CITY COLLEGE
OF SAN FRANCISCO

visual media design

FALL 2020
Program Brochure

Joy Zhao · Lust n.2 · VMD 170 Digital Illustration I

ocean campus
50 Frida Kahlo Way
Visual Arts 103
415·239·3481

mission campus
1125 Valencia Street
Room 204
415·920·6045

www.ccsf.edu/vmd
www.facebook.com/ccsf.vmd
we strive…
to provide you with educational offerings that meet your needs. Our programs can get you started on a new career, prepare you for transfer to a four-year school, or refocus and upgrade your current skills. We welcome all students to explore visual media design!

A GUIDE FOR INCOMING STUDENTS
If you’re new to the department and our courses, we suggest you take the following first semester class:

**VMD 100 ORIENTATION TO VISUAL MEDIA DESIGN**
In this class, you will learn about the fields of graphic design, interactive design and development, illustration, digital art, gaming, and animation. You will meet with instructors to develop an educational program and become acquainted with college and professional resources to help you reach your goals.

Additional classes to take your first semester include:

- **VMD 101 DESIGN FUNDAMENTALS**
- **VMD 105 DIGITAL SKILL FOR VISUAL MEDIA**

QUESTIONS ABOUT OUR PROGRAMS?
Talk with a program advisor — it’s the best way to get answers! All full-time faculty maintain regular weekly office hours. Emailing your questions ahead of time can help to ensure that you get the information you need. Also visit <www.ccsf.edu/vmd/degrees_cert>.

Department Chair
Lorraine Leber | 415 239 3037 | lleber@ccsf.edu | V104

Design Program Advisor
Patricia Chytrowski | 415 239 3456 | pchytrow@ccsf.edu | V103B

Visual Media Production Advisors
Tim Harrington | 415 452 7285 | tharring@ccsf.edu | V143A
Dave Stevenson | 415 452 5229 | dstevens@ccsf.edu | V103B

Digital Illustration/Animation Advisor
John Seckman | 415 239 3066 | jseckman@ccsf.edu | V103A

WEBSITES
VISUAL MEDIA DESIGN | www.ccsf.edu/vmd
AIGA SAN FRANCISCO CHAPTER | www.aigasf.org

DEPARTMENTAL PREREQUISITE POLICY
Our programs provide a focused study within emphasis areas, and advanced courses build on knowledge and skills acquired in previous courses. We require that students successfully complete prerequisites, but also recognize that students can obtain skills and experiences in many ways. If you believe that you have the knowledge and abilities to skip a prerequisite course, please follow these procedures.

**VMD 105 EQUIVALENCY TEST**
Visual Media Digital Skills (VMD 105) is a first semester course that must be completed with a minimum grade “C” before entering other intermediate courses.

Course topics include: computer system hardware, Macintosh operating system, fonts and font management, text formatting, and a basic understanding of raster and vector graphics, time-based media, and page layout for print and web. An equivalency test is offered for students who feel they have sufficient knowledge and experience to pass through VMD 105 and move into intermediate-level classes.

To take the test, go to an open lab at either the Ocean Campus or the Mission Campus. Notify the monitor that you want to take the exam — allow up to 2 hours to take the exam. Two attempts to pass the exam are allowed per semester. A prerequisite waiver form will be generated upon successful completion of the test. For more information call 415 452 5173 or visit <www.ccsf.edu/vmd/prereqs>.

To waive other courses:
1. Contact the course instructor to begin the waiver process (email is usually best).
2. Set up a meeting to review your skills.
3. Bring transcripts, native digital files, a portfolio, and other materials that validate your experience.
4. If the instructor agrees to the course waiver, a prerequisite waiver form will be generated by the Department Chair, Lorraine Leber. The requirement will be lifted approximately 48 hours after the form is submitted.
5. If the instructor is unavailable, contact the department chair:
   Lorraine Leber | 415 239 3037 | lleber@ccsf.edu | V104
The Graphic Design major provides students with a strong foundation in the fundamental aspects of design practice. Students develop creativity and ideation skills, learn the elements of communication design and apply this knowledge to a broad range of design problems. Communication in all forms—visual, verbal, and written—is emphasized. In the fourth semester, students have the opportunity to further develop their skills in Emerge Studio, an in-house practicum that provides quality communications pieces to the college community. You’ll complete the program with a 60-unit Associate of Arts Degree and a portfolio of work showcasing your design abilities.

**FIRST SEMESTER**
- VMD 100 Orientation to Visual Media Design .............1
- VMD 101 Design Fundamentals  .......................3
- VMD 105 Digital Skill for Visual Media ...................3

**SECOND SEMESTER**
- VMD 120 Graphic Design I ............................3
- VMD 130 Typography I ...............................3
- VMD 140 Web Production I .............................3
- VMD 152 InDesign I .................................3
- VMD 154 Photoshop I ...............................3

**THIRD SEMESTER**
- VMD 122 Graphic Design II .........................3
- VMD 127 User Experience ..............................3
- VMD 131 Typography II ..............................3
- VMD 150 Illustrator I ................................3

**FOURTH SEMESTER**
*Choose one of the following VMD 124 classes:*
- VMD 124A Information Design or
- VMD 124B Package Design or
- VMD 124C User Interface Design .....................2
- VMD 190 Portfolio Preparation ........................3
- VMD 200A Design Studio Practicum .................3
- General Education ................................. 19-21

*Note: sequence based on Fall start.*
FOUNDATIONAL CERTIFICATES

If you’re looking for a short-term focused program of coursework — this is where to start!

Our foundational certificates offer students essential skills in key areas of visual media design — and can be completed within 2–3 semesters. Foundational certificates can stand alone or be combined with more advanced coursework to prepare students to enter the work force in the emphasis areas of Visual & Interactive Design, Visual Media Production, Digital Illustration, or Digital Animation. Students are encouraged to meet with a faculty advisor to discuss their goals.

VISUAL DESIGN FOUNDATION CERTIFICATE

The Visual Design Foundation certificate provides instruction in essential processes, principles, and skills for visual design and production for print and interactive communications. It can serve as a stand-alone certificate, or as the basis for advanced study in graphic design, visual media production or other areas. Students earn the certificate by completing the courses with the grade of “C” or higher.

DIGITAL ART FOUNDATION CERTIFICATE

The Digital Art Foundation certificate provides essential knowledge and skills for artists and illustrators. It can serve as a stand-alone certificate, or as the basis for continued study in digital illustration, animation, gaming or other areas. Students earn the certificate by completing the courses with the grade of “C” or higher.

REQUIRED COURSES

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DIGITAL ART FOUNDATION CERTIFICATE

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visual design EMPHASIS
VISUAL DESIGN + VISUAL/INTERACTIVE DESIGN CERTIFICATES

The Visual Design emphasis consists of two certificates: Visual Design Foundation and Visual & Interactive Design. This program prepares students to enter the workforce with a broad understanding of contemporary design practice. Coursework covers theory, research, design thinking, critical analysis, and practical tools and practices for a range of interactive and print projects. Students will refine their skills and develop portfolio projects in Emerge Studio, our design studio practicum. The Visual & Interactive Design Certificate includes key courses, but also allows students to customize the program to meet their personal goals through electives.

Entry to the Visual & Interactive Design Certificate requires successful completion of the Visual Design Foundation Certificate (25 units) or demonstration of equivalent knowledge and skills.

VISUAL DESIGN FOUNDATION (25 UNITS)

VMD 100 Orientation to Visual Media Design .................. 1
VMD 101 Design Fundamentals ..................................... 3
VMD 105 Digital Skill for Visual Media .............................. 3
VMD 120 Graphic Design I ......................................... 3
VMD 130 Typography I .............................................. 3
VMD 140 Web Production I ......................................... 3
VMD 150 Illustrator I ............................................... 3
VMD 152 InDesign I .................................................. 3
VMD 154 Photoshop I ............................................... 3

VISUAL & INTERACTIVE DESIGN (31 UNITS)

VMD 110 History of Graphic Design ................................. 3
VMD 118 Color in Design .............................................. 3
VMD 122 Graphic Design II ......................................... 3
VMD 124 Graphic Design III (Two courses) ...................... 4
VMD 124A Information Design (2) and/or
VMD 124B Package Design (2) and/or
VMD 124C User Interface (2)
VMD 127 User Experience ........................................... 3
VMD 131 Typography II .............................................. 3
VMD 190 Portfolio Preparation .................................... 3
VMD 200A Design Studio Practicum .............................. 3
Electives .................................................................. 6


visual media production EMPHASIS
VISUAL DESIGN + VISUAL MEDIA PRODUCTION CERTIFICATES

The Visual Media Production emphasis consists of two certificates: Visual Design Foundation and Visual Media Production. The program prepares students to enter the workforce as production artists for screen and print—integral members of a collaborative team. Production artists are proficient with industry-standard software for media development and have a working understanding of design process, layout, typography, and color. Students will refine their skills through a supervised work-experience in a local firm or Emerge Studio, our design studio practicum. The Visual Media Production certificate includes key courses, but allows students to customize the program to meet their goals through electives.

Entry to the Visual Media Production Certificate requires successful completion of the Visual Design Foundation Certificate (25 units) or demonstration of equivalent knowledge and skills.

VISUAL DESIGN FOUNDATION (25 UNITS)

VMD 100 Orientation to Visual Media Design .................. 1
VMD 101 Design Fundamentals ..................................... 3
VMD 105 Digital Skill for Visual Media .............................. 3
VMD 120 Graphic Design I ......................................... 3
VMD 130 Typography I .............................................. 3
VMD 140 Web Production I ......................................... 3
VMD 150 Illustrator I ............................................... 3
VMD 152 InDesign I .................................................. 3
VMD 154 Photoshop I ............................................... 3

VISUAL MEDIA PRODUCTION (31 UNITS)

VMD 131 Typography II .............................................. 3
VMD 141 Web Production II ........................................ 3
VMD 151 Illustrator II ................................................. 3
VMD 153 InDesign II .................................................. 3
VMD 155 Photoshop II ............................................... 3
VMD 190 Portfolio Preparation .................................... 3
VMD 200A Design Studio Practicum .............................. 3
Electives .................................................................. 9

ELECTIVES: VMD 111, 127, 194A, 194B, 200B; BCST 146; CNIT 133, 133M; CS 230W or other courses based on advising.
**digital illustration EMPHASIS**

DIGITAL ART + DIGITAL ILLUSTRATION CERTIFICATES

Elena Low · *Still Life* · VMD 170 Digital Illustration I

The Digital Illustration emphasis consists of two certificates: Digital Art Foundation and Digital Illustration. The program combines the study of illustration, art, and design with digital tools and techniques to create communicative imagery that is disseminated through all forms of visual media. This certificate prepares students for freelance illustration positions in print and interactive media, publishing, advertising, animation and gaming.

*Entry to the Digital Illustration Certificate requires successful completion of the Digital Art Foundation Certificate (19 units) or demonstration of equivalent knowledge and skills.*

### REQUIRED COURSES (20.5 UNITS)

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<td>ART 130A</td>
<td>Basic Drawing</td>
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### DIGITAL ILLUSTRATION (27 UNITS)

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<td>ART 132A</td>
<td>Beginning Figure Drawing</td>
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<td>VMD 120</td>
<td>Graphic Design I</td>
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<td>VMD 151</td>
<td>Illustrator II</td>
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<tr>
<td>VMD 155</td>
<td>Photoshop II</td>
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<tr>
<td>VMD 168</td>
<td>Visual Development for Animation or</td>
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<td>ART 136A Beg. Illustration</td>
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<td>VMD 170</td>
<td>Digital Illustration I</td>
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<td>VMD 172</td>
<td>Digital Illustration II</td>
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<tr>
<td>VMD 178</td>
<td>Portfolio Development for Illustration or</td>
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<tr>
<td>VMD 190</td>
<td>Portfolio Preparation</td>
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<tr>
<td>Electives</td>
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**digital animation EMPHASIS**

DIGITAL ART + DIGITAL ANIMATION CERTIFICATES

Brittany Currie · *Character Development* · VMD 162A 2D Animation I

The Digital Animation emphasis consists of two certificates: Digital Art Foundation and Digital Animation. The program combines the study of animation, art, graphics, and storyboarding using tools and techniques for digital animation. This course of study prepares students for entry-level positions in digital animation and gaming.

*Entry to the Digital Animation Certificate requires successful completion of the Digital Art Foundation Certificate (19 units) or demonstration of equivalent knowledge and skills.*

### REQUIRED COURSES (20.5 UNITS)

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<tr>
<td>ART 130A</td>
<td>Basic Drawing</td>
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### DIGITAL ANIMATION (20 UNITS)

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<tbody>
<tr>
<td>ART 132A</td>
<td>Beginning Figure Drawing</td>
<td>3</td>
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<tr>
<td>VMD 162A</td>
<td>2D Animation I</td>
<td>3</td>
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<tr>
<td>VMD 162B</td>
<td>2D Animation II</td>
<td>3</td>
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<tr>
<td>VMD 166</td>
<td>Storytelling/Storyboarding</td>
<td>3</td>
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<tr>
<td>VMD 168</td>
<td>Visual Development for Animation or</td>
<td>3</td>
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<td></td>
<td>ART 136A Beginning Illustration</td>
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<tr>
<td>VMD 190</td>
<td>Portfolio Preparation</td>
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<tr>
<td>VMD 194B</td>
<td>Internship/Work Experience II</td>
<td>2</td>
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**ELECTIVES:** VMD 200A, ART 130B, 132B or others
This 14-unit certificate program in Collaborative Design provides students with a strong foundation in multidisciplinary approaches to design and collaboration. Our approach offers students the collaborative skills and experiences needed for success in today’s workplace, while allowing students to broaden their design exposure. The program enhances a focused study in any design discipline and also provides an introduction to design thinking and making for all students.

**COLLABORATIVE DESIGN (14 UNITS)**

- **DSGN 101** Design Fundamentals .................. 3
- **DSGN 105** Design Thinking .......................... 1.5
- **DSGN 110** Design Drawing Techniques ................. 1.5
- **DSGN 150** Color in Design ............................. 3
- **CMST 4** Group Communication ........................ 3
- Electives ................................................. 2

**ELECTIVES:** ART 125A, 126, 130A, 132A; FASH 36A, 42, 46; IDST 3; PHOT 50A, 50B, 51, 57, 60A, 60B, 101C, 101D, 101G; VMD 105, 120, 130, 140, 150, 152, 154

This certificate program is designed to prepare Visual Media Design students to enter the world of entrepreneurship. Starting and owning a business, subcontracting (freelancing), consulting and other aspects of entrepreneurship relating to the design profession can offer pathways to work other than working as an employee. This interdisciplinary certificate provides basic knowledge of fundamental principles, processes and skills necessary to begin this journey.

**VISUAL MEDIA ENTREPRENEURSHIP (21 UNITS)**

- **VMD 105** Visual Media Digital Skills ...................... 3
- **VMD 101** Design Fundamentals ........................ 3
- **ENTR 101** Introduction to Entrepreneurship ............ 3
- **ENTR 102** Applied Design Thinking for Entrepreneurship .. 1.5
- **DSGN 105** Design Thinking .......................... 1.5
- **MRKT 140** Introduction to Marketing ..................... 3
- Electives ................................................. 6

**ELECTIVES:** VMD 120, VMD 140, VMD 150, VMD 154, VMD 192
Fall COURSE LISTINGS

These courses deliver the theory, skills and practical experiences in our program. Please pay attention to the prerequisites and the corequisites when selecting courses. If you think you already have the knowledge & skills, you can challenge a prerequisite — see page 2 for more details.

RECOMMENDED FIRST SEMESTER COURSES

The following classes have no prerequisites and establish a foundation for future coursework.

VMD 100 ORIENTATION TO VISUAL MEDIA DESIGN
Survey class acquainting students with areas of study and employment in graphic design, illustration, digital art, design and interactive development. [EVERY SEMESTER]
T 6:30–8:20 | Ocean · VART 114 | Stevenson
Short-term late-start course: 10/19/20 to 12/18/20

VMD 101 DESIGN FUNDAMENTALS
Advise: ENGL 93 or ENGL 88 or ENGL 88A or placement in ENGL 96 OR ENGL 88B
VMD 101 = DSGN 101 = PHOT 100
A multidisciplinary collaborative design course covering the theories, processes, vocabulary, techniques, and skills common to design disciplines. [EVERY SEMESTER]
MW 9–12 | Ocean · ART 103 | Shimm
MW 1–4 | Ocean · BNG 708 | Jonas / Comacchio
TR 6–9 | Mission · MIC 201 | McAteer

VMD 105 DIGITAL SKILL FOR VISUAL MEDIA
Introductory Macintosh computer class — hardware, operating system, word processing, raster, vector, page layout, time-based media, and basic HTML. [EVERY SEMESTER]
MW 9–12 | Ocean · VART 105 | Hurwich
TR 9–12 | Ocean · ARTX 264 | Hurwich
SAT 9–3 | Mission · MIC 473 | Reuben
Online | Online | Stevenson
VMD 105-Section 831 is offered as an online class, with no on-campus meetings. For more information visit sites.google.com/mail.ccsf.edu/vmd105.

ADVANCED COURSES

Prerequisites may be required; check certificate programs for sequencing.

VMD 110 HISTORY OF GRAPHIC DESIGN
Advise: ESL 186 or ENGL 88 or placement in ESL 188 or ENGL 1A
An introduction to the history of graphic design, including the creative innovators, breakthrough technologies, and important historical developments which have defined graphic design throughout the ages. [FALL ONLY]
R 6–9 | Ocean · CLD 104 | Löfkvist-Moseley

VMD 118 COLOR IN DESIGN
Advise: Completion of or concurrent enrollment in DSGN 101 or VMD 101 or PHOT 100 and VMD 105
VMD 118 = DSGN 150
An exploration and application of the historical, cultural, symbolic, personal, and professional uses of color through individual and collaborative projects. Topics include the properties and theory of color; creating color relationships and harmonies; and optical, psychological and spatial uses of color in various media and design disciplines. [EVERY SEMESTER]
MW 9–12 | Ocean · VART 144 | Jonas
VMD 120 GRAPHIC DESIGN I  
Prereq: VMD 101 or DSGN 101 or ART 125A or PHOT 100  
Advise: ENGL 95 or ENGL 93 or ENGL 88 or ENGL 88A or ESL 160 or placement in ENGL 96 or ENGL 88B  
Introduction to design for visual communications. Design elements and principles, typography, and design process are explored. Practical exercises and assignments. [EVERY SEMESTER]  
TR 9 – 12 | Ocean · ART 103 | Chytrowski  
T 6 – 9 / R Online | Mission · MIC 205 | Comacchio  
Hybrid class meets face-to-face on Tuesdays; otherwise online.

VMD 122 GRAPHIC DESIGN II  
Prereq: VMD 120, VMD 140 and VMD 152  
Continued study of communication design, covering both interactive (web/mobile) and print projects. Topics of study include research, conceptual ideation, iterative design and prototypes for a range of interactive and print projects. [EVERY SEMESTER]  
MW 9 – 12 | Ocean · VART 142 | Harrington

VMD 127 USER EXPERIENCE  
Prereq: VMD 140  
Course focuses on industry-standard concepts & vocabulary used in User Experience (UX) for interactive projects including principles, processes and techniques. [FALL ONLY]  
F 9 – 1 | Ocean · VART 142 | Chytrowski

VMD 130 TYPOGRAPHY I  
Prereq: DSGN 101 or VMD 101 or VMD 103  
Coreq: VMD 152  
Beginning typography with a study of the terminology, classification and use of type in communications. Practical exercises and assignments. [EVERY SEMESTER]  
T 1 – 5 | Ocean · VART 144 | Leber

VMD 131 TYPOGRAPHY II  
Prereq: VMD 130 and VMD 152  
Continued study of typography with an emphasis on developing an awareness of typographic form and structure. Practical exercises and creative projects. [EVERY SEMESTER]  
MW 1 – 4 | Ocean · VART 144 | Leber

VMD 140 WEB PRODUCTION I  
Prereq: VMD 105  
Overview of website planning and production. [EVERY SEMESTER]  
MW 6 – 9 | Ocean · VART 105 | Presler

VMD 141 WEB PRODUCTION II  
Prereq: VMD 140  
Coreq: Completion of or concurrent enrollment in VMD 120  
Development for web and smart devices using Dreamweaver and professional-level code editors. Topics include separating markup, presentation and content, production of accessible web sites, and using HTML5 and Cascading Style Sheets. [FALL ONLY]  
T 6 – 10 | Ocean · VART 105 | Presler

VMD 150 ILLUSTRATOR I  
Prereq: VMD 105  
Introduction to the program Adobe Illustrator and its use in graphic design and illustration. [EVERY SEMESTER]  
M 1 – 5 | Ocean · VART 105 | Seckman  
F 9 – 1 | Ocean · VART 105 | Seckman

VMD 152 INDESIGN I  
Prereq: VMD 105, Advise: VMD 154, VMD 150 or VMD 111  
Introduction to page layout using Adobe InDesign covering basic styles, master pages, graphics, preflighting and packaging. [EVERY SEMESTER]  
R 1 – 5 | Ocean · VART 105 | Soberano

VMD 153 INDESIGN II  
Prereq: VMD 152  
Continued study and use of Adobe InDesign focusing on advanced features, interactivity, and creative projects. [FALL ONLY]  
T 9 – 1 | Ocean · VART 105 | Harrington

VMD 154 PHOTOSHOP I  
Prereq: VMD 105  
Introduction to digital imaging using the program Adobe Photoshop. [EVERY SEMESTER]  
T 1 – 5 | Ocean · VART 105 | Polt-Jones  
Online | Online | Stevenson  
VMD 154-is also offered as an online class, with no on-campus meetings. For more information visit <sites.google.com/mail.ccsf.edu/vmd154>.
VMD 162A 2D ANIMATION I  
Prereq: VMD 105 and (VMD 101 or DSGN 101 or PHOT 100 or ART 125A)  
Advise: ART 130A  
An overview of the industry of animation, as well as the specific tools and techniques currently used in industry. [FALL ONLY]  
MW 1–4 | Ocean · VART 143 | Harrington

VMD 162B 2D ANIMATION II  
Prereq: VMD 162A  
Continued study of the techniques and principles of 2-D Animation, with emphasis on visual effects and developing original visual narratives. [FALL ONLY]  
MW 1–4 | Ocean · VART 143 | Harrington

VMD 170 DIGITAL ILLUSTRATION I  
Prereq: VMD 105 and ART 130A  
This course covers techniques in Adobe Photoshop and Illustrator for illustrators. While gaining technical knowledge, students will explore stylistic options and build a body of work. Sketching and other techniques for developing concepts are also covered. [EVERY SEMESTER]  
TR 9–12 | Ocean · VART 143 | Seckman

VMD 172 DIGITAL ILLUSTRATION II  
Prereq: VMD 170  
An advanced course in digital illustration focusing on the development of conceptual and narrative skills as they apply to a range of projects. [EVERY SEMESTER]  
TR 9–12 | Ocean · VART 143 | Seckman

VMD 194A INTERNSHIP / WORK EXPERIENCE I  
Prereq: VMD 131 and VMD 122  
Application of skills and development of proficiency in a supervised work environment. Students must complete a total of 60 hours of unpaid or 75 hours of paid for 1 unit credit. [EVERY SEMESTER]  
Hours Arranged | Chytrowski

VMD 194B INTERNSHIP / WORK EXPERIENCE II  
Application of skills in a supervised work environment. Students must complete a total of 120 hours of unpaid or 150 hours of paid for 2 units of credit. [EVERY SEMESTER]  
Hours Arranged | Chytrowski

VMD 200A DESIGN STUDIO PRACTICUM I  
Prereq: VMD 120, 130, 140, 150, 152 and 154  
In-house design & production internship in Emerge Studio for the development of advanced skills. [EVERY SEMESTER]  
TR 1–5 | Ocean · VART 142 | Chytrowski/Seckman

VMD 200B DESIGN STUDIO PRACTICUM II  
Prereq: VMD 200A  
Continued experience in Emerge Studio, our in-house communication design studio. Students will take on greater responsibilities in project management and client relations. Students will encounter larger projects and work with greater autonomy and independence. [EVERY SEMESTER]  
TR 1–5 | Ocean · VART 142 | Chytrowski/Seckman

INTERNSHIP / WORK EXPERIENCE IN VMD  
While you are still in school you can look for opportunities to gain on-the-job experience to sharpen your skills and résumé. You can receive academic credit for this work if you enroll in:

VMD 200A/B DESIGN STUDIO PRACTICUM  
This course places advanced students as interns in Emerge Studio, a full-service communication design studio.

Emerge provides a broad range of design and production services to the CCSF community and local non-profits, including logo/brand design, editorial publications, as well as advertising and marketing collateral for both screen and print. Emerge interns gain a comprehensive design studio experience, building their portfolios and confidence through hands-on activities.

VMD 194A/B INTERNSHIP / WORK EXPERIENCE I/II  
These courses are offered to advanced students seeking off-campus work experience to augment their education. Unpaid internships lasting 60 hours will earn 1 unit of credit or 120 hours will earn 2 units of credit, with more credit available for a greater time commitment. Students must be enrolled in a minimum of 7 units in the same semester as the internship.

Students should research local firms to find a suitable work environment, though faculty advisors can help with this. Please contact Patricia Chytrowski <pchytrow@ccsf.edu> for more information and assistance with placement.
The Department strives to support student success in all aspects of the educational experience. We encourage students to take advantage of these opportunities and resources.

**COMPUTERS AND PRINTING**

**OPEN LABS**
The Department allows students free use of digital classrooms when enrolled in the department courses. Open labs are contingent upon budget restrictions—for the most current open lab hours visit [www.ccsf.edu/vmd/openlabs](http://www.ccsf.edu/vmd/openlabs).

**OTHER COMPUTER LABS**
When a VMD open lab is not available, the Academic Computing Resource Center in BATL 301 is set up for Visual Media Design students use. To access the lab, you must present a valid CCSF student ID and be enrolled in at least one Visual Media Design course.

**MISSION CENTER DIGITAL PRINTING SERVICES**
We offer digital output for student projects through our Digital Print Services at the Mission Center. To print your work, you must have a prepaid Color Print Card. The card can be purchased for $5 at the Ocean and Mission Center bookstores, and will buy 10 color prints.

**PEER MENTORING**
VMD has a Peer Mentoring program, to support the success of students in our programs. Peer Mentors provide both general and subject-specific support to anyone needing assistance. Drop-in mentoring hours are posted each semester, and everyone is welcome.

**OUTREACH AND NETWORKING**

**CCSF AIGA STUDENT GROUP**
Founded in 1914, AIGA remains the oldest and largest membership organization for design professionals. Through the national office in NYC and local chapters throughout the country, the AIGA works to stimulate thinking about design and design practice.

Our CCSF AIGA Student group was founded to help students to take the first step in demonstrating a commitment to their profession. The goal of the group is to get students involved in the local design community, create a community of their own and help them build valuable skills to ease their transition to the profession. Our past activities have included a juried Student Show, design speakers, workshops, gallery/museum visits and just-for-fun social events, as well as participation in the activities of the SF AIGA Chapter. For more information, contact Lorraine Leber, Faculty Advisor at lleber@ccsf.edu.

**SCHOLARSHIPS**

**JOHN PALMER SCHOLARSHIP**
The John Palmer Scholarship was endowed in memory of John Palmer, chair of the Printing Technology Department in the 1980s. This scholarship is awarded each Spring, and provides a $500 prize to a Visual Media Design student. For eligibility and application information contact Lorraine Leber at lleber@ccsf.edu.

[Image of a design]
IMPORTANT DATES FOR FALL 2020

AUG 15       Saturday classes begin
AUG 16       Sunday classes begin
AUG 17       Instruction begins. First day to add classes or change sections.
SEP 4        Last day to add in person or online using WEB4
SEP 4        Last day to drop full-term coursework units without a "W" note on the student's permanent record.
SEP 4        Last day to drop FULL-TERM coursework units in order to qualify for 100% full refund of tuition fees
SEP 5–7      Labor Day Weekend observance (no classes held)
SEP 10       Last day to drop in order to receive a 50% (half) non-resident tuition refund.
SEP 17       Last day to request a Pass/No Pass (P/NP) option
OCT 1        Last day to file a petition to receive Associate of Arts or Science Transfer Degree. You must see a counselor before submitting your petition.
OCT 12       Flex Day—Professional Development (no classes held)
OCT 15       End of Mid-Term period
OCT 27       First day Mid-Term grades available on WEB4
OCT 29       Last day to petition for an Award of Achievement or Certificate of Accomplishment
NOV 5        Last day for student/instructor initiated withdrawals
NOV 11       Veterans Day Observed (no classes held)
NOV 26–29    Thanksgiving Holiday (no classes held)
DEC 10       Last day for students to fulfill requirements to remove Incomplete from previous semester.
DEC 11–18    Final Exams
JAN 11, 2021 Final grades available on WEB4

For a complete listing of dates or to download an academic calendar, go to <www.ccsf.edu/NEW/en/student-services/admissions-and-registration/academic-calendar.html>.

SCHEDULE

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