1. **COURSE ID:** DGME 255   **TITLE:** Portfolio
   Units: 2.0 units **Hours/Semester:** 16.0-18.0 Lecture hours; and 48.0-54.0 Lab hours
   Method of Grading: Grade Option (Letter Grade or P/NP)
   Prerequisite: Completion of AA curriculum in Broadcast and Electronic Media concentration, Digital Audio option: DGME 100, DGME 102 DGME 112 or DGME 113 DGME 118 DGME 250 MUS. 290, MUS. 291 and MUS. 293 or Completion of Broadcast and Electronic Media concentration, Digital Video Production option: DGME 100, DGME 102 DGME 112 DGME 113 DGME 118 DGME 120 DGME 130 DGME 155 or Completion of Broadcast and Electronic Media concentration, Television Producing option: DGME 100 DGME 101 DGME 102 DGME 103 DGME 112 DGME 113 DGME 120 DGME 128 DGME 155 or Completion of AA Degree curriculum in Graphic Design concentration: DGME 103 DGME 211 DGME 212 DGME 168 DGME 220 DGME 230 DGME 235 DGME 240 DGME 250 or Completion of AA curriculum in Web/Multimedia concentration, Web Design option: DGME 102 DGME 103 DGME 165 DGME 167 DGME 168 DGME 169 DGME 220 DGME 250 or Completion of AA curriculum in Web/Multimedia concentration, Web Developer option: DGME 102 DGME 103 DGME 165 DGME 167 DGME 168 DGME 169 DGME 250 CIS 235 CIS 114, or Completion of AA curriculum in Web/Multimedia concentration, Multimedia option: DGME 102, DGME 103 DGME 165 DGME 167 DGME 113 DGME 118 DGME 142 DGME 220 DGME 250 or equivalent curriculum

2. **COURSE DESIGNATION:**
   Degree Credit
   Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**
   Catalog Description:
   Students plan realistic career goals while initiating, developing, and completing substantial individual projects in consultation with and under the direction of the instructor. Emphasizes development of a marketable portfolio for the Graphic, Web, Multimedia, Broadcast and Electronic Media or Journalism career path. A materials fee as shown in the Schedule of Classes is payable upon registration.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
   1. Plan realistic career goals.
   2. Analyze your own portfolio pieces with respect to your immediate career goals.
   3. Judge whether or not your portfolio pieces are of professional quality and create either a print-based portfolio, a digital portfolio or demo reel.
   4. Research, write, design and produce a resume.
   5. Prepare properly for job interviews and portfolio presentations.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
   1. Plan realistic career goals.
   2. Analyze your own porfolio pieces with respect to you rimmediate career goals.
   3. Judge whether or not your portfolio pieces are of professional quality and create either a print-based portfolio, a digital portfolio or demo reel.
   4. Research, write, design and produce a resume.
   5. Prepare properly for job interviews and portfolio presentations.

6. **COURSE CONTENT:**
   Lecture Content:
   1. The Portfolio Process Start to Finish
        A. An Overview
   2. Planning your portfolio
   3. Assessment of potential portfolio pieces
        A. Identify your strengths
        B. Tailor the portfolio to your area of specialization
        C. Diversity vs. Focus, you decide

4. Create a portfolio contract
5. Designing the Portfolio
    A. Design elements appropriate to your portfolio
    B. Traditional Portfolios
    C. Maneuvering around Your Site: Navigation
    D. Web-based Portfolios
    E. Multimedia and Your Interface
    F. Demo reel Portfolios
6. Portfolio presentation
    A. Creating a traditional portfolio: design and art projects
    B. Generating a digital portfolio: technical elements
    C. Presenting your portfolio: traditional, CD-ROMs, DVDs and Web Sites
7. Creating a Resume
    A. Determine the different kinds of resumes and which is appropriate for you
    B. Research, write, design, produce a resume
    C. Research, write, design, produce cover letters, business cards and/or business identity
8. Preparing for Job Interviews
    A. Presenting Portfolio
9. Find obvious and hidden job markets

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
Typical methods of instruction may include:
  A. Lecture
  B. Other (Specify): Lectures with supporting visuals and audio. Reading and practical textbook assignments to be completed and turned in. Instructor-designed projects and a student designed project to be completed and turned in.

8. **REPRESENTATIVE ASSIGNMENTS**
Representative assignments in this course may include, but are not limited to the following:
Reading Assignments:
    Reading and practical textbook assignments to be completed and turned in.

9. **REPRESENTATIVE METHODS OF EVALUATION**
Representative methods of evaluation may include:
  A. Letter grades are determined by your ability to fulfill your course contract agreements.

10. **REPRESENTATIVE TEXT(S):**
Possible textbooks include:
  A. -. *The Graphic Designer's Guide to Portfolio Design*, ed. -, 2009