

2010



**SAE INSTITUTE
COURSE INFORMATION
SHORT COURSES V7**





Vision

SAE Institute aims to maintain and extend its role as the world's leading educator in creative media technology.

Mission

The Company's primary purpose and, therefore, its resultant educational philosophy, is to provide lifelong learning opportunities that enable students to pursue their chosen careers in the fields of Audio, Multimedia, Film and other Digital Media.

This philosophy translates into the provision of a variety of pathways by which students can obtain the education and training they need and is partially illustrated by SAE Institute's decision to open many relatively small branches around the world rather than to centralise in a few very large colleges. Thus SAE Institute is able to stay in close touch with local needs and to articulate more easily with other institutions. SAE Institute encourages students from all backgrounds to undertake courses which will enable them to expand and develop their career options and opportunities.

In addition to vocational concerns, SAE Institute is interested in assisting the development of the whole person and not only the technician. In-line with this philosophy, SAE Institute has achieved degree-granting status in many countries across the globe. SAE Institute ensures that all its students are exposed to the latest techniques, practices and trends in practical work skills whilst also developing their theoretical knowledge and aesthetic values.

SAE INSTITUTE PTE LTD

ROC 200506148G TRADING AS SAE INSTITUTE

PRIVATE EDUCATION ORGANISATION

REGISTERED PROGRAMS

DIPLOMA IN AUDIO ENGINEERING

[Validated by SAE Institute](#)

DIPLOMA IN DIGITAL FILM PRODUCTION

[Validated by SAE Institute](#)

DIPLOMA IN MULTIMEDIA PRODUCTION

[Validated by SAE Institute](#)

DIPLOMA OF SCREEN (ANIMATION)

[Validated by SAE Institute](#)

DIPLOMA OF IT (GAMES PROGRAMMING)

[Validated by SAE Institute](#)

BACHELOR OF ARTS (HONS) AUDIO PRODUCTION

[Validated by Middlesex University, UK.](#)

BACHELOR OF ARTS (HONS) DIGITAL FILM MAKING

[Validated by Middlesex University, UK.](#)

BACHELOR OF ARTS (HONS) WEB DEVELOPMENT

[Validated by Middlesex University, UK.](#)

BACHELOR OF ARTS (HONS) INTERACTIVE ANIMATION

[Validated by Middlesex University, UK.](#)

BACHELOR OF SCIENCE (HONS) GAMES PROGRAMMING

[Validated by Middlesex University, UK.](#)

INTRODUCTION



Welcome

"I founded SAE Institute to provide world-class education and training in the audio engineering and creative media sectors. It's great you've chosen to consider SAE Institute and the information provided here will assist you to see the quality of our practical industry relevant courses. I also invite you to take a tour of our fantastic facilities and meet our experienced staff to find out for yourself why SAE Institute is truly leading in these fields."

Dr. Tom Misner – President and Founder

About SAE Institute

SAE Institute was founded in 1976 by Dr Tom Misner, in Sydney. The Institute operates over fifty campuses internationally where it delivers hands-on practical courses in the areas of audio engineering, filmmaking, animation, and creative arts.

The Australian Government Department of Education, Employment and Workplace Relations has approved SAE Institute as a Higher Education Provider. The New South Wales Department of Education accredits its higher education courses and has granted SAE Institute registration as a Higher Education Institute at its Sydney and Byron Bay campuses, and the Vocational Education and Training Board (VETAB) in New South Wales accredits its vocational courses.

SAE Institute also enjoys a strong collaborative relationship with Middlesex University, England; many of SAE's international campuses are Middlesex University validated degree centres where SAE delivers Bachelor of Arts (Honours) degrees in Recording Arts, Film Making, Digital Animation and Multimedia Arts.

SAE Institute maintains academic partnerships with many leading higher education institutes including Southern Cross University (Australia), Middlesex University (UK), Southern Institute of Technology (New Zealand), Columbia College (USA) and Qantm College (Australia), which is also part of the SAE Group.

SAE Institute is a quality assured academic institution, with a strong tradition of innovation and expertise, and a proven track-record across the world.

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ABOUT SAE INSTITUTE SINGAPORE

WHO WE ARE SAE Institute Singapore is a Private Education Institution (PEI) that offers both local and international students a wide spectrum of creative media-based courses. Established in Sydney, Australia in 1976, SAE Institute has since grown to become the largest creative media technology institute in the world with over 50 branches operating worldwide.

The first Asian branch was set up in Singapore in 1989 as the pioneer of creative media education in Singapore, offering the first such courses. Recognized for its university degrees, diplomas and short courses, SAE Institute Singapore is committed to provide life-long learning opportunities that enable students to pursue their chosen careers in the fields of audio engineering, digital film, animation, games programming & multimedia.

SAE Institute students enjoy state-of-the-art facilities including a fully equipped world-class Solid State Logic Studio, Digidesign Control 24 Multi-track Recording Studio, HD Film Production Studio and Final Cut Pro Editing Suites; as well as professional animation & games programming workstations. SAE provides practical-oriented education to all students. Students enjoy studying in a highly dynamic educational environment, with well-developed international programs taught by specialized industry lecturers within high-technology facilities. They also enjoy various industry on-the-job training programs with SAE Institute's local industry partners to get a better understanding of the workings of the industry and their future careers.

THE SAE INSTITUTE CONCEPT

Every SAE Institute program is a unique educational concept that provides the participant with a comprehensive theoretical and practical education. SAE Institute has internationally recognised qualifications, hands-on experience with the very latest equipment and an accelerated two year Degree program. Our students attend formal classroom lectures and complete extensive practical lectures, workshops, competency assignments, exercises and creative projects with our highly trained staff. This combination of concept, quality and convenience provides our students with the sought-after SAE advantage at every level of study.

Certificate level

Ranging from topics such as Basic Recording Techniques, Electronic Music Production, Video Production to Web Design and Game Level Design these courses are primarily targeted at professionals who already are active in the media industry and either need a booster or refresher course in a particular area or individuals who wish to use these certificate courses as a stepping stone and introduction to the respective field of study to continue onto the Diploma and Degree level.

Diploma level

These courses are highly practical in nature and culminate in an SAE Diploma qualification. These qualifications are designed to enable graduates to start working in their chosen industry upon successful course completion. The SAE Diploma in Audio, Film, Multimedia Screen (Animation), and IT (Games Programming) are equivalent to having completed 50% of the Middlesex University Bachelor Degree.

Degree Level

Due to the intensive character of studies at SAE Institute, the Middlesex BA (Honours) academic qualifications are taught by SAE Institute in a two calendar-year accelerated structure. The first year of these Degree programs is the SAE Diploma, the second year explores subjects at a more academic level. The Bachelor Degree qualification gives a wider range of career options. The second year of the Degree is available as a "progression" module and can be taken separately from the Diploma by any SAE Diploma graduate from around the world. The Degrees can only be taken at selected SAE Institutes which have been designated as Degree centres such as SAE Institute Singapore. Please Visit www.sae.edu for details on other Degree centre locations. The "progression" module is only available full time.

ACCREDITATION and PARTNERSHIP:

SAE Institute in Singapore is:

- registered with the Ministry of Education in Singapore
- a CaseTrusted Institute
- Recognised by the Media Industry worldwide
- the Pioneer in Media Education in Singapore since 1989



SAE Institute Singapore is a private Education Organisation. Registered to accept local and international students.

SAE International has full standing partnerships with Middlesex University, England, Southern Cross University, Australia and Qantm College, Australia.

THE SAE GROUP



IN PARTNERSHIP WITH



AUDIO CERTIFICATES

OVERVIEW

CERTIFICATE SHORT COURSES

ELECTRONIC MUSIC PRODUCTION

Course Description

The unique Electronic Music Production Course (EMP) provides an opportunity for music enthusiasts to unleash their passion for sound on the best music equipment, training with the international industry experts. The certificate program encourages individualism and combines the fundamentals of electronic music production with practical experimentation and personal creativity.

This course covers basic music appreciation and its genres. Students are taught basic music theory skills which include notation, time signatures and key signatures.

The course also deals with the theory behind Musical Instruments Digital Interface (MIDI) and its uses in music production and audio equipment synchronization and control. Students are also taught the creation of sound, sound effects and loops using a number of computer softwares dealing in audio

and control. Students are taught the waveform synthesis.

Who should take this course?

The EMP is intended for musicians and DJs who enjoy experimenting with technology as well as electronic music and audio hobbyists.

You would benefit from this course if:

- * You make music and you would like to experiment with electronic sound or work more efficiently with your equipment.
- * You are into DJing and would like to remix music more effectively.
- * You want an edge on your existing production techniques.
- * You are passionate about electronic music!
- * You want an industry accredited qualification.

BASIC RECORDING TECHNIQUES

Course Description

This course serves as a hands-on introduction to the fundamentals of sound, working with microphones and audio mixing consoles and the audio recording process from the recording stage to the processing of the recorded signals for playback. Students will gain an understanding to the work involved in recording sound.

The Basic Recording Techniques course (BRT) focuses on the sound recording studio and students are taught proper production and post production techniques required to achieve quality sound production content.

The course deals with the theory of sound and characteristics of the human ear which affect the human perception of sound. Students are guided through the sound production process and equipment requirements for sound production.

Who should take this course?

The BRT is intended for musicians and music enthusiasts who are interested in the process of recording music.

You would benefit from this course if:

- * You make music and you would like to know how to record it.
- * You are interested in Studio Acoustics.
- * You want an edge on your existing production techniques.
- * You intend to study further in this area.

COURSE INFO

Qualification

Certificate in Electronic Music Production

Duration

2 months part-time, 6 hours / week

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

Sound theory, studio effects, dynamic processors, home studio set-ups, music theory fundamentals, understanding of arrangement techniques, composition, pre-production, utilising industry standard sequencing softwares, MIDI recording, sequencing and virtual studio environments, integration of audio and MIDI for remixing, samplers, synthesizers and virtual studio software, beat programming, sound design.

Software Used

Ableton Live, DJ Session, Reason, Cubase, Pro Tools, Logic Pro

Qualification

Certificate in Basic Recording Techniques

Duration

5 weeks part-time, 6 hours / week

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

Introduction to sound, Audio recording and mixing consoles, Basic microphones and miking techniques, Basic multitrack recording and mixdown

Software Used

Pro Tools

OVERVIEW

CERTIFICATE SHORT COURSES

DIGITAL VIDEO PRODUCTION

Course Description

The emphasis of this course is on the creative and practical side of video production. The course covers the basic knowledge required to produce a short video. Everything is introduced including basic story boarding, digital camera operation, lighting, sound and digital computer editing on an industry leading application – Final Cut Pro.

The course is 'hands-on' and practical in its approach with students being exposed to a range of industry standard applications. SAE Institute has invested in the latest professional technology to give our students the edge in this competitive market.

Who should take this course?

The course is intended for everybody who wants to get basic skills in film making, such as basic camera handling, lighting and video editing.

You would benefit from this course if:

- * You want to learn how to direct and produce your own video.
- * You want an edge on your existing production techniques.
- * You are passionate about video production.
- * You want an industry accredited qualification.
- * You intend to study further in this area.

VIDEO POST PRODUCTION

Course Description

This course aims to instil a basic working knowledge of the stages and technologies involved in a digital film project with particular emphasis on the editing process. It examines workflow, project management and interpersonal skills needed to edit footage for a variety of delivery platforms. Non linear editing techniques and approaches are demonstrated and discussed, considering these from both a technical and an aesthetic perspective. Effective communication of narrative is analysed considering the affect selected editing techniques may have on an audience. DVD authoring and other compilation processes for a variety of media are examined.

The course serves as a hands-on introduction to the fundamentals of Editing with Final Cut Pro and aims to provide students with advanced and continuative operations of the Final Cut Pro HD system.

On completion of this course, students will be able to:

- Demonstrate a basic understanding of editing styles and how they contribute to a story
- Evaluate the differences in editing and basic cinematography and their impact on the audience
- Critically examine the post production process
- Demonstrate a critical understanding of industry roles and responsibilities
- Utilise basic video editing software applications
- Implement video editing techniques within a non linear editing environment
- Communicate a narrative to an audience
- Prepare files for delivery via common industry platforms
- Apply DVD authoring techniques
- Describe the technical constraints of a variety of delivery platforms

COURSE INFO

Qualification

Certificate in Digital Video Production

Duration

2 months part-time, 6 hours / week

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

Basic Video formats, working with cameras, lenses and filters, location shots, understanding the video workflow, basic video editing and capturing techniques, basic and advanced lighting techniques, home video studio set-ups in relation to project requirements, understanding time codes, basic screen writing and audio.

Software Used

Final Cut Pro, After Effects, DVD Studio Pro

Qualification

Certificate in Video Post Production

Duration

1 month part-time, 6 hours / week

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

Introduction to Final Cut Pro as a video editing tools, the importance of the editing grammar in a storytelling process, brief Introduction to the history of editing techniques from cellular film to non-linear editing, overview of the post-production workflow, rules of editing, technical setup and troubleshooting hardware and software, project management, advanced editing technique, basic DVD authoring, titles, effects and basic compositing, broadcast specifications, basic audio editing and mixing techniques, outputting and exporting, presentation of award winning editors.

Software Used

Final Cut Pro, DVD Studio Pro

MULTIMEDIA CERTIFICATES

OVERVIEW

CERTIFICATE SHORT COURSES

WEB DESIGN

Course Description

The web has rapidly matured in recent years. Although web design can be learned to some level at home, but to achieve professional status and understand advanced concepts as standards compliance, a course is invaluable.

This course is a introduction to creative design for the internet and technologies that are used for websites.

This course will enable the student to achieve a basic understanding of the principles and practice of professional web design and development. Our aim is to see graduates prepared for their workplace.

This course can be used as a 'stepping stone' for students who wish to progress to our more advanced qualifications, the Diploma of Screen (Animation), the Diploma in Multimedia Production and the BA (Hons) in Multimedia Arts

degree.

Who should take this course?

The Web Design course is intended for everybody who enjoys experimenting with creative design for the internet and who wants to learn how to build their own basic website design.

You would benefit from this course if:

- * You want to learn how to create web design and development
- * You already have skills in that field but you want to work more efficiently
- * You want to develop your visual "eye"
- * You are passionate about web design
- * You intend to study further in this area

GRAPHIC DESIGN

Course Description

This course introduces its students to the world of graphic design and visual communication. The course equips you with professional skills enabling you to create and design your own publications for print. Students will learn how to implement and edit their own photographs as well as creating artificial graphics on a professional level.

As this course is focused on practical transfer, students will have the chance to develop their own graphic design portfolio which may be useful for future full-time design course applications or when seeking employment.

This course can be used as a 'stepping stone' for students who wish to progress to our more advanced qualifications, the Diploma of Screen (Animation), the Diploma in Multimedia Production and the BA (Hons) in Multimedia Arts degree.

Who should take this course?

The Graphic Design course is intended for everybody who enjoys experimenting with visual editing tools for graphics, photos or for layouts.

You would benefit from this course if:

- * You want to learn how to create professional designs and layouts
- * You already have skills in that field but you want to work more efficiently
- * You want to develop your visual "eye"
- * You are passionate about visual design
- * You intend to study further in this area

COURSE INFO

Qualification

Certificate in Web Design

Duration

2 months part-time, 6 hours / week

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

Web and Server basics, Graphics for Web, Video for Web, HTML, Working with a WYSIWYG Editor, Web Authoring with Flash

Software Used

Adobe Photoshop, Flash, Dreamweaver

Qualification

Certificate in Graphic Design

Duration

2 months part-time, 6 hours / week

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

Elements of design, fundamentals of graphics and typography, professional skills in Adobe Photoshop, Adobe Illustrator, design of symbols and logos, business cards, letterheads, advertisements, brochures, CD covers, posters and labels

Software Used

Adobe Photoshop (Types, Photo Retouching, Paint, Path, Filter), Adobe Illustrator (Basics, Drawing, Transformation, Text, Symbols, Path, Pathfinders, Filters)

ANIMATION & GAMES CERTIFICATES

OVERVIEW

CERTIFICATE SHORT COURSES

PRINCIPLES OF 3D ANIMATION

Course Description

Animation is one of the main tools of communication and entertainment in the new age of Interactive Digital Media (IDM). This course aims to cover the main aspects of the practical and the theoretical foundation of 3D animation techniques. Students learn how to utilise their animation skills from an inter-disciplinary approach through professional tutorials and guidance.

The 3D Animation course is intended for those who want to learn how to create 3D animations through a formalised process in a creative way. The course will serve as basis for those who wish to adopt 3D animations as a communication platform or marketing tool for presentations, games, advertisement, websites.

On completion of this course, students will have participated in learning activities and assessment tasks designed to enhance their ability to:

- Communicate to diverse audiences through clear, logically presented works and planned, spoken presentations.
- Think critically, by analysing and evaluating information pertinent to the field of study
- Solve problems, by adapting knowledge gained to new tasks and identifying relevant solution strategies
- Use Information Technology for both accessing information and creating computer-based artefacts
- Think inclusively, by adapting to socially, culturally and linguistically diverse environments

You would benefit from this course if:

- * You already have skills in other media related areas of specification
- * You want to get profound skills in working with a 3D software

GAME LEVEL DESIGN

Course Description

This course aims to give students the opportunity to study effective game level design in a variety of genres, and export and test some of these levels for playability, and to give students the preparatory skills needed to succeed in the degree course. Students will study aspects of game level design, examining strengths and weaknesses of existing games and creating their own templates. Students will also be able to model 3D inorganic objects and employ them in game level editing

Students will be exposed to the making of challenging 3D games levels such as Unreal Tournament, Half Life, Counterstrike, etc. Students will get to understand the development of 3D Game Levels that includes concept development, production planning and actual production. Students will then test their game level design for playability and usability.

On completion of this course, students will have participated in learning activities and assessment tasks designed to enhance their ability to:

- Communicate to diverse audiences through clear, logically presented works and planned, spoken presentations.
- Think critically, by analysing and evaluating information pertinent to the field of study.
- Solve problems, by adapting knowledge gained to new tasks and identifying relevant solution strategies.
- Analyse data and information, by retrieving, evaluating and presenting information from a range of sources.

COURSE INFO

Qualification

Certificate in Principles of 3D Animation

Duration

1 month part-time, 12 hours / week

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

Introduction to 3D Animation, Interface, and Workflow, Modeling, Subdivision, Cameras, Lighting, Surface Editor, Texture Editor, Introduction to Animation Final Rendering, Advance Lighting, Graph Editor, Deformation / Animation Character Rigging, Revision and Final Project

Software Used

Maya (3D Studio Max upon request)

Qualification

Certificate in Game Level Design

Duration

1 month part-time, 12 hours / week

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

- Introduction to 3D Studio Max and Game Design
- Introduction to 3D Texturing and Game Level Concept Finalization
- Introduction to UE Editor and Making of Game Level
- Finalizing of game level design

Software Used

3D Studio Max
Unreal Editor Demo
Photoshop

BOOTCAMP CERTIFICATES

OVERVIEW

CERTIFICATE SHORT COURSES

FILM BOOTCAMP

Course Description

The SAE Institute Film boot camp is designed for people who want to take a camera in their hand and produce a hands-on short movie under the supervision of industry professionals.

Everything from the script, cameras, lighting, grip and audio equipment will be provided, so all you have to do is go ahead and SHOOT !

DAY 1

PRODUCTION PREPARATION

- Reading and understanding a script
- Breaking down the scenes with camera movements
- Key elements will be story-boarded

EQUIPMENT SETUP

- Use of shoulder cam (white balance, exposure, focus, ...)
- Use of tracks and dolly (purpose, setting up, ...), use of boom pole and
- microphones (different microphones, booming technique), use of steady-cam (balancing, purpose, ...)

DAY 2

COMPOSITING

- Graphic and special FX use
- Add on production value with advanced editing techniques

EDITING

- Editing with Final Cut Pro
- Editing techniques
- Storytelling to an audience
- Color correction

GREEN SCREEN USE/CROMA-KEYING

- 3 point lighting (key-, fill-, backlight)
- Use of greenscreen (creating a designed background shot)
- Production in regards to a studio (audio differences, lighting)

DVD AUTHORIZING

- Create a fully functional DVD with menu
- Create a web video

AUDIO BOOTCAMP

Course Description

The SAE Institute Audio boot camp is designed for those of you who want to get creative with your own music.

Under the guidance of industry professionals, each student or group of students available will be provided with a Macintosh computer and Ableton software to gain the skills to cut, re-edit, mix and mash up your favourite music tracks to create your own musical blends.

DAY 1

EDIT PREPARATION

- Accessing your music from your player
- Introduction to Ableton Live
- Song structure
- Time-stretching and audio manipulation

FINALIZING YOUR MIX

- Anatomy of a mix
- Mixing tips and tricks
- Putting the final touches with advanced effects
- Exporting with cue sheet/playlists

DAY 2

FINALIZING YOUR MASH UP

- Polishing the mix
- Exporting
- Back to the MP3 Player

COURSE INFO

Qualification

Certificate in Film Boot Camp

Duration

2 days (8 hours / day)

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

See left.

Software Used

Adobe Photoshop, Adobe After Effects, Final Cut Pro, DVD Studio

Qualification

Certificate in Audio Boot Camp

Duration

2 days (8 hours / day)

Entry Requirements

- Mature age over 17 years
- Familiar with basic computer operations
- Proficiency in English Language

Contents

See left.

Software Used

Ableton Live

CUSTOMISED & CORPORATE TRAINING

OVERVIEW

SPECIALLY DESIGNED COURSES

CUSTOMISED & CORPORATE TRAINING

Description

SAE Institute also offers customised training courses for private or corporate clients. We have a long history of customised training programs for a wide spectrum of companies and we always find suitable solutions for employers with specific needs.

Please visit <http://www.saecorporatetraining.com/> for more information and a list of our past clients.

With a group of dedicated staff and specialised state-of-the-art equipment, we have many options to cater to the ever-changing needs of the industry through customisation of short courses in the fields of audio, digital film-making, multimedia, games, animation as well as other areas especially for your corporate needs.

Possible courses:

Solid State Logic's AWS 900 is a revolutionary combination of a compact world-class analogue mixing console and a comprehensive DAW controller and provides everything needed to record, edit and mix professional projects.

SAE Institute is the first audio education provider that is 'SSL Approved' for AWS 900 training. This is due to SAE's dedication to quality audio training and long standing reputation as the world leader in audio education. Participants of this course get the chance to get an official SAE SSL AWS900 certificate.

ADVANCED PRO TOOLS The aims of this course are to provide the students with more advanced and continuative operations of Digidesign's ProTools system.

In addition to the subjects of the Pro Tools basic course students will be taught Signal Routing within the Pro Tools System and Automation settings. All this will be conducted on the ProTools HD system using Digidesign's Control 24 control surface. With a successful graduation the student receives an SAE Pro Tools Operating certificate.

VISUAL FX CERTIFICATE This course could be a combination of the '*Editing with Final Cut Pro*' and the '*Principles to 3D Animation*' course. This course equips students with the skills to create 3D Animations and to then composit them onto existing Video using high end compositing platforms such as Shake and After Effects. The objective is to teach students how to create complex visual effects as can be seen in the Hollywood blockbusters and to explain the complexity of compositing for television and film.

Other potential courses could include an introduction to Digital Photography, Make-up for Film & Television, Logic Studio, etc..

Basically any course is possible!

If you are interested in our corporate or customised courses please contact us now to arrange for a private consultation with our management.

Contents

Video Production, Storyboarding, Directing, Lighting & Camera Techniques, Photography, Video Editing, Visual FX, Web Design, Graphic Design, 2D & 3D Animation, Games Programming, Studio Recording, Mixing & Mastering, Acoustics & Music Theory, Electronic Music Production and much more...

Software

Logic Studio, Final Cut Pro, Adobe Photoshop, Illustrator, InDesign, Flash, Dreamweaver, Unreal Editor Demo, 3Ds Max, Maya, Cubase, Pro Tools, Reason, Adobe After Effects, Shake, Combustion, Ableton Live, etc..

Location

Negotiable. Training at our Institute or at your desired location or company studios are possible.

Min. amount of participants

With a group of 4-5 participants anything is possible!

Price

Negotiable.

POLICIES AND PROCEDURES SC

SAE Institute is a world-class provider of audio, multimedia, games, animation and filmmaking education with a commitment to the principles of cultural diversity, equal opportunity and ethical work practices.

The following information is provided to ensure a clear understanding of SAE Institute's operating policies and procedures and we encourage all prospective students to read these pages carefully. If you have any questions regarding the governance of SAE Institute's programs, please contact your local Institute who will be glad to assist.

ADMISSION Applicants for all courses must be a minimum age of 17 years. Applications are reviewed by Admissions and appropriate determinations made regarding applicants' suitability for courses.

ENROLMENT IN PERSON Enrolment in person is accepted during office hours, preferably by appointment.

ENROLMENT BY MAIL Enrolment by mail will be accepted if all admission requirements have been met, pending the availability of selected courses.

COLLEGE TOURS The Institute is open daily for studio tours and career interviews. Arrangements for a personal inspection can be made by telephone.

PUBLIC HOLIDAYS Interruptions to our courses are kept to a minimum. The dates for all forthcoming holidays are displayed on Institute notice boards. The Institute observes all official public holidays.

MUTUAL RECOGNITION SAE recognises the qualifications and statements of attainment issued by other Private Education Organisations and Government Educational Facilities.

TEACHING METHODS Courses at SAE Institute are taught through a combination of formal lectures, seminars and tutorials. In addition, students are required to undertake a significant amount of supervised laboratory work utilising Institute practical facilities including computer workstations, audio, multimedia, animation, games and film studios.

ASSESSMENT METHODS Assessment methods adopted will be dependent upon the program for which a student is enrolled but will generally include written and oral examination, practical demonstration and assignments, and written submissions. Grading incorporates standard marking and competency-based criteria.

TEACHING HOURS One clock hour is equivalent to 50 minutes of teaching with a 10 minute break.

BREAKS Courses are scheduled continuously throughout the year except for Public Holidays and a two week break around July and December.

CLASS SIZES Most classes are limited to approximately 20 students. Studio time is usually allocated on an individual basis. Some special practical lectures are conducted in small groups.

PRACTICAL BOOKINGS Practical time is allocated on an individual or group basis and fully supervised by our qualified staff. Practical sessions can be booked by students on a weekly basis during the operating hours of the Institute. Practical assignments must be completed within the specified deadlines and attendance at supervised sessions is mandatory.

STUDENT SUPPORT Students may seek the advice from their Head Lecturer (HOD) or Academic Co-ordinator for any matters regarding attendance, tuition fees, vocational advice and academic progress. Management and other support staff are available by appointment.

LEARNING SUPPORT Students experiencing learning difficulties may request additional learning support. Appropriate support will be recommended on an individual basis after discussion with the Head of Department (HOD).

RETAKES If a student fails a program, he or she may repeat the required units of the program. Repeated sections will be billed at the program fee current at the time of retake.

PERSONAL DETAILS SAE Institute treats all student data as private and confidential and will, generally, only divulge such information to third parties when required to do so by law or for operational purposes. Parents and sponsors will only be provided with information if expressed, written permission has been granted by the student and students are required to advise such interested parties to this effect. In keeping with Singapore immigration law, certain student data may be communicated to Government authorities.

Students are required to immediately inform the Institute of any changes to Singapore contact details.

EMAIL ACCOUNT & CONTACT NUMBER Students are required to maintain an active email account and contact number whilst attending the Institute. This will be used to communicate course-related matters and students must ensure that SAE Institute is in possession of their current email address and contact number at all times.

FEES AND REFUND POLICIES Fee information and refund policies are listed in the Program Cost and Commencement Dates and on the Registration Agreements which must be signed by all students.

ISSUE OF RECEIPTS For every payment made by the student to SAE Institute, the Institute shall issue a receipt to the Student stipulating (i) the amount paid, (ii) the date of payment and (iii) the purpose of such payment (with a proper breakdown of the payment amount, where applicable).

ATTENDANCE REQUIREMENTS SAE Institute operates a minimum attendance requirement of 90% at all formal classes and practical sessions. Failure to meet this requirement, may result in a student not being allowed to continue with a course. In addition, the Institute is required, under Singapore law, to monitor foreign student attendance and report breaches of attendance regulations.

Non-attendance of classes or practical sessions does not release a student from their obligation to pay fees and does not constitute a course cancellation or deferment.

PROBATION A student who fails to achieve an adequate academic record will be placed on probation for a period up to 8 weeks. If the student's academic performance does not improve in that period, he/she may be dismissed.

TRANSFERRING All or part of a program may be completed at any SAE Institute where a similar program is on offer, subject to certain conditions. Fees in credit will be transferred to the new location.

DEFERMENT and CANCELLATION For local students: terminating their studies after course commencement and prior to the scheduled completion date of the program will not normally be due any refund. Please refer to the Student Registration Agreement for more details.

CHANGE OF PROGRAM SAE Institute reserves the right to change the content of a program in which students are enrolled to allow for new developments and techniques to be incorporated and inappropriate subjects and software to be omitted.

VISITORS RESPONSIBILITIES Visitors accompanying students to the Institute must abide by the rules and regulations of the Institute and register with Reception. Responsibility for all equipment and fixtures during sessions rests with the student. Guests' personal equipment is not covered by the SAE insurance policies.

TAPES AND OTHER STORAGE MEDIA During the program, students will be required to provide media such as CD-ROMs and DVDs, tapes, discs, secondary storage and backup media including removable hard disk drives and other magnetic, solid-state or optical storage media for their personal use. This includes internal computer hard disk drives and multitrack audio tapes.

POLICIES AND PROCEDURES CONT.

EQUIPMENT USE Students are responsible for the care and safekeeping of all equipment used during practical sessions. If equipment is lost or damaged because of a student's failure to observe correct operating procedures or exercise due care, the student will be held liable for the cost of repairing or replacing the equipment.

EQUIPMENT BREAKDOWN In the event of equipment failure during a student's practical session, the student should notify an SAE Technical Support Officer (TSO) giving full details of the malfunction. A student who loses practical time due to equipment breakdown, which has not resulted through any fault of their own, will have their practical time re-scheduled.

RESERVED RIGHTS AND STUDENT CONDUCT Students are expected to conduct themselves in a responsible and considerate manner whilst attending SAE Institute. If a student's conduct is, in the opinion of the General Manager, unsuitable, SAE Institute reserves the right to expel a student. Expulsion may be necessary if:

- The student fails to comply with any of the Institute regulations detailed in this supplement or in material provided after course commencement.
- Fees are not paid.
- The student makes racist or sexist remarks that are offensive to others.
- The student is absent from more than 10% of classes or the incidence of late attendance is more than 10% without medical certification or the prior approval of SAE staff.
- The student's obvious lack of practice and enthusiasm causes a hindrance to the progress of the class.
- A student's standard of personal hygiene is offensive to other students and staff.
- A student is found to be cheating.
- A student undertakes any illegal act whilst on Institute premises or is found guilty of such an act by a Court of Law whilst registered at the Institute.

These reserved rights are not exclusive.

GRADUATION REQUIREMENTS For students to graduate they must achieve a pass grade of 16 in all modules and have a minimum attendance record of 90%.

IDENTIFICATION CARD Current SAE Institute students will be provided with an identification card. The card is used to gain access to Institute facilities. Upon application, students must supply the Institute with 2 passport-size photographs and the student card deposit.

STUDENTS PROTECTION SCHEME SAE Institute hereby confirms and undertakes to the Student that it has in place a Student Protection Scheme as stipulated by the Consumers Association of Singapore (CASE) by way of a Student Tuition Fee Account (Escrow) pursuant to the terms and conditions of the CASE-PEO Agreement (dated 20-1-04) made between CASE and the SAE Investments Asia PTE LTD. A copy of the master escrow agreement dated 9 September 2004 between CASE, DBS Bank Ltd and the Hongkong and Shanghai Banking Corporation Ltd (the "Master Escrow Agreement") and acceded to by the PEO on 6-1-05 is available at SAE's website at www.sae.edu. The Master Escrow Agreement sets out, among other things, the details upon which SAE shall establish an escrow account with DBS Bank Ltd (the "Escrow Account" with the "Escrow Bank") for the purposes of receiving payment of the Student's Tuition Fees and the circumstances in which the amounts in the Escrow Account shall be payable to the SAE and/or the Student (The Student acknowledges that he/she has read and has understood the terms of the Master Escrow Agreement)

SAE Institute and the Student hereby agree that:

- the Student shall execute a Student escrow confirmation in a form acceptable to the Escrow Bank (the "Student Escrow Confirmation") within 14 days of the date of this Agreement and deliver a copy of the same to the Escrow Bank within 3 business days of it being so executed,
- the PEO (SAE Institute) shall issue payment vouchers, not less than thirty (30) days prior to the Commencement Date, to the Student in accordance with the terms of the Master Escrow Agreement and the Student shall submit such payment vouchers

- together with any payment made under the clause below and
- the Student shall pay the Tuition Fees directly into the Escrow Account on or before the dates specified in the Fee Schedule.

No Double claim: For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from SAE Institute or the Escrow Bank pursuant to the provision of this Agreement or the Master Escrow Agreement in respect of any matter or damage, then the Student and his/her parent/guardian shall not be entitled to claim against SAE or the Escrow Bank for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Escrow Agreement.

SCHOOL AGE DEPENDENTS If you are intending to come to Singapore with school age dependents, you will be required to pay the full fees for their compulsory schooling.

SAE ENROLMENT PROCESS

Short Course Student

Step 1

SAE Institute will assess the application to check that all entry requirements, and where applicable course pre-requisites are met.

Assessment

Step 2

Complete and Sign the Registration Form and Registration Agreement, include copy of all educational transcripts and certificates, 2 passport sized photographs and a copy of NRIC or passport details. Submit your application to SAE Institute by courier or in person to SAE Institute Singapore campus. Please retain a copy of your signed Registration Form and Registration Agreement for your own records and ensure that you have read and understood the terms of the Agreement prior to making any payment towards your course.

Application

Step 3

There are limited places in our programs. You are advised to pay this registration fee early to avoid missing out on a place. Prices are as published on the separate Program Cost and Commencement Dates section. Further payment details can be found in the Registration Supplement.

Payment of Registration Fee

Step 4

A letter of acceptance will be issued to the applicant confirming that they have fulfilled admission requirements and is now a confirmed student at SAE Institute Singapore.

Letter of Acceptance

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