/add week.

5. If the college does not accept the enrollment, all monies paid by the student to the college shall be refunded and the student and college shall be relcased from further obligation.

6. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.

7. Refunds will be made within 30 days of termination or receipt of cancellation notice.

8. Subject to the date of official withdrawal, tuition and fees will be refunded according to the schedule above. Should disciplinary measures that require the withdrawal of a student the adove refund schedule will apply.

STUDENT SERVICES

The Student Services program at SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI, is designed to complement our Academic Programs, and is offered to students to aid their personal, academic and career development. This important area includes academic advising, inquiry about additional online course offerings, registration for courses, completion of administrative forms, the employment placement services, provision of library access, and more.

Library

At SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI students have access to Oreilly library and other reputable resources to promote rigorous academic activity and research.

Academic Advising

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI offers a continuum of services and resources to support students from the time they become a student until the time they graduate and beyond. These servi-

ces provide the opportunity for development by helping them explore careers and personal goals, and by facilitating a smooth and supportive progression into anyone of our academic programs.

Catalog Availability

The Institute Catalog is also available online at the Institute website: www.MSAAMI.COM

Student Handbook

The Student's Handbook, available at the time of registration, contains information on details regarding the availability of courses according to degree programs, admissions, enrollment, books and materials, regulations, complaints or concerns, graduation requirements, grievance procedures, library access, refund policy, students' rights, responsibilities and sanctions, transcripts, transfers, and course changes.

Career services

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI, reserves the right to assist in the placement of graduates with employment opportunities as they become available. This is done through preparation, advising, submitting grade transcripts, and, when needed, recommendation letters written by professors willingly. The service may disclose information relating to market and job availability . SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI does not and can not guarantee job placement.

Technical Support

There are tools available to students to learn how to navigate through SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI online platform, such as:

- Free, non-credit informational tutorials: Designed to guide students through the functionality of the online platform.
- Support Forum: A dedicated medium for the posting of platform-related questions, com-

ments, or concerns (Please allow up to 24 hours for responses to posts)

- Chats: The Institution offers a Skype supported, free online voice/chat platform for real-time support issues.
- FAQs, demos, and manuals.
- Any changes to student contact information will be processed through IT Support at www.msaami.com using the Change of Status Form.

Student Records

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI keeps a record for each student, translated into English and containing the following:

- Academic transcript
- All documents evidencing a student's eligibility for enrolled programs
- Any certificates or diplomas earned
- Copies of applications or contractual agreements
- Financial records
- Student counseling or advising records
- Records of progress.

All documents received from students become property of SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI and are kept permanently in our files.

Student Financial Assistance

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI can give orientation to students that are having financial difficulties and want to withdraw from the program. This advice consist in options of how to meet their goals, offering them a payment plan the students will be notified of all changes made at the institution.

INSTITUTE LEADERSHIP

Statement of Legal Control

MI is a domestic For-Profit institution created in the State of Florida as SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI CORP . This corporation is owned by Sociedad Actoral Hispanoamericana. It is regulated by the Commission for Independent

Education (CIE) of the Florida Department of Education, under the license number _____.

Board of Directors

- President, ANDRES MEJIA
- Vice President, MIGUEL SAHID RODRÍGUEZ
- Academic Representative, _____

Administrative Staff

- President, ANDRES MEJIA
- Vice President, MIGUEL SAHID RODRÍGUEZ
- Executive director, MAGDALENA PINZON
- School of Arts Dean, ANDRES MEJIA
- Director of Admissions, YANDIRA GERREIRO
- Technology director, ANA LUNA

Organizational Chart

The Academic Department includes the School of arts.

FACULTY

ORGANIZATIONAL CHART

BOARD OF DIRECTORS

Andrés Mejía
INSTITUTION PRESIDENT

Miguel Sahid Rodríguez
INSTITUTION VICE PRESIDENT

Magdalena Pinzón
EXECUTIVE DIRECTOR

ADVISORY

Ana Luna
DIRECTOR TECHNOLOGY

ACADEMIC COUNCIL

Andrés Mejía
SCHOOL OF ARTS

Yandira Gerreiro
DIRECTOR ADMISSIONS &
REGISTRATION

Miguel Sahid Rodríguez
DIRECTOR MARKETING &
ADVERTISING

German Posada
DIRECTOR ADMINISTRATIVE &
FINANCIAL PLANNING

CORPORATE STRUCTURE

SOCIEDAD ACTORAL HISPANOAMERICANA

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI CORP

SCHOOL OF THE ARTS AND MEDIA INSTITUTE OF MIAMI

Faculty

FACULTY MEMBER	DEGREES/DIPLOMAS HELD & AWARDING INSTITUTION
Alejandro Corredor	**Bachelor´s degree System Engineer, Bachelor´s degree Mathematics** Javeriana University- Colombia.
Jenia Alfonso	**Doctor of Philosophy in Curriculum and Instruction in Technology Application.** University of Tennessee, University of wisconsin - madison USA.
Isabel Serna	**Bachelor of Science in Industrial Design, License in Art and French Literature** The Art Institute of Fort Lauderdale, Fort Lauderdale, FL USA, Université La Sorbonne, Paris, France

Marcelo Araus	**Master Agronomist** University College London , Universidad de los Andes, Arizona State University
Diana María Blanco	**Bachelor of Arts, Arts Administration** Nova Southeastern University, Davie, FL USA.
Andrés Mejía	**Master of Science in Psycology, Bachelor of Arts Psychology.** CARLOS ALBIZU UNIVERSITY, FLORIDA INTERNATIONAL UNIVERSITY
Miguel Sahid Rodríguez	**Professional actor** More than 12 years of professional acting experience, USA.
Michelle Foster	**REGISTERED DRAMA THERAPIST (RDT), Master of science inerdisciplinar Arts Education** Issued by North American Drama Therapy Association, Nova Southeastern University, Davie, FL USA.
German Posada	**Master in management, Bachelor´s Financial** Harvard University USA.
Ana Luna	**Ingeniería de sistemas** Universidad Manuela Beltrán. Colombia

Melanie Garcia	Bachelor of General Studies. Cooperative Education in Education, Minor in Early Learning, French Education. Simon Fraser University. Vancouver Canada

COURSES DESCRIPTION

.**GEN 101 History of Art– 3c/h** This course presents an introductory overview of the history of Western art from the Renaissance to the present, including works from significant artists spanning from Leonardo da Vinci to Kara Walker. It covers works in a wide array of media, such as painting, sculpture, architecture, prints, photography, performance, and the moving image. Emphasizing significant stylistic movements in Europe and the Americas, this class lays the groundwork for more advanced art history courses by introducing visual analysis and other interpretative tools of art historical research. Students will also learn how the visual products of a culture relate to historical circumstances, societal values, and shifting personal and collective identities. The skills developed in this course provide important tools for navigating and interpreting media and visual representation in the twenty-first century.

GEN 102 College algebra – 3c/h This course prepares students to study more advanced mathematics. Topics include the real number system, polynomials, inequalities, and exponential, logarithmic and rational functions. It also covers conic sections, determinants, sequences and series and the binomial theorem. To qualify for this course, students must demonstrate competence in both algebra and geometry

GEN 103 Film history – 3c/h This subject offers an overview of the evolution of cinema, from its origins to the present day, covering the main cinematic movements and trends, the most important milestones in film history, and the most influential directors and films of each era. During the course, students learn to analyze and evaluate different cinematic styles and genres, and to identify the main stylistic and technical characteristics of the most representative works of each period. The social and cultural transformations that have influenced cinema are also studied, and the connections between cinema and other forms of art and media are analyzed.

GEN 104 English composition– 3c/h This course is designed to help students improve their writing skills in English. Through a series of lectures, readings, writing exercises, and workshops, students will learn how to write clear, concise, and effective English compositions, including essays, reports, and research papers. The course will cover various aspects of writing, including grammar, punctuation, sentence structure, paragraph development, thesis statements, research methods, and citation styles. In addition, students will learn how **to** analyze and evaluate different types of texts, including academic articles, news articles, and literary works, and use them as models for their own writing. The course will also emphasize critical thinking and argumentation skills, encouraging students to develop and articulate their own ideas and opinions on various topics, and to support them with evidence and logical reasoning. Throughout the course, students will receive feedback on their writing from the instructor and peers, and will have opportunities to revise and improve their work based on this feedback. By the end of the course, students should be able to produce well-structured, persuasive, and grammatically correct compositions that meet the standards of academic writing in English. This course is intended for students who have a basic knowledge of English grammar and vocabulary, and who want to improve their writing skills in English. Prior coursework in English or a related field is recommended but not required.

GEN105 Introduction to Comunication – 3c/h This course provides an overview of the basic concepts of communication and the skills necessary to communicate in a variety of contexts. Emphasis is placed on com-

munication theories and techniques used in interpersonal, group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in speech/communication.

GEN 106 Environmental Sciences and social impact – 3c/h The Environmental Sciences and social impact course belongs to the block of general education courses, it is of a theoretical-practical nature and its purpose is to study the different scientific disciplines whose main objective is to search for and understand the relationships that human beings maintain with themselves, with nature and society. It implies a multidisciplinary area of study that covers different elements such as the study of environmental problems, the proposal of sustainable development models and the impact that environmental changes have on communities and society in general.

ACT 201 Body and Movement I—3c/h This course focuses on how the body and movement can be used as tools for interpretation and expression in acting and theatre. The main objective of the course is to provide students with a deep understanding of how the body and movement can be used to create characters and tell stories on stage. In this course, students will learn about the anatomy and biomechanics of the human body and how these concepts relate to movement in acting and theater. Movement techniques, such as dance, acrobatics, and mime, will also be discussed and how they can be used to enrich performances. Students will have the opportunity to practice and apply these techniques through exercises and group scenes. The course will also address how movement can be used to develop strong acting technique and to explore emotion and character psychology. Students will have the opportunity to experiment with different forms of movement and body expression to help them develop their creativity and intuition as actors.

ACT 202 Acting I -3 c/h The Acting II course aims to train students to develop their ability to create characters, work with texts, and explore emotion and psychology in acting. In this course, students will delve into acting techniques such as character building, listening, and reacting, emotional exploration, and improvisation.

Students will also work with texts from plays, applying the techniques they have learned to create strong and compelling performances. The course will also include an introduction to different acting styles such as classical theatre, contemporary theatre, and musical theatre. Students will have the opportunity to practice these styles and to explore their ability to adapt to different forms of performance. In addition, the course will include exercises and group scenes so that students can practice and apply the techniques they have learned in a real performance environment. Individual feedback will also be provided to help students improve their skills.

ACT 204 Voice and Diction -3 c/h The main objective of the course is to help students develop a clear, strong, and versatile voice that allows them to communicate effectively on stage and on the recording set. In this course, students will learn techniques to improve their respiratory control, diction, and vocal projection. In addition, they will explore different styles and accents to expand their skills and versatility as actors. Students will practice reading aloud, improvisation, and recitation exercises, and receive individualized feedback to help improve their skills. The course will also include classes on caring for the voice, preventing vocal injuries, and maintaining a strong, healthy voice.

ACT 301 Acting II -3 c/h The primary purpose of this course is to help students develop their ability to create more complex, deeper, and compelling performances. In this course, students will delve into specialized acting techniques, such as the Meisner technique, the Stanislavski technique, and the Chekhov technique . These techniques will focus on helping actors connect with their emotions and feelings, and create authentic and compelling performances. In addition, students will practice a wide variety of acting exercises, including improvisation, solo and couple scenes, and monologues. Students will also have the opportunity to work with text from plays and films, applying the techniques they have learned to create deeper and stronger performances. The course will also include a deeper exploration of different acting styles, including classical theatre, contemporary theatre, and musical theatre. Students will have the opportunity to work on individual and group projects to apply and develop their skills in a real performance environment. In addition, students will receive individualized feedback and constructive

criticism to help them improve their skills and develop their ability to make critical performance decisions.

ACT 302 Acting for tv -3 c/h This course will focus on the unique challenges that television acting presents and will help students understand how to apply their acting skills in this medium. The course will include a detailed exploration of the different genres of television, including comedy, drama, soap operas, and reality television . Students will learn about the specific techniques required to act in each of these genres and will practice scenes and monologues to develop their skills in a real acting environment. In addition, students will learn camera technique, including how to perform on camera, how to move on a television set, and how to manage lighting and sound. Topics such as improv on television, teamwork, and collaboration with other actors, directors, and producers will also be explored. The course will also include script reading sessions, in which students will practice interpreting different characters and genres of television. Students will also receive individualized feedback and constructive criticism to help improve their skills and prepare them for the real world of television acting.

ACT 303 Acting for theater -3 c/h The theater acting course aims to help actors improve and develop their skills on the theater stage. During the course, students will explore specific acting techniques for the theater, including voice techniques, diction, body language, and character creation. The course will include detailed exploration of the different theater genres, including comedy, drama, tragedy, and puppetry, and students will learn the specific skills and techniques required to perform in each. Students will practice their skills through acting out scenes and monologues and receive individualized feedback to improve their performance. The course will also focus on theater technique, including use of the stage, stage movement, collaboration with other actors, and improvisation. In addition, students will learn about script acting through script reading sessions and will have the opportunity to receive constructive feedback to help improve their skills. In summary, the theater acting course is a unique opportunity for actors interested in improving their skills and developing their career in the theater. Through hands-on practice and exploration of specialized techniques, students will acquire the skills and knowledge necessary to perform confidently and successfully on the theatrical stage.

ACT 304 Body and Movement II -3 c/h This course focuses on the development of advanced skills in interpretation and corporal expression. Students will learn advanced acting techniques and how to use the body and movement to create characters and convey emotions and feelings effectively. During the course, students will explore acting techniques such as the Stanislavski technique, the Meisner technique , and the avant-garde technique, and learn to apply them to their own performance. In addition, students will have the opportunity to practice advanced skills in acting scenes and monologues and will learn to use the body and movement to create complex and detailed characters. The course will also focus on the use of the body and movement in different genres of film and theater, including drama, comedy, and avant-garde. Students will learn techniques for developing characters and conveying emotions and feelings through the body and movement and will have the opportunity to practice these skills.

ACT 402 Lab of Practice TV -3 c/h This course is designed to give students the opportunity to develop and improve their television acting skills. In this course, students will have the opportunity to work on realistic television situations, such as dialogue scenes, monologues, commercials, and talk shows, and receive valuable feedback on their performance. The course will focus on acting technique for television, including character preparation, creating a natural and effective television presence, and camera technique. Students will learn about camera direction, editing, and the use of sound and lights. In addition, the course will include discussions of the television industry, including the nature of television jobs, how to get auditions, and how to manage a television career. Students will also can work with experienced mentors in the television industry and learn from their experiences and insights.

ACT 305 Casting -3 c/h The Casting course aims to teach students the key aspects of the casting process in the world of acting, film and television. Students will learn how the casting process works , how to prepare for an audition, how to interact with directors and producers, and how to perform effectively in a casting session. During the course, students will explore acting techniques and how to apply them in a casting environment , and will have the opportunity to practice in simulated casting situations. Students will also learn about the different types of roles available in the world of acting,

and how to identify the roles that best match their strengths and abilities. Additionally, the course will include discussions of the entertainment industry and how the job market works for actors. Students will learn about casting agents, talent managers, and how to build a career in the world of acting.

ACT 403 Lab of Practice Theater -3 c/h The Theater Practice Lab course is designed to provide students with the opportunity to develop and improve their acting skills for the theater. In this course, students will have the opportunity to work on realistic theater situations, such as dialogue scenes, monologues, and complete plays, and will receive valuable feedback on their performance. The course will focus on acting technique for the theater, including preparing characters, using the body and voice on stage, and creating a strong and effective theatrical presence. Students will learn about directing theatre, creating appropriate scenery and costumes. In addition, the course will include discussions of the theater industry, including the nature of theater jobs, how to get auditions, and how to manage a career in theater. Students will also have the opportunity to work with experienced mentors in the theater industry and learn from their experiences and knowledge.

ACT 404 Acting for film -3 c/h The Film Acting course is designed to give students the opportunity to develop their acting skills for the big screen. This course aims to train students in different techniques and improve their skills and prepare them for a career in film. The main objective of the course is to develop in students the necessary skills to perform effectively in a cinema environment. This includes character preparation, script interpretation, and on-camera acting technique. Students will learn about different types of acting for film, including dramatic acting, comedy, and action, and will have the opportunity to practice these techniques in on-camera acting scenes and exercises. In addition, the course will include discussions of the film industry, including the nature of film jobs, how to get auditions, and how to manage a career in film. Students will also can work with experienced directors and professionals in the film industry and learn from their experiences and insights.

ACT 406 Final film project Lab -3 c/h This course is a unique opportunity for professional interpreting students to put into practice all the knowledge and skills acquired throughout their training. In this course, students will work alongside teams from other related programs to create a complete film, from script development through production and post-production. The main objective of the course is to give students the experience of working in a real film production environment and putting their acting skills into practice. Students will have the opportunity to work as a team and collaborate with other production departments, such as art direction, sound and editing, among others. During the course, students will receive feedback and guidance from a team of experienced professional mentors in the film industry, including directors, producers, and actors. These professionals will help students improve their skills and develop their artistic vision. At the end of the course, students will present their final film project in a public showing and will have the opportunity to receive feedback and feedback. This course is a valuable experience for any acting student wishing to prepare for a career in film.

DCA 202 Scriptwriting Techniques -3 c/h This course offers training in screenwriting techniques for film and television, includes practical exercises and individualized feedback from instructors with the purpose of strengthening and developing students' writing skills, and a solid understanding of scriptwriting techniques. scripts and how to apply them to a real project in a collaborative learning environment with other developing writers.

DCA 204 Fundamentals of Production & New Media Tools -3 c/h This course is of a theoretical and practical nature, it covers the basic concepts of film production, it covers the entire production process from planning, financing, logistics and post-production. It includes the use of digital tools and technologies and emerging technologies.

DCA 205 Location and Visual Design -3 c/h This course provides comprehensive training in location selection and management for film and television productions, including assessing production needs, negotiating with location owners, planning logistics, and set and location design and planning. lighting and camera.

DCA 301 Camera management and lighting -3 c/h This course aims to train the learner on the different types of cameras, lighting equipment (spotlights and reflectors), how color affects lighting, how to select and use

different types of color filters, studio lights and their characteristics, as well as the filming techniques and the basic laws of lighting, the use of natural and artificial light, and the control of light on the film set for different types of scenes and situations, such as exteriors, interiors, and night.

DCA 403 Technology in the Entertainment and Media Industries -3 c/h This course aims to train the student in the use of new technologies applied to the film industry, television and other transmission media, strengthening film production processes, including applications for the treatment of images, videos, effects, sound and music as well as the use of new management and dissemination platforms.

DCA 404 Music and sound for film -3 c/h This course covers the learning of the basic laws of film music, including the structure, the criteria for selecting and using different music themes for different genres of film and television, the rhythm of the music as well as the creation and use of effects. of sound to improve the viewing and learning experience of the different equipment and software used in sound recording for film and television.

ELE 303 Elective I -3 c/h This elective allows students to choose a course from a list of available options, these options are not mandatory requirements for the main program, but provide the opportunity to deepen an area of interest or to acquire additional skills and knowledge in areas related to their programs and personalize the learning experience, thus expanding your knowledge and preparing you for professional success.

ELE 405 Elective II -3 c/h This course corresponds to the second elective, like the previous one, it allows the student to choose a course from a list of options. These courses are not mandatory but allow the personalization of each student's training and explore their particular interests, offering the opportunity to expand knowledge and skills in specific areas. It makes it possible to focus learning on complementary areas to the main field of study, and to diversify training, in addition to helping to improve skills, such as communication and specific techniques in related areas.

FIA 202 Body Mechanics & Locomotion -3 c/h This course aims to train the apprentice in concepts and techniques that allow him to draw movements, postures and poses with precision and detail, combine body mecha-

nics and drawing technique to create dynamic and realistic works, as well as the use of visual references, such as photos. or videos, to draw the human figure in motion.

FIA 203 Drawing Preparation & Animation Principles -3 c/h This course aims to train the student on how to prepare drawings for animation, including the creation of scripts, storyboards and animatics. Additionally, it includes the study of different animation software and how to use it to create professional animations through practical projects in which students can apply the concepts learned.

FIA 301 Model Creation -3 c/h This course covers learning how to draw objects with precision and detail. As well as techniques to create 3D models using specialized software applying textures and lights to the models to create realistic images through practical projects in which students can apply the concepts learned.

FIA 302 Shading and Lighting -3 c/h This course allows learners to gain proficiency in the process of adding shadows, highlights, and textures to create depth and realism in an image. These effects are achieved by applying rendering techniques, light and shadow, and material and texture adjustments. This course teaches the application of these techniques using digital art programs that offer tools to create shading and lighting effects, such as 3D Studio Max, Maya, Blender, Photoshop, among others.

FIA 303 2D or 3D Animated Film Preproduction -3 c/h The Pre-production in animated films is an important stage in the production of an animated film. In this course, you will learn to develop characters and plan the pacing of the story, create concept art and storyboards to plan the look and action of the film, and plan the technical process of production, including animation, composition, and visual effects.

FIA 304 2D or 3D Layout -3 c/h The 2D or 3D Layout course focuses on teaching skills in graphic design and animation, it aims to train learners in the use of tools such as Adobe Illustrator and Photoshop to create vector designs and two-dimensional graphics as well as in the use of software such as 3D Studio Max, Maya and Blender to create three-dimensional models and animations. Additionally, modeling, texturing, lighting and animation techniques are studied, as well as rendering

techniques to create realistic images and smooth animations.

FIA 401 2D or 3D Animated Film Production -3 c/h This course is of a practical nature, it aims to teach students the technical and creative aspects of the production of animated films, in this course, it teaches the following aspects: Creation of a solid script, the production schedule and the planning of the necessary resources to complete the movie. Additionally, the course allows the study of animation techniques, either in 2D or 3D, and how to use animation tools such as Toon Boom, Maya and Blender, among others.

FIA 402 2D or 3D Animated Film Postproduction- 3 c/h This course is of a practical nature and aims to train the apprentice in technical and creative aspects of the post-production of animated films. In this course, study topics such as video editing by using editing tools like Adobe Premiere or Final Cut to edit animation and create a smooth, coherent rhythm. As well as the creation of visual effects, sound and music and audio mixing and adjusting the audio to create a balanced and high-quality sound experience.

FIA 403 Final project -3 c/h This course aims for students to put into practice the knowledge acquired throughout their study programs to develop a significant project. In this course, students apply the skills and knowledge acquired in their previous courses to develop a product, it may also include the acquisition of new knowledge and skills. Students can work in teams or individually, and must present their project to an audience for evaluation. This course is the opportunity for students to put their skills into practice and demonstrate their knowledge in a realistic situation.

FTP 201 Narrative and Audiovisual Language -3 c/h This course teaches students how to tell stories through images, sound, and movement. The course addresses how to create an effective narrative and capture audiences' attention in different formats, including film, television, and advertising. Topics to cover include: The structure of the narrative, the construction of characters and character arcs, the direction of actors and screen acting, the planning and execution of scenes, the creation of atmosphere and tension. In addition to storytelling theory and techniques, students can practice their storytelling and editing techniques by working on individual or group projects. By the end of the cour-

se, students will have a solid understanding of how to tell stories through audiovisual media and how to apply these techniques in their future work.

FTP 202 Packaging (Talent-casting-strategy) -3 c/h This course is a training program that teaches how to select, hire and promote the right talent for an entertainment project. The importance of having a good production mix of actors, singers, comedians or other artists is discussed to ensure that one is a success in terms of sales and popularity. The course may include talent search and evaluation techniques, as well as the planning and execution of marketing strategies for the promotion of a project or production.

FTP 203 Legal aspects (Rights, contracts, negotiations) -3 c/h This course aims to train students in issues of legal rights and obligations related to film production. The use of music, images, trademarks and other materials protected by copyright is addressed, as well as obtaining the necessary permits and authorizations to film in public and private places. Topics such as contracts with actors, directors and other professionals, as well as labor and insurance responsibilities, are also covered. This course is essential for anyone involved in film and television production as it can help you avoid costly legal problems and wasted time.

FTP 204 Direction and staging -3 c/h This course aims to train apprentices in essential techniques and skills to direct a theater or film production. The planning and execution of the director's artistic vision is addressed, including the choice of locations, lighting design, costume selection, and other aesthetic aspects. Additionally, it teaches actor directing, including techniques for guiding and motivating a cast to reach their full potential. The course also includes lessons on dramaturgy, narrative structure, and character development.

FTP 205 Locations -3 c/h This course intends to train the student in the search and selection of suitable places for a cinematographic or theatrical production. Topics such as the planning and logistics of finding and reserving suitable spaces are addressed, including the evaluation of factors such as accessibility, cost and security. Techniques for obtaining permits and authorizations for filming in public or private locations, and for working with location owners and other interested parties, are also discussed.

FTP 302 Cinematography. (Lights, sound, camera, action) -3 c/h The cinematography course aims to train in techniques and skills to capture visual and sound images in a film production. The use of cameras, lighting, sound and other technical equipment that allow creating a desired visual and acoustic aesthetic is addressed. In the same way, the course covers the study of techniques to compose shots and shoot sequences, as well as to control light and sound on a film set. Also included are lessons on editing and post-production, including enhancing and managing images and sound to create the desired end result.

FTP 304 Production logistics (management of actors, calls, food, etc.) -3 c/h This course aims to train the apprentice in different planning and coordination techniques for the practical and operational aspects of a cinematographic or theatrical production. The management of the actors is addressed, including the call and coordination of rehearsals and recordings. Issues related to the organization and administration of resources are also addressed, such as food, transportation and lodging for the actors and the team. In addition, lessons are included on planning and executing a budget and on making real-time decisions to solve problems and ensure the success of a production.

FTP 305 Media production I -3 c/h This course aims to train the apprentice in the most relevant aspects of cinematographic or theatrical production, ranging from conception to final delivery. It teaches about planning and coordinating the creative, technical and logistical **GDA 403 Editing Level 3: Advanced Editing: Color Correction and Finishing -3 c/h** This course aims to train the student in more advanced techniques and concepts in video editing. During the course, students learn how to use more complex tools and techniques to create richer and more striking video productions. Topics covered in the course include: Multi-camera editing, color grading, transitions and special effects. Additionally, students will learn to use editing to convey emotion, and will develop an effective structure for their production. In addition to these topics, students will also have the opportunity to practice and apply their skills in hands-on projects and in collaboration with other students. By the end of the course, students will have a deeper knowledge and skills highlighted in the advanced edition and will be better prepared to face more complex challenges in their career.

GDA 404 Final project -3 c/h This course aims for students to put into practice the knowledge acquired throughout their study programs to develop a significant project. In this course, students apply the skills and knowledge acquired in their previous courses to develop a product, it may also include the acquisition of new knowledge and skills. Students can work in teams or individually, and must present their project to an audience for evaluation. This course is the opportunity for students to put their skills into practice and demonstrate their knowledge in a realistic situation aspects of a production. Techniques for developing an idea and creating a script are discussed, as well as for hiring and directing a crew, including actors, filmmakers, and sound and light technicians. Also included are lessons on managing a budget, planning a production schedule, and solving problems on set.

FTP 402 post production -3 c/h The post-production course teaches about the technical and creative aspects of editing and improving images and sound in a film production. The use of video and audio editing software is addressed to edit and refine the recordings. Techniques for image and sound enhancement and manipulation are also discussed, including color correction, adding special effects, and creating an original soundtrack.

FTP 403 Practice in production project- 3 c/h The objective of this course is for students to put into practice the knowledge acquired throughout their study program to develop a film project. In this course, students apply the skills and knowledge acquired in their previous courses to develop a product, it can also include the acquisition of new knowledge and skills by working in a team and putting their skills and knowledge into practice in a real situation.

GDA 201 Introduction to Film and Video -3 c/h The Introductory Film and Video course provides an overview of the art and technique of film and video production. The historical and aesthetic aspects of cinema are discussed and the structure and technique of film narrative is taught. Also included are lessons on production, including planning, directing, cinematography, sound, and post-production.

GDA 203 Storyboard -3 c/h This course aims to train the apprentice in the techniques of creating a storyboard, which is a visual representation of a sequence of ima-

ges for a film or video production. It teaches how to create a storyboard from scratch, including how to plan and draw the images and how to write a script to complement the images. Additionally, different storyboard styles and formats are discussed and how to use them to communicate ideas and concepts to team members and funders.

GDA 204 Editing Level I: Introduction to Editing -3 c/h This course provides an overview of the basic concepts and techniques of video editing in film production. The use of video editing software, such as Adobe Premiere or Final Cut Pro, is taught, and the basics of editing are discussed, such as image sequencing and the use of transitions and effects to create a narrative flow. The importance of music and sound effects in video editing is also discussed.

GDA 301 Drama Therapy -3 c/h The drama therapy course focuses on the use of dramatization and acting as a therapeutic technique. It teaches how to use role play to help people explore and process their emotions, relationships, and internal conflicts. In addition, the different techniques and approaches used in drama therapy are discussed, such as free drama, structured drama and therapeutic theatre. This course aims to sensitize and channel emotions into artistic expressions.

GDA 303 Editing Level 2: Intermediate Editing and Visual Effects -3 c/h This course aims to train the apprentice on the concepts and techniques used in film and television post-production. The intermediate editing process is studied, which is an important step in post-production, in which different takes are combined and technical details are adjusted before final editing. In addition, different visual effects techniques and tools are studied, which include the creation of special effects, animation, and the superimposition of graphics and digital elements in a scene.

GDA 305 Digital Photography and Lighting -3 c/h This course allows the student to train on the basic techniques and concepts of photography and digital lighting. Composition, exposure, focus and other technical aspects of photography are studied. In addition, topics such as lighting in photography, including how to use different light sources to create different effects and atmospheres.

FTP 403 Entertainment Business -3 c/h Entertainment Business is a course designed for students who are interested in the business side of the entertainment industry. This course will provide students with an in-depth understanding of the various aspects of the entertainment industry, including film, television, music, and sports. The course will cover a range of topics, including the history of the entertainment industry, the role of agents and managers, the importance of intellectual property, and the process of financing and marketing entertainment projects. Students will also learn about the legal and ethical considerations that are relevant to the entertainment industry.

CONTACT US

Students will be notified of any changes made by the institution on the last page of the catalog where the page and change control are indicated and will be sent by email.

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