

**Columbia School of Broadcasting
CATALOG**

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Founded 1964

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Metro Washington, DC Communication Center
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Letter from the President Dear

Prospective Broadcasters,

Thank you for considering the Columbia School of Broadcasting to start you on your way to a very rewarding career. You are among a very select group of individuals that have made the decision to take the first step that can launch you into the forefront of the viewing and listening public audience. Let me assure you that broadcasting is not for every one. It takes three key ingredients to succeed. The first ingredient is talent. Talent is a gift, and not everyone has it, nor do some individuals recognize that they possess it. The second ingredient is desire. If the desire to succeed is strong, there are no obstacles that an individual can face, that they can not overcome. The third ingredient is proper training. I use the word proper training, because there are many sources that claim to be training institutions. You have to decide among these many institutions, which is right for you. To help you decide, you'll need to know what to expect from the school you select. A school should have a certificate to operate from the Department of Education, in the state where it is headquartered. This provides you, the prospective student with a minimum level of confidence that the school abides by certain educational standards which are generally applied to all career schools across the country. It also lets you know that the school is reviewed by the state on a regular basis, to ensure that the level of education remains up to standards or improves every year. A second factor that every prospective student should consider, is the faculty. You need to feel confident that the faculty has knowledge in the field they are teaching and that they offer instruction not lectures. For years, the Columbia School of Broadcasting has established its reputation by ensuring that our instructors are real broadcasters first. Our instructors have earned their living in broadcasting. They teach because they want to give back to the industry that has been so rewarding to them and they enjoy imparting the keys to success to future broadcasters like you. All Columbia's instructors are established broadcasting professionals and approved as instructors by the Department of Education in the State of Virginia. They can also be seen and heard on the Radio and Television, and have been the recipient of many broadcasting awards. The third factor you should consider is the value of the education you receive. If you want to get into broadcasting, there is no better known school in the world for launching that dream than the Columbia School of Broadcasting. In every major city around the world, you could walk into a radio station or television station and someone will know our name. We have started the careers of more broadcasting professionals, than any other school in the world. We are a well known name in the industry, and we are known for quality training. A fourth factor you should examine, is the duration of the training offered. Your voice is an instrument. You need to learn how to tune it, play it, and adapt it to the many varied announcing and broadcasting applications that exist. When was the last time you heard of teaching guitar in a classroom. Twenty guitars playing different songs simultaneously every day for several weeks. Do you really think you'll learn how to play guitar in a classroom environment? Then what happens when you go to look for work? Do you really have a skill that is employable? The truth is that it takes practice and time to learn how to use your voice as an instrument. In the Radio Announcing Course, we teach you to use your voice through one on one training. Every lesson is an individual session with one of our instructors. Each phase of the course is graded and critiqued by a different instructor, so when you have finished the course, you'll have learned the different aspects of broadcasting from several professionals, not just one instructor. The final factor you should consider is how flexible is the institution and how much demand does that institution place on your time. The Columbia School of Broadcasting has a reputation for working around your schedule. We don't require you to leave your present job while you are training. We only ask that you practice your lessons and complete your assignments in a professional manner within a specified time frame. Thousands of our graduates have done it and are now working in broadcasting doing voice-overs, announcing, newscasting, sportscasting, talk shows, weather forecasts, and

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commercials, part time and full time. Once you graduate, we will provide career assistance that can help in locating the jobs that will get you started. Job placement is not guaranteed. You 'll have a diploma from a well known reputable training institution and you 'll soon discover how many of your colleagues are also graduates of the Columbia School of Broadcasting.

We look forward toward providing the education that will get you started.

Sincerely,

William Thomas Butler

President

Columbia School of Broadcasting

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Metro Washington DC Communications Center

301A Maple Ave. West Suite G, Vienna, VA 22180

Volume 4, Number 4, October 2009

Columbia's Philosophy

Columbia School of Broadcasting was founded with the intention of finding and training motivated people, and preparing them for a successful career in the broadcasting industry. Since our inception, we have maintained that philosophy and made it work for students and graduates. We believe that a student with proper training, guidance and a strong belief in their goals can achieve success in the broadcasting industry. Therefore our **Mission Statement** is summarized as follows: **The Columbia School of Broadcasting will instill confidence and provide quality training to every student in order to build a foundation for success in the field of broadcasting.**

For us, the ultimate measure of our worth comes from the success of our graduates. Through them and their achievements comes the realization that we have done our best work. We have thousands of graduates in the industry, in every major city. We are the best known name for training in the industry, and we want to keep it that way.

History of the Institution

The Columbia School of Broadcasting was founded in 1964 in the State of California. Since that time Columbia has trained thousands of men and women around the English and Spanish speaking world in the field of broadcasting. Columbia began enrolling students in the greater Washington Metro area during January 1977. Since that time many of our graduates have gone on to work in radio and television stations in the Metropolitan Washington D.C. area and around the world. Many graduates have decided to relocate to various areas of the United States as well as abroad. In early 1992, the Washington Metropolitan Communication Center became the national headquarters for the Columbia School of Broadcasting and began operations as a proprietary school holding a certificate to operate from the Virginia Board of Education. Today, Columbia trains student in our headquarters facility in Vienna, Virginia as well as, throughout the world with our distance education courses in Radio Announcing (English and Spanish) and Sportscasting Play-by-Play Broadcasting. Columbia is owned and operated by Columbia School of Broadcasting, Inc. a Delaware stock corporation. Mr. William Butler is the majority stock holder.

In 1999, Columbia became the first school in the state, and one of the first schools in the nation to offer a course in Internet Broadcasting. We continue to improve our training curriculum to ensure that the skills you acquire through our institution are applicable in the modern broadcasting industry.

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School Officials

President	William T. Butler
Vice President	Linda M. Butler
Director Admissions	William T Butler
Instructor / Student Advisor	Jim Lashley
Sr. Spanish Instructor	Javier R. Monclova
Television Workshop Instructor	John Meagley
Television / Camera Support	Jay Weatherly & Aaron Roberts
Student Services	Marty Doyle
Sports Play-by-Play Instructors	Lou Riggs & Allen Epstein
Curriculum Advisors.....	W. Butler, J. Lashley, G. Alim, W.Carmichael, J. Clark, A. Nathan
National Television Spokesperson	Allan Nathan
Chief Studio Engineer	Bill Mountjoy
National Instructors	Nathan Roberts, Warren Carmichael, Dan Longmore, Rachel Harris, Jeff Rollins, Kandy Klutch, Jerry Clark, John Meagley, Gene Brink, Ken Herrera, Lou Riggs, Al Epstein, Ric Santos, Steve Fixx, plus other visiting on air personalities as guest instructors.

Admission Requirements

To be accepted at the Columbia School of Broadcasting you must take and pass a written aptitude examination or demonstrate completion of college level course work. If you are interested in the Radio Announcing, Sports Play-by-Play, or Television Announcing courses, you will also be asked to record a voice audition, unless you have an on air demo. The vocal audition is as important as the entrance examination, because it will be used to determine your potential for success in the industry. We will evaluate both your voice quality and reading ability. In the event that you pass the entrance exam, but fail the vocal audition, you will be given the opportunity to enroll in the course for personal improvement and you will receive a letter of achievement when completed. All others will be awarded a diploma upon meeting all graduation requirements.

Once accepted by the school, candidates can enroll at any time in the Radio Announcing course. Radio Announcing is an open enrollment, individualized training course. Columbia offers the Radio Announcing course as a distance education or resident study course. Students in the resident course are required to review their lessons with our resident instructors in our studios before submitting their assignments to our National Instructors. Students selecting the distance education course are required to review their assignments with our resident instructors over the phone before their assignments are forwarded to the National Instructors, for grading. Any student can switch from distance education to residency and vice versa at any time. All students applying for Sports Play-by-Play will be required to submit their lessons to the school for a quality review before being submitted to our National Sports Instructors. The internet broadcasting course can be taken through distance education or through a residency class.

All other courses may require students to be geographically situated within 100 miles of the Washington Metro Communication Center.

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There are no vocal audition entrance requirements or prerequisites for candidates that wish to take the Internet Broadcasting or the Basic Radio Production courses, although enrollment in Radio Announcing course is preferred. Waivers will be granted to students that do not desire to pursue a career in announcing but do wish to pursue a technical career in broadcasting or wish to take the courses for personal use.

Since the school conducts post secondary education level courses, you must demonstrate or attest to your proficiency beyond high school, or have a high school diploma or its equivalent to receive a diploma. The school allows ambitious high school students under eighteen years of age, that are within eighteen months of graduating to enter the program provided the student has parental and guidance counselor written permission. To receive your diploma you will be asked to present your evidence of a high school diploma, GED or equivalent.

If you graduate while still in High School, you will be awarded a diploma upon successful completion of High School.

Admission Application Procedures

To be considered for enrollment simply fill out the History and Information at the end of the catalog, or fill out our online Information form at www.csbamerica.com/download.htm, or call, write, or email the school djtrain@columbiaschoolbroadcas.com. Our Staff will be happy to arrange an audition for you.

Educational Objectives

Columbia's educational objective for the **Radio Announcing** course is to develop students' voice talent and broadcasting skills for entry level positions in the communications and broadcasting industry. Through the **Basic Radio Production** course, students learn how to mix sound, edit tape, use sound effects and utilize equipment typically used at radio and TV stations and recording studios for production purposes. The **Television and Film workshop** is designed to give students practical experience in front of a television or movie camera and to learn the basics of presentation and spot reporting. In the radio **Play-by-Play sportscasting** course, students learn how to do play-by-play, color commentary, research for a game, interview and report. The **Introduction to Internet Broadcasting** course is designed to meet three objectives, the first being to provide students with a basic understanding of the equipment needed to develop Internet broadcasts, the second is to provide students hands on familiarity with the software required for audio editing and production, and the third is to provide students with the principles involved in streaming live audio (ie Broadcasting) over the Internet. Our Sales and Management course teaches fundamental client and personnel interfaces. Voice Over course has the goal of preparing students for casting calls and commercials.

The positions and careers that are normally pursued after graduating from the curriculum are outlined in the "Dictionary of Occupational Titles" excerpts which follow. The excerpts include title, nature and level of occupations for which Columbia provides training.

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DICTIONARY OF OCCUPATIONAL TITLES

159.147-010 ANNOUNCER (radio-tv broad.) alternate titles: radio board operator/announcer

Announces radio and television programs to audience: memorizes script, reads, or ad-libs to identify station, introduce shows, and announce station breaks, commercials, or public service information. Cues worker to transmit program from network central station or other pick up points according to schedule. Reads news flashes to keep audience informed of important events. May rewrite news bulletins from wire service teletype to fit specific time slot. May describe public event such as parade or convention. May interview guest, such as sport or other public personality and moderate panel or discussion show to entertain audience. May keep daily program log. May operate control console (radio board). May perform additional duties in small stations, such as operating radio transmitter (TRANSMITTER OPERATOR (radiotv broad.) 193-262-03 8), selling time, or writing advertising copy. May be designated according to media as Radio Announcer (radio-tv broad.); Television Announcer (radio-tv broad.) May announce program of local interest and be designated Local Announcer (radio-tv broad.) for transmission over network and affiliate stations and be designated Network Announcer (radio-tv broad.). May announce in foreign language for International broadcast and be designated Announcer, International Broadcast (radio-tv broad.). May describe sporting event during game from direct observation or announce sports news received at station for radio or television broadcasting and be designated Sports Announcer (radio-tv broad.).

GOE: 01.03.03 Strength: L GED: R5 M3 L4 SVP: 6 DLU: 89

159.147-014 DISC JOCKEY (radio-tv broad.)

Announces radio program of musical selections; Selects phonograph or tape recording to be played based on program specialty, knowledge of audience taste, or listening audience requests. Comments on music and other matters of interest to audience, such as weather, time or traffic conditions. May interview musical personalities. May interview members of listening audience who telephone musical requests. May specialize in one type of music, such as classical, pop, rock, or country and western. May write entries onto log to provide information on all elements aired during broadcast, such as musical selections and station promotions. May be designated Combination Operator (radio-tv broad.) when operating transmitter or control console.

GOE: 01.03.03 Strength: L GED: R5 M3 L5 SVP: 5 DLU: 89

131.262-010 NEWSCASTER (radio-tv Broadcaster) alternate title: newsperson

Analyzes and broadcasts news received from various sources: Examines news items of local, national, and international significance to determine selection or is assigned news items for broadcast by editorial staff. Prepares or assists in preparation of script (Newswriter (print & radio-tv broadcaster) 131.262-014). Presents news over radio or television. May specialize in a particular field of news broadcasting as political, economic, or military. May gather information about newsworthy events (REPORTER (print & radio-tv broadcaster.) 131.262-018). May introduce broadcasters who specialize in particular fields, such as sports or weather, and be designated Anchorperson (radio-tv broadcaster) or News Anchor (radio-tv broadcaster).

GOE: 11.08.03 STRENGTH: L GED: R5 M2 L5 SVP: 7 DLU: 89

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Clock Hours required in the Program

The Radio Announcing Courses (English and Spanish) require a total of 600 clock hours of student time. The Radio Play-By-Play Sportscasting program requires a total of 250 clock hours of student time. The Basic Radio Production Course is a 24 clock hour resident course. The Television Announcing Workshop is a 36 clock hour resident course. The Introduction to Internet Broadcasting requires 185 clock hours of combined resident instruction, lab session and independent study.

Grading System

Every assignment you submit will be reviewed and graded by the instructors. The grading schedule is as follows:

A	=95 – 100 Excellent	C+	=74 – 77 Average	D+	= 60 – 64 Poor
A–	=90 – 94 Excellent	C	=70 – 73 Average	D	= 55 – 59 Poor
B+	= 86 – 89 Good	C–	= 65 – 69 Average	D–	= 51 – 54 Poor
B	=82– 85 Good			F	= 0– 50 Fail
B–	=78– 81 Good				
NG	No Grade				
S	Satisfactory				
U	Unsatisfactory				

If you receive a grade below 70 percent in any lesson, you will be asked to repeat the assignment or you will be given enrichment assignments. Should you repeat a lesson or enrichment assignment, you must earn at least a C grade.

If you receive more than one D (poor) on an assignment, you will be placed on probation while repeating the lesson. Should your progress not improve during this period of probation, or if a grade of C or higher is not earned while repeating the lesson, you will be counseled regarding your status as a student.

Should you receive a third grade of D (poor), you will be terminated from the course. You will be readmitted only at the discretion of the school's director. Your case will be given fair and individual consideration.

If you submit an incorrect lesson or blank assignment tape, or a tape with a technical problem, you will be given a mark of NG (No Grade). You will be allowed to complete and resubmit the lesson.

Satisfactory or Non-Satisfactory grades are utilized to evaluate your performance during live taping, filming or recording during lab sessions.

Grades, progress reports and comments are included on your returned assignment, and all grades are maintained in your academic file at the school's offices.

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Definition of Clock Hours and / or Credit Hours and Conversion Formula

Each clock hour consists of 50 minutes of study or work directly related to the course. (The standard academic definition of a clock hour is 50 out of 60 minutes.)

Length of Courses

In order to receive a diploma from the Radio Announcing Course (English or Spanish) a minimum of six months time is required prior to graduating. The Radio Announcing Course must be completed within eighteen months of enrollment. Extensions beyond eighteen months may be granted at the discretion of the school President. Average time of completion is nine to thirteen months. The Radio Play-by-Play Sportscasting course is a minimum of five months and a maximum of twelve months. Basic Radio Production is approximately one and a half months, Television Announcing Workshop is approximately two and a half months, and Introduction to Internet Broadcasting is one and three quarters months.

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Title, Scope, and Sequence

RA-001 BROADCAST ANNOUNCING COURSE (ENGLISH)

The Broadcast Radio Announcing course is divided into six instructional phases. This course develops student's voice talent for announcing positions in the communications industry. Emphasis is placed on indoctrination of broadcast industry aspects, voice development, familiarization with station operation and various formats of announcing. The student will produce a final audition tape to be used in job seeking activities.

PHASES (rated at 600 hours)

PHASE I

(100 hours)

Commercial Delivery:

In Phase I you will receive an introduction to broadcasting and broadcast equipment. You will be trained in the techniques of breathing and proper articulation. This lesson will include training in voice projection, style, interpretation, and delivery.

PHASE II

(100 hours)

Newscasting Delivery:

In Phase II you will learn the intricacies of News delivery. Familiarity with news equipment; news writing; network news and wire services is introduced. Emphasis is placed on News presentation and proper news announcing techniques.

PHASE III

(100 hours)

Disc Jockey Delivery:

In Phase III learning the techniques of effective radio announcing in a music formatted station is presented. Disc jockey routines, delivery, techniques, timing, formats, playlists and timing a program are emphasized. How to ad-lib and present program material, voiceover commercials are included. You will learn station layout, organization, equipment and effective delivery. Developing a personal style and personality of your own is introduced.

PHASE IV

(100 hours)

Sportscasting Delivery:

Phase IV is an introduction to the exciting, fast paced world of sportscasting. You will learn anchoring, play-by-play, interviewing, gathering statistics and calling the sports reports. Sports terminology is emphasized including delivery of your broadcast in keeping with the pace of the sporting event. You can apply for an internship during this phase.

PHASE V

(100 hours)

Specialty Announcing:

In Phase V you will be introduced to the skills of weather, traffic, business and farm reporting; on the street reporting; and station ratings. Job search techniques including how to write a professional resume and cover letter, how to conduct a fruitful job search is included.

PHASE VI (100

hours)

Audition Delivery:

Phase VI covers broadcast regulations, satellite communication, cablecasting, and station automation. You will receive an introduction to television announcing, production, and editing. Finally, you will prepare your audition tape, an essential element to your first on-air job.

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RA-002 RADIO ANNOUNCING COURSE (ESPAÑOL)

The Radio Announcing course is divided into six instructional phases.

This course develops student's voice talent for announcing positions in the Spanish communications industry. Emphasis is placed on indoctrination of broadcast industry aspects, voice development, familiarization with station operation and various formats of announcing. The student will produce a final audition tape to be used in job seeking activities.

PHASES (rated at 600 hours)

PHASE I

(100 hours)

Commercial Delivery:

In Phase I you will receive an introduction to broadcasting. You will be trained in the techniques of breathing and proper articulation. This lesson will include training in voice projection, style, interpretation, regionalisms, accents and delivery.

PHASE II

(100 hours)

Newscasting Delivery:

In Phase II you will learn the intricacies of News delivery and radio station equipment. News writing; network news and wire service is introduced. Emphasis is placed on News presentation and proper news announcing techniques.

PHASE III

(100 hours)

Disc Jockey Delivery:

In Phase III learning the techniques of effective radio announcing. Effective listening, how to become a radio personality, the community and tongue exercises are covered. Disc jockey routines, delivery, techniques, timing, and improvisation is emphasized.

PHASE IV

(100 hours)

Sportscasting Delivery:

Phase IV is an introduction to the exciting, fast paced world of sportscasting. You will learn anchoring, play-by-play, interviewing, gathering statistics and calling the sports reports. Sports terminology is emphasized. Spanish grammar.

PHASE V

(100 hours)

Specialty Announcing:

In Phase V you will be introduced to on the spot reporting, editorials, debating, and public interest programs. Talk shows and Interviews. Resume and cover letter writing. FCC Restricted Radiotelephone Operator Permit after completion of this phase.

PHASE VI

(100 hours)

Audition Delivery:

Phase VI covers broadcast regulations, modern radio announcing, an introduction to television announcing, production, and editing. Finally, you will prepare your audition tape, an essential element to your first on-air job.

Columbia School of Broadcasting Catalog Title, Scope, and Sequence

RA-003 RADIO PLAY-BY-PLAY SPORTSCASTING

The **RADIO PLAY-BY-PLAY SPORTSCASTING** course provides you with the opportunity to gain the “how to” knowledge at home. You receive individual instruction, critiques, suggestions and guidance from Columbia’s national instructors, including professional sportscasters Al Epstein and Lou Riggs. The course is divided into five instructional phases.

The objective is to learn and to improve. Columbia’s sportscast training course is for men and women of all ages and backgrounds. It will provide you with the basic elements you will need in order to prepare for a successful sports broadcast.

You never know when your station manager, program director, etc. might ask you to do the play-by-play, color commentary, sports report or an interview. The course will give you the “hands-on feel” of the demands and challenges of sportscasting. The course will guide you and impart practical knowledge, with home study convenience, in your own time frame. **For your lessons you may submit an audio effort, a VHS video or both.**

Radio Play-By-Play Sportscasting will help you learn more about the sports broadcasting business. Sportscasting is great fun, can be very glamorous and is personally rewarding whether you work at it full time or part time. Unlike other broadcasting venues, you can develop specialist expertise in sports announcing. There is a great demand for sports announcing specialists in Soccer, Tennis, International Winter games, NASCAR Racing and other emerging popular sports. Our instructors will help you develop the groundwork for you to grow your interest.

Alan Jay Epstein

Bachelor of Arts, Radio & Television
California State University-Los Angeles;
co-author *Play-By-Play Sportscast Training*
Instructor, Sportscaster Camps of America
Engineer, Play-By-Play Radio and TV sports
Pepperdine University; color Commentary,
KADY-TV, KMPH-TV, Los Angeles;
Radio-KWNK, KDWN, KMZQ, KCRW-California and Nevada. .

Lewis Edward Riggs

Bachelor of Arts, Journalism, Cal
State University; co-author
Play-By-Play Sportscast Training;
Freelance Voice Over Talent; Producer, Writer,
broadcasts Announcer, Basketball,
KCRW, KKOP, KCSN, KDAY, KGIL
Educator-Santa Monica College,
CSU-Northridge.

Course materials will not be issued in increments; all five phases will be issued at registration. This will allow the student to complete the course in a minimum of five months or in a maximum of twelve months. Therefore, the student will have the option of choosing from among different sporting events during a year’s time.

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RA-003 - RADIO PLAY-BY-PLAY SPORTSCASTING (Prerequisite - Enrollment In Radio Announcing or Waiver)

5 Comprehensive Instructional Phases _____ 250 Clock Hours

Phase 1 BASIC INTRODUCTION TO PLAY-BY-PLAY SPORTSCASTING

This is a detailed discussion of the fundamentals of play-by-play. How to prepare the basic information needed for the play-by-play sportscast. How to call the event. Objectives of the play-by-play announcer. Your assignment includes three to four minutes of play-by-play, either a "live" game or one off your television set.

Phase 2 A COMPREHENSIVE PRESENTATION AND DEVELOPMENT OF BASIC PLAY-BY-PLAY SPORTSCASTING

This includes preparation, delivery, energy, pacing, enunciation and phrasing. Also, use of spotting boards, statistics and equipment. Your "survival kit." Problems associated with a sportscast. Use of press guides, press releases and newspapers. Your assignment is to tape record a "live" game, to develop your sportsboard and to record three to five minutes of play-by-play.

Phase 3 AN INTRODUCTION AND PRESENTATION OF INTERVIEWING TECHNIQUES AND AN INTRODUCTION TO SPORTS REPORTING

This develops the interview open and close. What to ask, how to interview a coach, player, sportswriter or anyone else. How to prepare for the interview. Developing a flow to the interview. Emphasis on "asking the question." This phase also includes an introduction to sports reporting. How to put together a sportscast. Your delivery, what to include in the sportscast. Your assignment includes a three to five minute sports interview and a two-minute sports show.

Phase 4 ADVANCED PLAY-BY-PLAY TECHNIQUE AND DELIVERY

How to prepare for an entire sportscast. A discussion of handling mistakes in a play-by-play sportscast. How to prepare the pre-game, half-time and post-game shows. Discussing the role of the color commentator. Developing a theme for the game. Preparation of your sportsboard. Your assignment will be a three to five minute play-by-play of a "live" (high school, junior college, college, professional, etc.) game.

Phase 5 FINAL AUDITION PLAY-BY-PLAY

Final assignment - putting it all together. The basic elements to make a good broadcast, preparation, delivery and energy. Preparation for your resume, cover letter and audition tape. How to go after your first job. The future of play-by-play sportscasting. Your assignment includes the preparation of your sportsboard, recording a "live" game and recording three minutes of play-by-play action.

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RP-001 RADIO PRODUCTION (*Enrollment in Radio Announcing is preferred*)

The **BASIC RADIO PRODUCTION** course gives students a background in radio production techniques typically used in radio station operations. It is designed to teach the student skills in recording sound and editing.

6 Comprehensive Study Sessions

24 Clock Hours

Session 1 ORIENTATION AND REVIEW OF BROADCAST OPERATION

Commercials, News features and short news stories with actuality included, Radio drama, Microphones and sound, Pickup patterns, Tape recorders, Reel-to-reel, Tracks, Mixing

Session 2 SPLICING AND DUBBING

How these are used to put together audio productions such as commercials and news features, do's and don'ts of splicing, electronic editing

Session 3 CARTRIDGE MACHINES IN AUDIO PRODUCTION

Advantages of using digital, do's and don'ts of using digital, how to record sound from all available types of playback equipment, importance of properly cueing.

Session 4 THE NEWS FEATURE IN AUDIO PRODUCTION

How to technically put together a news feature, how to record actualities to a digital computer to clean up the sound of other media, importance of a well prepared script.

Session 5 COMMERCIALS IN AUDIO PRODUCTION

Use of sound effects and music in producing a commercial, importance of balance between voice and music in commercial, importance of precisely timed sound effects, ways of creating sound effects, when to use sound effect, editing songs for commercial music beds, different types of production methods.

Session 6 THE RADIO DRAMA

Importance of putting a drama together as an exercise of production skills, linking dramas to today's commercials, creation of sound effects for radio drama, mixing sound effects to create sound illusions; recording, playing back and evaluating dramas.

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Title, Scope, and Sequence

TV-001 TELEVISION & FILM WORKSHOP

The **TELEVISION and FILM WORKSHOP** enhances the “Broadcast Radio Announcing” studies program and offers a unique opportunity for students to earn an additional credential for their resume as they enter and move up in the radio broadcasting industry. The School limits the size of the class to twelve (12) persons. In order to qualify for the course, you must be either be enrolled in or graduated from the Radio Announcing Course or have prior on air or media experience, and registered in the Television and Film Workshop before the first class session. Registration is on a first come, first served basis. This course provides students practical experience in front of a camera. Emphasis is placed on camera techniques and on visual appearance. Video taping sessions are collectively critiqued. Course includes the production of a video audition tape.

9 Comprehensive Study Sessions 36 Clock Hours

Session 1	TELEVISION and FILM CAREER-RELATED POSSIBILITIES AND GENERAL INFORMATION Television Performing, The Television Audience, On-Camera Performing / Weather
Session 2	PRINCIPLES OF SPORTS DELIVERY AND TECHNIQUE Visual Appearance, MAKE-UP, On-Camera Performing / Commercials, Ad-Libbing
Session 3	CONTINUATION AND REFINEMENT OF PRINCIPLES OF SPORTS and WEATHER VISUAL DELIVERY AND TECHNIQUE Emphasis On Professional Delivery, Emphasis On Professional Visual Presentation, On-Camera Performing / News
Session 4	BROADCAST JOURNALISM News reporting, Anchoring, Scripting, Terminology, On-Camera Performing / Reporting
Session 5	INTERVIEWING one-on-one, Spot News Stories, Impromptu News Conferences, On-Camera Performing / Talk Show Interviews
Session 6	INVESTIGATIVE TECHNIQUES Criminal Reporting, Paper Trail, Sources, Reporting Excellence, On-Camera Performing / Commercials / News
Session 7	OUTSIDE NEWSMAKER Entertainment News, Talk Show, Deadline Pressure, On-Camera Performing / on the street interviews
Session 8	AUDITION VIDEO TAPING AND CRITIQUE REVIEW Creativity, Originality, Appearance, Attitude, On Camera Show
Session 9	FINAL AUDITION VIDEO TAPING AND CRITIQUE Visual Poise, Voice Delivery, Confidence, Wrapping it up on Camera.

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Title, Scope, and Sequence

IB-001 INTRODUCTION TO INTERNET BROADCASTING

The **Introduction to Internet Broadcasting** course develops students' ability to interface with the Internet using broadcasting techniques and computer skills learned in the various phases of the course. Emphasis is placed on the role of the Broadcaster in utilizing the internet as a communications medium for other than pure text submissions. The course will train the students in utilizing recording instruments, their voice talent, and personal computers to develop a final integrated program ready for streaming on the internet in a broadcast on demand mode.

Seven Comprehensive Instructional Phases 185 Clock Hours

I. Introduction to the Personal Computer PHASE 1

- A. Basic Configurations (Class 3 hrs / Lab 1 hr)
- B. Enhanced Configurations (Independent Study 20)
- C. Future Configurations

II. Internet Software PHASE 2

- A. Windows Operating Software (Class 2 hrs / Lab 2 hrs)
- B. Internet Browsers (Independent Study 20)
- C. Web Page Software Tools
- D. Audio Interface Software

III. Audio Software PHASE 3

- A. Audio Recording Software (Class 2 hrs / Lab 2 hrs)
- B. Audio Playback Software (Independent Study 20)
- C. Capturing Audio on the Internet
- D. Playing Audio on the Internet

IV. Recording Static Broadcasts PHASE 4

- A. Recording Direct to the Personal Computer
- B. Recording to other Media and copying to the Personal Computer (Class 2 hrs / Lab 2 hrs)
- C. Saving Files (Independent Study 20)

V. Controlling File Size and Memory PHASE 5

- A. Data Compression (Class 2 hrs / Lab 2 hr)
Advantages & Disadvantages (Independent Study 30)
- B. Audio Streaming
 - 1. Real Time versus Virtual Real Time
 - 2. Buffering the file
- C. Embedding files into Web Page Software
- D. Audio Announcements and Commercials on the Web
- E. Advertising via Voice on the Web
- F. Special Announcements and alerts
- G. Voice Over

VI. "Live" On-line Broadcasting Principles PHASE 6

- A. Speaking on the Internet (Class 4 hrs / Lab 1 hr)
 - 1. Web Hosts (Independent Study 20)
 - 2. Gateways
 - 3. Internet Service Providers (ISP's)
- B. Who Listens and How

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1. URL's
2. IPAddressing
3. Navigation

C. Understanding the Magnitude

D. Future Potential

E. Developing the Broadcast

F. Analyzing the Broadcast

VII. Live" On-line Broadcasting Principles

PHASE 7

LAB APPLICATION

(LAB 5 hrs)

(Independent Study 30 hrs)

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IB-002 Introduction to Digital Broadcast Journalism

You can be on the cutting edge of technology in the New millennium by becoming part of the new wave in the digital empire. Digital recording has taken the audio and video field soaring to unbelievable heights by means of computer software editing and recording. TV and radio stations are implementing digital systems into their studios to improve sound and video quality, soundtrack capacity and editing capability.

This seminar will enable you to gain skills needed to operate the newest digital editing and recording equipment. It is designed to teach you to create, record and edit digital tracks, how to operate and program digital equipment and how you can use your knowledge of digital technology to advance on today's information super-highway.

CURRICULUM

4 Credit Hours

4 hours class time per phase

No Previous Digital Experience Required

- Phase 1** **An Introduction Into Digital Technology** - This is a detailed discussion of exactly what Digital Operating technology is and what it's place is in today's journalistic environment.
- Phase 2** **The Basic Functions of the Digital MiniDisc System** - This phase will familiarize the student with the digital equipment they will be using in the field. This will include a discussion on the functions and capabilities of the minidisc editing equipment and the minidisks themselves. It will also include DVcam familiarity, editing software and practical usage.
- Phase 3** **Creating, Editing and Erasing Digital Tracks** - This portion helps to develops the student's ability to create and edit their own digital tracks on minidisk, dvcam, and software. In this section students will learn how to fade music, change the pitch and tone on tracks, how to combine multiple tracks into one medley, remove unwanted portions of audio and video tracks and how to customize tracks to meet time and restriction regulations.
- Phase 4** **How Digital Technology is Implemented in Modern Journalism** - This phase will show the student all of the practical uses of digital technology and how this knowledge will give them a step ahead of the competition in the digital journalism field field.
- Phase 5** **Customizing Your Own Digital Reports** - This final phase will include studio time in which the students will have a chance to create their own 60 second spots on the digital equipment. Instructor will be on hand to give personal attention and advice to help create an effective audio and video spot.

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RP-002 Radio Station Programming

The Radio Station Programming course provides students with the opportunity to understand and be introduced to the daily functions of radio station management. This curriculum is applicable to those students desiring advancement into radio station management in the future.

CURRICULUM

4 Credit Hours

2 hours class time per day

1 day a week for ten weeks

Phase I. Students will be introduced to Station Identification and Positioning. The function of the Program Director. Introduction to radio station strategies. How sales generate station format and direction. Discussion of the various rating systems in use today and how that might change in the future.

Phase II. Students will explore Programming Basics and how they differ for different music formats. Students will familiarize themselves with radio station categorization and market segments. They'll be able to define product advertising to different audiences; and generate different strategies for increasing listening audience.

Phase III. Students will learn radio formats and market driven differences. A history of past audience behavior will be analyzed. Students will develop audience profiles and contrast these profiles between radio, television and the Internet. They will be able to define the modern radio audience by format and learn how to read the ratings sheets.

Phase IV. Students will explore the world of News/Talk Radio and the effect on listening audience. They will study how embedding product advertising into news can be used to generate revenue and learn the differences between syndication and pre-recorded events.

Phase V. Students will become familiar with music formatted radio- An introduction to the problems and difficulties awaiting station management in the future. Is Satellite radio a threat or is there more to consider. They will learn to recognize market segmentation by time of day.

Phase VI. Sales and Marketing. Students will learn to define station demographics and develop a market capture strategy. Students will perform an analysis of an existing radio station, their format and their ratings and develop a plan to capture a larger segment of the market. This will include On air personality changes, show format structuring, Advertisement capturing, and development of a cost model to implement those changes.

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S-001 Broadcasting Sales and Management

The **Broadcast Sales and Management** course provides individuals an understanding of the complexities involved in selling services and managing customer satisfaction in an unstructured market. It is designed to teach and provides sales, closing and marketing techniques for a career in marketing.

3 Comprehensive Phases
4 Credit Hours
4 hours class time per day
Course schedule varies
50 Clock Hours

Phase 1 Introduction and Orientation, Review of Station Goals and Sales Objectives

Radio , Television, Cable and Satellite broadcasting similarities and disparities are discussed and reviewed. Setting reasonable sales goals versus expected. A discussion of successful sales and marketing. Advantages of the different venues and the ease and difficulties of selling each one. 10 hours

Phase 2 Advertising, station relationship to the client

Station organization, Positional responsibilities, local, regional, nation and international advertising differences. Agencies and their affiliation with advertising. Understanding the use of brokers, advantages and disadvantages. Using sales tools. 20 hours

Phase 3 Making Calls, Managing clients, Approaches to Sales

Defining the client and the competition, fending off other media, Sales Sequences, servicing your accounts for the long term, DO's and Don't's, Developing presentation skills and winning pitches, keeping clients satisfied, developing a professional Selling Manual for your service. 20 hours

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RA-003 Advanced Broadcast Announcing

The **Advanced Broadcast Announcing** course provides individuals an understanding of the complexities involved in news reporting, from conception to delivery. It is designed to teach and provide forward thinking students in media content from various delivery modes i.e. radio, tv, print and internet sales, closing and marketing techniques for a career in multi-media technology and broadcasting. In short, our intense, concentrated program will provide useful knowledge, professional training, and technology-oriented job skills that will help students obtain substantive, meaningful employment in a competitive global market.

4 Comprehensive Phases

12 Credit Hours

6 hours class time per day

Course schedule varies

18 Clock Hours per week

Duration 8 weeks

Phase 1 DIGITAL STUDIO PRODUCTION

Digital Studio Production compliments our emphasis on Journalism by enabling students to digitally record their interviews and news stories for posting with other news media. In this phase, students will learn how to operate cameras (digital and analog); sound and speaker components; stage lighting; and learn other basic-to-advanced technologies associated with studio and field productions. Students will film short segments on contemporary issues. They will also have the opportunity to participate in workshops for Radio and TV Announcing and Play-by-play Sportscasting where they will learn to use their voice to maximum potential, provide color commentary of sporting events, and gain practical experience in front of television cameras. Digital Studio Production is a natural segue into digital editing offered in our Web Development phase.

Phase 2 WEB DEVELOPMENT

Technology is changing everything. Learning about the Internet and web development has become a basic requirement of every business, particularly those in media-related professions. Columbia School of Broadcasting provides Internet broadcasting certification training in Web Development that will enable students to pursue careers in web design and programming. Native American students will learn how to create, design, and maintain web pages for their local issues while using Microsoft FrontPage, ASP, CGI, HTML, and Windows Media. They will learn how to transfer digital videotape to web-oriented Servers and to DVD's.

Students will also learn about the functions of Servers; cable and wireless networks; browsers and search engines; domain name registrations; understanding basic hardware, system, and security maintenance (with emphasis on using the latest anti-virus, anti-spyware, and anti-spam programs); and utilizing the Internet as a broadcasting communication medium. Once they interview and videotape their subjects, they will learn how to store that information for easy access and control. Students will, upon completion of the Web Development phase, be able to post those commentaries and digital video clips on a website that they have designed, are maintaining, and are protecting.

Phase 3 JOURNALISM

In our Journalism program, students will have the opportunity to experience many events firsthand in Washington, DC. Students will hear from local journalists and news reporters, meet news celebrities, and speak with officials of the Press Gallery. They will learn basic fundamentals of journalism—reporting, writing, and editing: skills that will enable them to interview people of

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interest and they will learn to cover local and state issues, and community and regional events for a local newspaper.

Phase 4 GOVERNMENTAL AWARENESS

When reporting on governmental issues it is a priority to have a thorough understanding of whom you are interviewing or videotaping. Students will learn basic fundamentals of journalism, reporting and delivering stories in Washington, D.C. Students will have the opportunity to learn about their subject matter firsthand and, in some instances, get to know many of the celebrities that they will be working with during their training period.

In addition, all students participating in **Advanced Broadcast Announcing** multimedia and technology training program will have the attain multi discipline skills. We will provide students with a basic understanding of ethics, and civics and how the federal government works. Students will not only learn how a bill effects a broadcast, but they will also learn how federal regulations are often preclude airing certain topics. In their field work, students will tour the National Museums, the U.S. Capitol, the Library of Congress, and the House and Senate office buildings, meeting with many of the professionals who work there.

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RA-004 Commercial Voice Overs

The Commercial Voice Over course provides individuals with training in commercials and narrations. It is designed to teach voice acting and provide forward students with practical exercises in media content from various delivery modes i.e. radio, and tv. In short, our intense, concentrated program will provide useful professional training in the art of voice acting.

10 Comprehensive Phases

4 Credit Hours

6 hours study per week Course schedule varies

Duration 10 weeks

- I. Phase 1 Introduction
 - A. Background
 - B. Warm-up Exercises
 - C. Emotions to Words
 - D. Marking Copy
 - E. Exercise: Sample Spots
- II. Phase 2 Effective Listening
 - A. Word Pronunciation
 - B. Exercise: Pronunciation
 - C. Exercise: Commercials
- III. Phase 3 The Delivery
 - A. The Four Types of Delivery
 - B. Delivery Exercises
 - C. Exercise: Sales Pitches
 - D. Defining Facial Expressions
- IV. Phase 4 Words Have Emotion
 - A. Exercise: More Sales pitches
 - B. Get Emotional, Get Reaction
 - C. Exercise: Specialty voice introduction
- V. Phase 5 Voice Harshness
 - A. What is Voice Harshness
 - B. Finding Your Natural Pitch
 - C. Vowel Drills
 - D. Exercise: Monotone Delivery
 - E. Exercise: Natural Delivery
 - F. Exercise: Commercials
 - G. Exercise: Movie Trailers
- VI. Phase 6 Specialty Voices
 - A. Freelance Announcing and Voice-Overs

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- B. Exercise: Articulation
- C. Exercise: Specialty Voices
- D. Write and Record Your Own Commercial
- VII. Phase 7 Pacing
 - A. Timed Commercials
 - B. Know Your Normal Announcing Voice
 - C. Exercise: Taste Tester Toaster
 - D. Exercise: Commercial Series
- VIII. Phase 8 Narration
 - A. Books on Tape
 - B. Technical Books
 - C. Fiction Books with Multiple Characters
- IX. Phase 9 Auditioning
 - A. Winning Jobs
 - B. Moods
 - C. Choosing the Right Audition
 - D. Agents/Agencies/Unions
 - E. 9 Steps to Beginning a Career in Voice-Overs
- X. Phase 10 The Demo

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School Facilities

The school maintains facilities for the use of any student enrolled in the curriculum. The studios contain state of the art equipment which is used for training in Production and the Internet Broadcasting course. Video equipment is used for the students in the Television Announcing Workshop and production classes.

The school maintains a Local Area Network for the easy transfer of information between the offices, digital audio and video capturing devices, Digital Recorders and Players, Real Audio software, Sonic Foundry Software suite, Adobe Audition, Cool Edit Pro Software, Web Page Generator software, Mini-disc, CD, DVD and cassette recording equipment as well as multi-channel analog and digital mixers, including analog to digital to optical recording. The school also maintains 3 audio recording studios, 4 internet broadcasting stations, two seminar rooms, and a filming studio for stand-up or sit down broadcasts.

Number of Students per class

The Radio Announcing course and the Sports Play-by-Play are one-on-one distance education / home study courses and there is no limitations on the number of students that can be enrolled at any one time. The Basic Radio Production, Television Workshop, and the Internet Broadcasting courses have a maximum participation level of twelve students per class.

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Policies relating to Lesson Submission, Tardiness and Make-up work (Distance Education / Home Study Course)

Should you need to interrupt your training you must notify the school in writing within 30 days of the due date of your last assignment. You must state why the interruption is needed. If your reasons are valid, the interruption will be allowed, subject to a review of financial and other qualifications. Each request will be considered on an individual basis. Loan payment in arrears is not a valid reason to request an interruption.

If your training has been interrupted, you will be considered for reinstatement. Reinstatement will be approved after the director sees satisfactory evidence that conditions have been rectified which caused the interruption.

Any interruption of training of greater than twelve months, will result in automatic non-reinstatement. If you wish to continue your training at this point, a re-training program will be instituted as a refresher.

Policies relating to Attendance and Tardiness (Resident Classes)

Students attending resident classes are expected to attend each classroom / lab session and to arrive on time so they will receive full instruction.

Three tardiness issues equal one absence. Students are expected to make-up hour for hour, any time missed due to illness, etc. Any written assignment missed must be submitted no later than 72 hours of its due date. Any lab assignment missed must be submitted no later than five days (excluding Saturday and Sunday) of its due date. An administrative termination will be considered for any student missing three class / lab sessions.

Policies relating to Conduct and Termination

While attending the school, we ask that you be considerate and polite, and that you maintain a good personal appearance. As a student, you will be responsible for complying with all school policies and regulations. Failure to comply will not release you from contractual liability.

We want you to think and act as a professional broadcaster at all times. At Columbia, we have many radio station representatives, On air announcers, Television personalities, Independent producers, professional musicians, representatives from the Corporate Internet Broadcasting industry, Government and other agencies, that are graduates, that are other students, or that drop into the school studios to visit the staff. We fully expect you to conduct yourself in a manner that will earn you recognition and respect.

There are serious incidents that the school will not tolerate, and they are grounds for immediate dismissal at the discretion of the Director. They include:

1. Intoxication or Drug induced behavior, possession of drugs or alcohol while on school premises;
2. Possession of weapons on school premises;

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3. Behavior creating a safety hazard to other people;
4. Stealing from school personnel or other students;
5. Willful damage to property of the school, personnel, or other students;
6. Giving false information to gain entry into the school;
7. Willful Plagiarism or Copyright violations;

Required levels of performance for graduation

To receive a diploma or certificate, you must satisfy the following requirements:

1. Complete all course work in good standing;
2. Finish lessons / sessions with a grade average of C or higher;
3. Finish the course within the time allowed; and
4. Pay full tuition to the school.

Type of Graduation Document Awarded

Diploma, unless otherwise defined in the catalog.

Satisfactory Progress Policy

In order for you to remain a student in good standing, you must continually show satisfactory progress. To maintain satisfactory progress, you must:

1. Submit assignments or attend class sessions in accordance with the lesson schedule; and
2. Maintain at least a C grade average.

Should you be notified that you are not making satisfactory progress and your status as a student in good standing is in jeopardy, you may petition the school's director for a review of your academic standing and permission to resubmit course work for re-grading. This is an adult professional school, and you are expected to conduct yourself accordingly. If you miss class, it is your responsibility to request a makeup assignment. If you quit coming to class, you will receive calls from the instructor reminding you to call and reschedule. If you don't show for class, don't reply or drop out without notification you owe the school for your full tuition.

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Tuition and Other Charges

The School's fee schedule is as follows:

Transcripts (for each Copy)	\$ 30.00
Replacement text (per phase)	\$ 25.00
Replacement Binder	\$ 45.00
Replacement Textbook (Basic Radio Production)	\$ 120.00
Replacement Textbook (Television Announcing)	\$ 119.00
Replacement Textbook (Internet Broadcasting)	\$120.00
Replacement Textbook (Sports Play-by-Play)	\$ 56.00
Replacement Instructional Tape/CD	\$ 75.00
Audition Tape	\$ 3.00
Three month extension	\$ 500.00
Six month extension	\$ 700.00
Copy of Diploma (additional)	\$ 30.00 ea.

All course pricing is contained in the curriculum price sheet

See the price sheet

RETURNED CHECK POLICY

Returned checks incur a \$25.00 processing fee. In the event a student has two returned checks in a year, all future payments will be restricted to cash, money order (preferred), or credit card for the duration of the enrollment. The school retains an agency that aggressively pursues checks that are returned with inadequate funds.

Minimum Cancellation and Settlement Policy

This policy is in compliance with the REGULATIONS OF THE STATE COUNCIL ON HIGHER EDUCATION OF VIRGINIA (SCHEV). The student may request cancellation of his/her contract in any written manner; a signed request is required. Cancellation shall become effective on the day the cancellation notice was mailed and post marked. If the cancellation is within the first five work days of the enrollment all school material must be returned to the school prior to the student receiving a refund.

A. If the enrollment agreement is not accepted, all money paid shall be refunded.

B. If the school is notified of cancellation within five business days (excluding Saturdays, Sundays and legal holidays) after midnight on the day on which the enrollment agreement is signed, all money paid to the school shall be refunded except the registration fee.

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STUDENT OBLIGATION, CANCELLATION AND REFUND POLICY. You may request cancellation of this contract in writing only. Cancellation shall become effective on the day the cancellation request was post marked. Refunds will be issued in accordance with the clauses in your enrollment agreement. Students will be responsible for paying the school the school any obligated funds in their loan within 30 days of the date of their withdrawal letter.

Upon cancellation, all money due you shall be refunded within (45) days. All money due the school will be paid in full. In the event of extenuating circumstances beyond your control (ie military duty or death of mother, father or sibling), you shall be entitled to special consideration for an extension of time at the discretion of the School, or Columbia shall make a settlement which is reasonable and fair. (Loss of work is not considered an extenuating circumstance). Columbia reserves the right to recommend that you initiate a termination request if you fail to meet the minimum standards of progress. In this event, the refund and / or debt provision stated above shall be applicable.

Enrichment Assignments, are provided at no expense to students completing the course. If a student withdraws, they will be charged an additional material cost of \$200.00 per enrichment assignment received. Refunds are made in accordance with those terms stated in the maximum duration clause, or as stated above.

Cancellation Provisions. Effective date of cancellation is the earliest of: A) Columbia's notification, B.) Student's notification by the school, or C.) Expiration of this agreement

Financial Aid Offered

Columbia School of Broadcasting accepts student financial assistance from religious organizations, The Veteran's Administration, Private Organizations, and State Rehabilitation Agencies. The school may offer scholarships to individuals based on financial need and contribution from other sources. There are no academic requirements for these types of financial assistance except that a student must maintain passing grades for VA subsistence and the State Rehabilitation assistance.

Job Placement Assistance.

The Columbia School of Broadcasting maintains an active graduate placement assistance program. As part of your curriculum you will be required to fill out a Job Placement Form, that we keep on file at headquarters and use to match graduates with job requirements that come into school. Job inquiries are received and processed continually from employers across the country seeking graduates to fill vacancies on their staff. Assistance is provided graduates in the preparation of recorded audition material, resumes, applications for employment, reference letters, and transcript processing.

Upon graduation, each graduate has an audition tape or CD ready for use in an interview, each graduate has access to the Columbia School of Broadcasting Graduates Only Web page that lists job sites, hot jobs, hot links and the most recent job openings obtained by the school.

Each graduate may continue to use the school's placement assistance services for five years after graduation. While the school can not guarantee you a job when you graduate, we can certainly help you in your search for employment.

Other Student Services

No housing or other student services are available. School holds periodic seminars at the

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headquarter location and seminar and chat sessions by internet and by group phone meetings. All seminar information will be disseminated to affected students by email and phone.

School Calendar

The school is open Monday, Tuesday, Wednesday and Thursday from 10 a.m. to 9 p.m., Saturday resident classes are scheduled from 10 a.m. to 2 p.m. All other Saturdays, Sundays and Holidays the school is closed.

School Locations

The School maintains offices and studios at 301A MAPLE AVE WEST, Suite G, Vienna Va. 22180. phone 703-591-6000 or 800-362-0660. FAX 703-591-6147.

Statement of Non-discrimination

The school operates in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. The school does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in any of its policies, procedures or practices.

Complaint Resolution Procedure

Should you feel you have a problem or complaint, please do not hesitate to discuss it with an administrator of the school. If a school administrator cannot resolve a complaint, you should direct it to: Better Business Bureau or State Council of Higher Education for Virginia 101 North 14th Street, 9th Floor, Richmond, Virginia 23219.

We hope you will not have any problems while enrolled in the school, but if you do, please be assured that your situation will be treated fairly and on an individual basis. The school will make every effort to resolve any student's complaint within reason. The school cannot violate its own policies or signed written agreements between individual students and the school.

Transfer Credits

When you apply to our school, you will be asked to list any related previous training or experience you might have in the course area of your choosing. If you can document and demonstrate satisfactory proficiency, appropriate credit will be granted at the discretion of the school director. The program length will be shortened and the fees reduced proportionately at the discretion of the school director.

Other post-secondary institutions and colleges may give credit, at their discretion, for training completed through Columbia's courses. Credit transfers are always at the discretion of the receiving school there is no such policy as a guarantee that any other school's credit is acceptable by any other institution.

Minimum Requirements for satisfactory completion of each program

Each must student is required to complete the course of study with a minimum of a cumulative grade of "C-". In order to receive the diploma or certificate of completion, the student must have completed the course, turned in 80% of all written assignments and 90% of all recorded assignments, and have met all financial obligations.

Course Schedules

Each courses specific schedule is listed one month prior to the commencement of the course. Any course may be re-scheduled if the school anticipates a problem with attendance or other event conflict

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that would interfere with the course start date. All schedules will be listed on the school website. The Broadcast Announcing Course, Spanish Broadcasting, Sports Play-by-Play, Commercial Voice-over, and Distance Education courses are self paced, open enrollment and have no fixed schedule.

Curriculum Review, establishment and evaluation

Every student has the opportunity to provide input to the course review process by filling out the student critique sheet provided at the end of every course. Your input is reviewed and discussed by a course review board or individual instructors. If it has merit, the suggestion will be implemented in the next revision. The review board consists of a minimum of two school officers. The remainder of the board is selected based on availability and background of the members. Course reviews are completed based on new editions of the course text or a major change in industry methods. Every course offered for grade credit is relevant to the field of broadcasting. Comments on critique sheets are important to determine new directions in the course curriculum. If the course requires updating or changing, the changes are written and reviewed by the Senior Instructor of the school for relevance. If approved they are implemented. If it is determined that no change is required, then no review is required.

Faculty Accessibility

Any student can request a consultation with any resident faculty member during regular school hours. National Instructors are available for discussion on course topics via email or written correspondence. A formal request should be made for any instructor correspondence. Any student can access the school during school hours toll free by calling 800-362-0660. Please be aware that if an instructor is working with another student, the instructor may have to schedule a time to call the student back.

School Library

Any student may check out any book or reference material at any time for a period of two weeks. Distance Education students can access the school libraries list of books on the school's website once assigned a student ID number. Distance Education students can request any book, one at a time as long as the student is willing to pay for shipping and return shipping with a credit card. If the book is not returned within two weeks the student will be assessed the full replacement value of the book.

Memberships

Virginia Association of Broadcasters
Washington Area Broadcasters Association
National Association of Broadcasters Individual
membership Chamber of Commerce

Better Business Bureau A+ Rating
State Council on Higher Education Virginia
Native American Television
Certified VA retraining facility
Department of Rehabilitation Training facility
for VA and MD
GI Bill training facility
Messengers of Peace training site

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PRE-ENROLLMENT FORM

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HISTORY AND INFORMATION

The information on this form may be used to determine eligibility for financing through the school.

General Information

_____/_____
(Last Name) Jr. Sr. III (First Name) (MI) (Nickname - if applicable) Sex
Street Address / Apt. # _____ How Long? _____
City _____ State _____ Zip _____
Home Phone (____) _____
Work Phone (____) _____
Message Phone (____) _____ **e-mail address**
Social Security # ____-- -- Birth Date / /
Single ___ Married ___ Spouse's Name _____ # Dependent Children
If military, branch of service _____ From _____ To _____

Present Employment

Employer _____
Address _____
Annual Salary _____ How long have you been employed ? _____

1. Second Job _____ City _____ State _____
2. How long have you been working for this employer? Years _____ Months _____
Your occupation _____ Full time _____ Part time _____
Income \$ _____

Educational Record

Circle years completed: High School: 9 10 11 12 College 1 2 _____ 3 4 _____ 5 6 7 _____
Year graduated high school _____ Year earned AA _____ Year earned BA/B S _____
Year earned Masters _____ Year earned Doctorate _____
1. _____ / _____ From _____ To _____
(Name of high school) (City) (State)
2. _____ / _____ / _____ / _____ Year earned GED
(Name of agency granting GED) (City) (State)

College(s)/School(s) attended/graduated after High School:

1. Name _____ City _____ State _____ From _____ To _____
2. Name _____ City _____ State _____ From _____ To _____

College Majors and Minors _____

Broadcasting Education/Experience: _____

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References (Use four different addresses)

Relatives not living with you:

1. Name _____ Relationship _____ Phone (_____) _____
 Street _____ City _____ State _____ Zip _____

2. Name _____ Relationship _____ Phone (_____) _____
 Street _____ City _____ State _____ Zip _____

Friends not living with you:

3. Name _____ Phone (_____) _____
 Street _____ City _____ State _____ Zip _____

4. Name _____ Phone (_____) _____
 Street _____ City _____ State _____ Zip _____

Career Plans

How did you learn about Columbia? CSB grad ~ CSB student ~ TV ~ Yellow Pages ~
 Newspaper ~ Radio ~ Magazine ~ Internet ~ Other ~

How long have you been considering a career in broadcasting? _____ years

Are you serious about beginning a new career? Yes ~ No ~ If you answered yes, how do you plan to pay for your education?

x I have saved ~ My (parents ~ spouse ~ relatives ~) will contribute toward my education. x I plan to finance my education through a lending institution. ~

x I will need some form of assistance to pay for my education. ~

x I will take out a student loan. ~

One of the requirements for acceptance into Columbia is that you can commit yourself to at least the minimum of 12 hours a week to study. If you can commit more hours per week to study, how many more? _____

Do you have a cassette tape recorder? Yes ~ No ~ Do you own a computer? Yes ~ No ~ If yes, what kind? _____

Are you connected to the Internet? Yes ~ No ~

If you are recommended for acceptance into Columbia, are you prepared to begin your studies as soon as possible? Yes ~ No ~

For students living in the U.S. CERTIFICATION REPORT

Are you a United States Citizen? Yes ~ No ~ If no, are you a registered alien? Yes ~ No ~ Alien registration # _____

If no, did you enter the U.S. as a political refugee and have an employment authorization card? Yes ~ No ~ Registration card # _____

If you did not answer "yes" to any of the questions, explain your status:

* * * * *

Do you have an accent or regionalism (for the English or Spanish curriculum)? Yes ~ No ~ I understand that if I have either a medium-to-heavy accent or a regionalism, it may not be possible for Columbia to eliminate it from my speech, thus limiting my professional possibilities to certain ethnic or regional stations. I further understand that Columbia School of Broadcasting will offer me the same placement assistance as other graduates. If I do not desire to relocate for employment, I understand that my job opportunities may be limited. Everything I have stated on this form is correct to the best of my knowledge.

Applicant's Signature:

Date:

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