



**POINT BLANK**  
MUSIC SCHOOL

## **CATALOG**

**January 1 – December 31, 2019**

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## **MISSION**

Point Blank teaches students music production and related creative activities. We aim to prepare students from diverse backgrounds for successful careers in the music industry, utilizing our extensive network of contacts and partners. Students will have access to the latest equipment and learn from highly-trained instructors with a wealth of industry experience.

## **OBJECTIVES**

Point Blank aims to:

- Deliver highly engaging, practical, and vocational creative arts programs that engage students while providing them with skills for life and pathways into the creative industries.
- Continually strive to enhance the student experience through investment in the learning environment and physical resources including studio and music production equipment.
- Maintain strong links with the creative industries through employment of faculty and staff who have extensive experience and are currently active in musical professions.
- Welcome a diverse range of students from the United States and around the world.
- Listen intently to student feedback by embedding the student voice within the internal quality evaluation cycle, and to act upon student feedback as a catalyst for innovation and improvement.
- Offer students the opportunity to submit their music to our in-house record label 'Point Blank Music' where they may be considered for recording and publishing contracts – not a requirement element of any program offering, but simply an additional added value.
- Offer students opportunities in the music industry, which are actively promoted through our blog, our Virtual Learning Environment (VLE), and other student-facing communications.
- Create strategic partnerships with external music industry organizations which ensure that our connection to the industry remains vital, relevant, and beneficial to students.
- Monitor and evaluate all courses and use the information gathered to improve our educational offerings and create new and innovative courses and learning pathways.
- Positively engage with oversight bodies and the quality assurance process, comply with all state and federal statutes, and expeditiously complete all required statutory reporting.

## **GENERAL INFORMATION**

### **HISTORY AND OWNERSHIP**

Point Blank Music School is a music and creative media training school founded in London in 1994 by musician and producer Robert Cowan. It offers a variety of courses in music production and sound engineering, DJ skills, singing, songwriting and radio broadcasting across its locations in London, Los Angeles, Ibiza, Shanghai, and Mumbai. The Los Angeles location (organized as Point Blank Los Angeles, Inc., dba Point Blank Music School) first opened its doors in 2014.

### **FACILITIES AND EQUIPMENT**

Point Blank Music School offers training in a residential education format. All classes are held at 1215 Bates Avenue, Los Angeles, CA 90029.

#### **DESCRIPTION OF FACILITIES**

Point Blank Music School is located at Mack Sennett Studios, a historic full-service photography studio, production sound stage, and private event space in the Silver Lake area which has served as a creative home to the Los Angeles cultural renaissance for more than 100 years. The school was initially set up in 2014 with one music production studio; a DJ studio was added in 2016 and a second music production studio in 2017. The school's facilities and its equipment comply with all applicable federal, state, and local ordinances and regulations, including those requirements relating to fire safety, building and health. The locations include safe, well-lighted and ventilated classrooms, restrooms, a break room and offices.

#### **DESCRIPTION OF EQUIPMENT**

Equipment in the classroom and student areas is owned by Point Blank Music School and includes the following: projectors, whiteboards, monitors, printers, IMAC computers, monitor stands, mixers, controllers, headphones, hard disk recorders and DJ equipment. There is a breakout area for students which includes couches, tables and chairs.

The DJ studio is fully equipped with Pioneer DJ's latest equipment which includes Pioneer CDJ2000 Nexus, PLX-1000 turntables, RMX effects units and much more. Every student benefits from an individual DJ workstation.

Throughout the range of music production courses held in the two music production studios, students have use of a Native Instruments Komplete Kontrol S-49 keyboard, with NI Komplete 11, Ableton Live 10 Suite, Ableton Push and a pair of AIAIAI TMA-Studio headphones. Each computer is also loaded with Output Sounds REV, one of the most creative sound design tools on the market.

## **HOURS**

Monday – Friday: 9:00 a.m. to 7:00 p.m. (to 10:00 p.m. when evening classes are scheduled)

Saturday & Sunday: CLOSED (except during stated weekend class hours)

All holidays listed below: CLOSED

## **CLASS SCHEDULE**

**Classes are offered in four different scheduling Sessions:**

*Please see the Academic Calendar or Course Advisor for session and specific course date availability.*

### Day Session:

One day per week: 10:00 am – 2:15 pm (Scheduled options include one day, Monday – Sunday)

### Afternoon Session:

One day per week: 2:45 pm – 7:00 pm (Scheduled options include one day, Monday – Sunday)

### Evening Session:

Two evenings per week: 7:15 pm - 9:30 pm (Scheduled options include two days, Monday – Sunday)

*\*Students receive a 15-minute break during each Day, Afternoon, and Evening Session.*

### Weekend Session:

Saturdays & Sundays: 11:00 am – 6:00 pm

*\*Students receive a one-hour lunch break in each class period during Weekend Sessions.*

## **ACADEMIC CALENDAR**

<b>Start Date:</b>	<b>Anticipated Completion Date:</b>
July 8, 2019	September 20, 2019
September 30, 2019	December 13, 2019

## **HOLIDAYS**

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day

## **APPROVALS**

Point Blank Music School is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

## **ADMISSIONS POLICIES AND PROCEDURES**

### **POLICY**

Admission into any of the programs requires that the prospective student:

- Be 18 years of age or older (17 years of age is acceptable if the applicant has a high school diploma or the equivalent and can provide the written and signed consent of a parent or legal guardian);
- Have a high school diploma or the equivalent (Point Blank Music School will accept as a recognized equivalents of secondary education a GED, passing score on the California High School Proficiency Exam or another state's high school proficiency exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's, master's, or doctoral degree);
- Be provided the Catalog and the School Performance Fact Sheet for their program; and
- Sign an Enrollment Agreement.

### **PROCEDURE**

Admissions procedures include corresponding with an Admissions Representative to review goals, school policies and procedures, the School Performance Fact Sheet, catalog, and graduation requirements. Each prospective student must:

- Provide documentation of high school diploma or the equivalent;
- Review the School Performance Fact Sheet and Catalog; and
- Sign an Enrollment Agreement.

### **NON-DISCRIMINATION**

Point Blank Music School is committed to providing equal opportunities to all applicants. No discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy to the Chief Academic Officer, who is assigned the responsibility for assuring that this policy is followed.

### **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

Point Blank Music School does not offer visa services or English language services to prospective students from other countries. Point Blank Music School does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. An admissions interview for all students from other countries; and
2. Point Blank Music School's receipt of prior education documentation as stated in the admissions policy.

### **ABILITY-TO-BENEFIT**

Students who wish to enroll at Point Blank but do not possess proof of high school graduation or a recognized equivalent may enroll if they are able to pass an independently administered Ability-To-Benefit (ATB) examination from the list of accepted examinations published by the United States Department of Education (USDE), available at [https://www.bppe.ca.gov/schools/ability\\_exam.shtml](https://www.bppe.ca.gov/schools/ability_exam.shtml). In these cases, the student must provide evidence of their passing ATB test score prior to executing an Enrollment Agreement.

### **TRANSFER OF CREDIT**

Point Blank Music School does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Point Blank Music School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Point Blank Music School to determine if your credits or certificate will transfer.

### **ARTICULATION AGREEMENTS**

Point Blank Music School has not entered into any transfer or articulation agreements with any other college or university.



## PROGRAMS

The following program(s) are offered at Point Blank Music School:

<b>Certificate Programs</b>	<b>Hours</b>	<b>Program Length (weeks/terms)</b>
<i>Complete Music Production &amp; Sound Design</i>	360	30 weeks (3 terms)
<i>Further Music Production &amp; Sound Design</i>	240	20 weeks (2 terms)
<i>Music Production &amp; Sound Design</i>	160	20 weeks (2 terms)
<i>Further Music Production &amp; DJ Skills</i>	160	20 weeks (2 terms)
<i>Complete Singing</i>	80	20 weeks (2 terms)
<i>Music Production &amp; Composition</i>	80	10 weeks (1 term)
<i>Sound Design &amp; Mixing</i>	80	10 weeks (1 term)
<i>Music Production &amp; DJ Skills</i>	80	10 weeks (1 term)
<i>Mixing &amp; Mastering</i>	80	10 weeks (1 term)
<i>Complete DJ</i>	40	10 weeks (1 term)
<i>Music Business</i>	40	10 weeks (1 term)
<i>Music Production</i>	40	10 weeks (1 term)
<i>Music Composition</i>	40	10 weeks (1 term)
<i>Native Instruments Maschine</i>	40	10 weeks (1 term)
<i>Sound Design</i>	40	10 weeks (1 term)
<i>Art of Mixing</i>	40	10 weeks (1 term)
<i>Audio Mastering</i>	40	10 weeks (1 term)
<i>Creative Production</i>	40	10 weeks (1 term)
<i>Singing</i>	40	10 weeks (1 term)
<i>Advanced Singing</i>	40	10 weeks (1 term)
<i>Weekend DJ</i>	12	1 weekend (Saturday & Sunday)
<i>Ableton Performance Weekend</i>	12	1 weekend (Saturday & Sunday)
<i>Ableton Production Weekend</i>	12	1 weekend (Saturday & Sunday)

### Course Scheduling:

Students are eligible to take up to three courses during a scheduled term. A term is defined as a period of 12 weeks; course weeks are defined at 10 weeks with optional 1-2-1 tutorials available in weeks 4, 8, and 11. Depending on the program of enrollment, any student taking less than the suggested number of courses per term will extend their scheduled program length for completion. In each course, students are required to attend four (4) scheduled contact hours per week in day, afternoon or evening sessions, for a total of forty (40) scheduled contact hours. For weekend sessions, students are required to attend six (6) scheduled contact hours on both a Saturday and Sunday for a total of twelve (12) contact hours for completion.

Point Blank Music School students are supported from the very beginning. Point Blank Music School instructors, staff administrators, and career services personnel work together to ensure the students are successful. Additional services to facilitate student success are included here:

- *Instructor-led lectures:* Each course has a weekly lecture lasting 4 hours. During this lecture there will be a blend of instructor-led delivery, student exercises, and independent study. Instructors will provide extensive one-to-one support throughout the independent study. Students are also expected to access the course content on the VLE each week, and it will be used in class as a resource to support student learning.
- *Online Learning Platform:* Point Blank Music School has developed its own virtual learning platform, known as the Virtual Learning Environment (VLE) and accessible via [www.pointblankmusicschool.com](http://www.pointblankmusicschool.com). The VLE is our one-stop online hub for learning and assessment. Each course offered at Point Blank has its own mirrored area on the VLE where students can access weekly course notes, video content, and downloadable resources, as well as upload assignments and interact with other students in course forums. The VLE is a crucial part of the Point Blank experience, and plays an integral role in each student's program.
- *Individual/Group Presentations and Demonstrations:* Some courses are assessed via a presentation or demonstration of the work developed throughout the program
- *Remote and On-Site Assistance:* The Music School Manager is always available during class time to assist students as required. The Forums on the VLE provide a communication channel for students to contact their instructor outside of class time.
- *Assessment Feedback:* Instructors will grade work and give developmental feedback based on the grading rubric for each assignment via the VLE.
- *1-2-1 Tutorials:* Students are able to book 1-2-1 sessions with their instructor in weeks 4 and 8, as well as in the week following course completion. These optional but highly-recommended student-directed sessions can be used to review musical projects or assignments closely, or for additional support and career development advice.

Point Blank Music School does not have a cumulative final examination or capstone project required for the completion of any of the programs.

## **Complete Music Production & Sound Design**

**Program Length:** 360 hours / 30 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Sound Engineering Technicians / Music Directors and Composers / Audio and Video Equipment Technicians / Poets, Lyricists and Creative Writers

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-4014.00 / 27-2041.00 / 27-4011.00 / 27-3043.05

**Program Description:** Complete Music Production & Sound Design is an immersive, inspiring experience in music taught by music industry professionals who have worked with artists such as Pharrell Williams, Skrillex, Flying Lotus and more. It is a comprehensive practical guide to the creative process of writing, recording, mixing and mastering your own music whilst discovering how to succeed in the music industry. Featuring Ableton, Native Instruments' Komplete and Maschine, the latest DJ kit from Pioneer DJ plus a selection of the best mastering tools available, this intensive and highly enjoyable journey includes nine course courses, each specializing in a crucial area of music production. As with all Point Blank programs, there is no time-wasting: every subject counts in your quest to produce great music - see course included in Program Outline below. Students often enjoy masterclasses from PBLA's music industry network of high-caliber guests such as Mark de Clive-Lowe, Thavius Beck, Jimmy Mac (Lorde's MD), Laura Escude (Jay Z, Kanye West) and Daddy Kev (Low End Theory).

**Program Objectives:** This program aims to provide a systematic understanding of key aspects in the field of music production and popular music composition. Students will develop technical and creative skills in music production, DJ techniques, popular music composition, sound design, electronic live performance, audio mixing and mastering using a range of software. Students will develop a conceptual understanding of commercial music production and popular music compositional aesthetics and practice. The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize projects for a range of media.

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Production	40
Music Composition	40
Complete DJ	40
Sound Design	40
Art of Mixing	40
Creative Production	40
Native Instruments Maschine	40
Music Business	40
Audio Mastering	40
<b>Total Hours:</b>	<b>360</b>

Students are scheduled for three courses each term.

## **Further Music Production & Sound Design**

**Program Length:** 240 hours / 20 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Sound Engineering Technicians / Music Directors and Composers / Audio and Video Equipment Technicians / Poets, Lyricists and Creative Writers

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-4014.00 / 27-2041.00 / 27-4011.00 / 27-3043.05

### **Program Description:**

Developed by music industry professionals who have worked with Swedish House Mafia, Pharrell, Amy Winehouse and many more, Further Music Production & Sound Design is a practical guide to the creative process of producing music. Featuring Ableton Live and Native Instruments' Komplete plus the latest DJ equipment from Pioneer DJ, this course consists of three classes per week in addition to practice time. There are six course courses, each specializing in an important area of making music: production, sound design, engineering, DJing, mixing, music for media - students are encouraged to excel in all these areas. Students have the option of either the Complete DJ course or the Native Instruments Maschine course, students will select the course option during the enrollment process. Class sizes are strictly limited and are taught by professional music producers.

### **Program Objectives:**

This program aims to provide a systematic understanding of key aspects in the field of music production and popular music composition. Students will develop technical and creative skills in music production, popular music composition, sound design, electronic live performance and audio mixing using a range of software. The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize projects for a range of media.

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Production	40
Music Composition	40
Art of Mixing	40
Creative Production	40
Sound Design	40
Complete <u>one course</u> from the following options:	
Complete DJ	40
Native Instruments Maschine	40
<b>Total Hours:</b>	<b>240</b>

Students are scheduled for three courses each term.

## **Music Production & Sound Design**

**Program Length:** 160 hours / 20 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Sound Engineering Technicians / Music Directors and Composers / Audio and Video Equipment Technicians / Poets, Lyricists and Creative Writers

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-4014.00 / 27-2041.00 / 27-4011.00 / 27-3043.05

### **Program Description:**

This six-month program takes students on a musical journey through music production and sound design. Taught in intimate groups for two full days per week, students learn how to use Ableton in the most creative ways using instruments, plug ins, effects, sound design and mixing techniques. Each workstation includes Maschine, Push controller, Ableton Live, Native Instruments Komplete, Kontrol 49 and Output's excellent REV, all of which are covered in the classes, as well as music composition techniques from world class music industry professionals that you will find inspirational.

### **Program Objectives:**

This program aims to provide a systematic understanding of key aspects in the field of music production and popular music composition. Students will develop introductory technical and creative skills in music production, popular music composition, sound design and audio mixing using a range of software. The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize projects for a range of media.

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Production	40
Music Composition	40
Sound Design	40
Art of Mixing	40
<b>Total Hours:</b>	160

Students are scheduled for two courses each term.

### **Further Music Production & DJ Skills**

**Program Length:** 160 hours / 20 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Sound Engineering Technicians / Audio and Video Equipment Technicians

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-4014.00 / 27-4011.00

#### **Program Description:**

This program is a challenging and enjoyable six-month journey, two days per week covering everything a student needs to know about DJing and starting to produce their own music using Ableton Live. This program is taught by professional DJs and music producers with extensive industry experience who have worked with Flying Lotus, Depeche Mode and Nitzer Ebb amongst others, plus students access free practice time in our fully amped studios. Point Blank offers its students highly equipped Ableton Live facilities including fifteen Push controllers, one for each student.

#### **Program Objectives:**

This program aims to provide a systematic understanding of key aspects in the field of music production.

Students will develop technical and creative skills in music production, DJ techniques, sound design and audio mixing using a range of software.

The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize projects for a range of media.

#### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Production	40
Complete DJ	40
Sound Design	40
Art of Mixing	40
<b>Total Hours:</b>	<b>160</b>

Students are scheduled for two courses each term.

## **Complete Singing**

**Program Length:** 80 hours / 20 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Musicians and Singers

**Standard Occupational Codes (SOC):** 27-2042

### **Program Description:**

This program is a challenging and enjoyable six-month journey, one day per week, covering everything a student needs to know about singing and performing professionally as a singer both on stage and in the studio. The program is taught by professional singers with extensive real world industry experience. Complete Singing is designed to develop strong foundations for solo vocal performance, equip students with a basic range of effective singing techniques and skills, and instill confidence and powerful presence both in studio recording sessions and in live performance. The program also covers advanced vocal techniques, recording studio techniques, and vocal harmony arrangement abilities, and addresses stylistic authenticity in various genres. Students will learn a range of specialist techniques which will help them further develop their skills as singers, performers, and well-rounded musicians, widening the scope for work opportunities within the music industry. In addition to the instructional time, students may access our fully furnished studios for rehearsal outside of class hours.

### **Program Objectives:**

This program aims to provide an understanding of key aspects in the field of singing both on stage and in the recording studio. Students will develop technical and creative skills in vocal performance using a range of approaches.

The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize performance-based and recording-based projects.

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Singing	40
Advanced Singing	40
<b>Total Hours:</b>	<b>80</b>

Students are scheduled for one course during each term.

## **Music Production & Composition**

**Program Length:** 80 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Music Directors and Composers / Poets, Lyricists and Creative Writers

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-2041.00 / 27-3043.05

### **Program Description:**

Point Blank classes are designed to help a student find their way in music production whether they are a complete beginner or a more advanced user seeking to add more skills to their set. This three-month program gives a student a solid foundation in production and compositional techniques taught in Point Blank's unique practical style. In intimate groups two days per week, the student learns how to use Ableton to help craft their own great-sounding tracks. Each workstation includes a Push controller, Ableton Live, Native Instruments Komplete, Kontrol 49 and Output's excellent REV. Students may also enjoy masterclasses from high-caliber guests such as Mark de Clive-Lowe, Laura Escude (Jay Z, Kanye West) and Daddy Kev (Low End Theory).

### **Program Objectives:**

This program aims to provide an understanding of key aspects in the field of music production and popular music composition.

Students will develop technical and creative skills in music production and popular music composition using a range of software.

The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize projects for a range of media.

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Production	40
Music Composition	40
<b>Total Hours:</b>	<b>80</b>

Students are scheduled for two courses during the term.



## **Sound Design & Mixing**

**Program Length:** 80 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Sound Engineering Technicians / Audio and Video Equipment Technicians

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-4014.00 / 27-4011.00

### **Program Description:**

Point Blank classes are designed to inspire and motivate students to create and enjoy their own music. This three-month program is for more advanced users and takes students on a journey into sound design and mixing, two key components to finding one's own signature sound in music production. Taught in intimate groups, two days per week, students learn how to use Ableton in advanced and creative ways to further enhance their sound design techniques and mixing abilities. Each workstation includes a Push controller, Ableton Live, Native Instruments Komplete, Kontrol 49 and Output's excellent REV. With experienced and friendly West Coast Point Blank staff, class sizes are strictly limited so early booking is strongly advised.

### **Program Objectives:**

This program aims to provide an understanding of key aspects in the field of music production.

Students will develop technical and creative skills in music production, sound design and audio mixing using a range of software.

The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize projects for a range of media.

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Sound Design	40
Art of Mixing	40
<b>Total Hours:</b>	<b>80</b>

Students are scheduled for two courses during the term.

## **Music Production & DJ Skills**

**Program Length:** 80 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers

**Standard Occupational Codes (SOC):** 27-2041.04

### **Program Description:**

Our DJ Studio offers a fantastic variety of the latest high-quality Pioneer DJ kit. This is a hands on, highly enjoyable three month course, two days per week, designed to give students the confidence and skills to DJ themselves. A student will cover everything they need to know about DJing and producing great-sounding music using Ableton Live. The course is taught by professional DJs and music producers with extensive industry experience who have worked with NWA, Flying Lotus and Depeche Mode amongst others, plus students get access to free practice time in our studios. Point Blank offers its students fantastic Ableton Live facilities including fifteen Push controllers, one for each student.

### **Program Objectives:**

This program aims to provide an understanding of key aspects in the field of music production.

Students will develop technical and creative skills in music production and DJ techniques using a range of software.

The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize projects for a range of media.

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Production	40
Complete DJ	40
<b>Total Hours:</b>	80

Students are scheduled for two courses during the term.

## **Mixing & Mastering**

**Program Length:** 80 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Sound Engineering Technicians / Audio and Video Equipment Technicians

**Standard Occupational Codes (SOC):** 27-4014.00 / 27-4011.00

### **Program Description:**

Mixing & Mastering is an excellent three-month program for more advanced producers who want to be able to complete the recording process independently and create the best sounding tracks that they can. A good mix can lift your tracks and learning how to master them yourself will put you in an even stronger position - without being reliant on other sound engineers. You can mix your own track and master your own EP as part of this course.

### **Program Objectives:**

This program aims to provide an understanding of key aspects in the field of music production.

Students will develop technical and creative skills in and audio mixing and mastering using a range of software.

The program will enable students to apply learned methods and techniques to initiate, review, extend and finalize projects for a range of media.

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Art of Mixing	40
Audio Mastering	40
<b>Total Hours:</b>	80

Students are scheduled for two courses during the term.

## **Complete DJ**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Disc Jockey (DJ)

**Standard Occupational Codes (SOC):** no code available

### **Program Description:**

This course is designed to equip students with a wide range of practical DJ/performance skills using industry standard Pioneer DJ hardware, and software applications including Rekordbox, Traktor and Serato DJ. The skills and theory learnt as part of this course will be transferable throughout many of the Point Blank courses.

### **Program Objectives:**

- Equipment Set up & Connections
- Headphone Cueing
- Fade Mixing – basic transitions using the volume faders
- Cueing
- Counting Beats, Bars & Phrases
- Drop Mixing
- Concept of Beat Matching
- Tempo Matching
- Programming Mixes
- Understanding Dance Music Genres
- Mixing with BPM counters
- Introduction to EQ – Science of sound/frequencies etc.
- Transitions using EQ controls
- Loops & Effects
- DVS Systems – Rekordbox/Traktor/Serato Software
- Acapella Mixing
- Scratching Techniques
- Preparing a Set
- Back to Back Mixing
- Live Performance

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Complete DJ	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Music Business**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** no reported occupational titles

**Standard Occupational Codes (SOC):** no code available

### **Program Description:**

This course aims to explore the opportunities in the music business made possible in the new digital age, and focuses on management skills, artist representation, as well as a variety of other roles in the music industry. Students will gain a solid grasp of how the music industry operates, what a record company's purpose is, record deals, publishing and contracts, and how the financial side of the industry works.

### **Program Objectives:**

- Role of a Record Company - How that role is changing
- Job roles within the music industry
- Labels, Collection Societies & Distribution
- Main differences between Independent and Major labels
- Publishing & Collection Societies
- Copyright
- What does a Publisher do?
- Contracts
- Sync Licensing/ Ad & TV Syncs
- Trademarks
- Physical & Digital distribution
- Social media - How to get your music online
- Artist Management/ Management contracts
- The Live Industry
- Live performance – preparation & planning
- Promoters/Touring/Booking agents
- Musical supervisors
- Income streams for Record Labels, Composers & Performers
- Collecting agencies around the world
- Publishing
- Business Models, Opportunities & Setting Up a Business
- Entrepreneurship
- Different types of business structure
- Mission statements/ SWOT analysis & PEST analysis
- Limited Company/Sole Trader/ Partnership
- Running a Label/ Business - How to put together a basic business plan
- Money and cash flow/Building a team/Accountants and Bookkeepers/Personal Finances

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Business	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Music Production**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers

**Standard Occupational Codes (SOC):** 27-2041.04

### **Program Description:**

This course aims to provide students with the primary theoretical understanding of MIDI and its integration into modern production practices and develops practical abilities in the application of MIDI sequencing, and audio editing. Students will be able to develop their understanding and confidence in the production and manipulation of MIDI based content for a wide range of popular music genres.

These sessions will introduce key concepts and allow students to gain practical experience of using specialist music software. Students will be given a range of short practical tasks to work on in class with one-to-one support provided by the instructor.

The course is designed to introduce specialist software and give students an overview of the range of features offered.

### **Program Objectives:**

- The Sequencer
- Foundational Music Theory: Time Signature and Rhythm
- Recording and Editing MIDI data
- The Aesthetics of Rhythm: Drums & Percussion – Quantisation, Timing & Feel
- MIDI Controllers – Interface Options & Ergonomics
- MIDI Processing Plug-ins – Arpeggiators, MIDI Delay, Chord Memorizer
- Foundational Mixing Concepts
- Insert and Send Effects: Reverb, Delay, Panning, Level

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Production	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Music Composition**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Music Directors and Composers / Poets, Lyricists and Creative Writers

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-2041.00 / 27-3043.05

### **Program Description:**

This course aims to develop the students' compositional ability using a combination of key musical understanding and the practical use of music creation software. Students will have the opportunity to investigate technical and stylistic conventions across a range of contemporary western popular music genres and to study key elements such as chord progressions, structure, harmony and melody, to develop their confidence and own abilities in composition.

These sessions will explore musical composition techniques used in popular and contemporary music. The focus will be on deconstructing different works, exploring what their musical elements are and investigating what commonality these have across the boundaries of genre or instrumentation. Students will have experience of composing original musical elements and arranging these elements into complete compositions.

### **Program Objectives:**

- The Building Blocks of Music
- Credits & Copyright
- How songwriters get paid
- Publishing
- Basics of Music Theory (Harmony, Tones/Semitones, Major/Minor scales, Chords, Notation
- Common chord sequences
- Relative keys, Inversions, Extended Chords, Intervals, Key changes
- Circle of fifths
- Exotics, suspended, dominant 7 & major seventh chords
- Power chords
- String writing tips
- Rhythm & Time (Syncopation, Percussion instruments, Programming tips etc.)
- Science behind bass lines
- How to write a melody
- Vocal range, Motifs, Melodic shape
- Lyrics (Buzzwords, Song concepts, Rhyme & Repetition, Writing tips)
- Overview of Riffs & hooks
- How to write a riff
- Types of hook
- Song structure basics
- The power of four
- Arrangement
- Vocals & Collaboration
- Working with singers, Double tracking, Comping vocals
- Songwriting tips

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Music Composition	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Native Instruments Maschine**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers

**Standard Occupational Codes (SOC):** 27-2041.04

### **Program Description:**

This course is designed to give students the skills to master Native Instruments' leading music making hardware device, Maschine. Students will be taught to compose and perform using Maschine, as well as using Native Instruments' associated software platform and Komplete Kontrol libraries. The skills and theory learnt as part of the course will be transferable throughout many of the Point Blank courses.

### **Program Objectives:**

- Loading Library Kits & Samples
- Integrating Your Drum Library
- Projects, Groups, Courses
- Sampler & Programming Beats
- Layering 'Musical' Sounds
- Finger Drumming
- Step Programming
- Slicing, Shaping, Resampling
- Pattern & Scene Switching
- Modulating FX Parameters
- Performance Techniques

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Native Instruments Maschine	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.



## **Sound Design**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Sound Engineering Technicians / Audio and Video Equipment Technicians

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-4014.00 / 27-4011.00

### **Program Description:**

This course aims to provide a fundamental understanding of different types of synthesis as well as exploring the capabilities of software instruments. Students will develop a practical awareness of different synthesis techniques using modular synthesis software and will build their own software instruments with a range of sounds to use in a creative context.

These sessions will explore different types of synthesis focusing on the practical application and exploring the methodology behind the mechanics. There will be a mixture of tutor-led demonstrations and opportunities for students to get practical experience of synthesizing sounds using a variety of software and hardware synthesizers.

### **Program Objectives:**

- Sound Wave Theory,
- Sampling Techniques,
- Key Mapping and Root Notes,
- Modulation Routing, Envelopes, LFOs, Step Sequencers, Filters,
- Creative Effects,
- MIDI Mapping, MIDI Effects,
- Tape based Techniques,
- Experimentation with Sound,
- Real Time Time-Stretching and Pitch Changing,
- Beat Slicing, Layering Techniques, Synthesising Drum Sounds,
- Synthesis Types (Subtractive, Additive, FM, Granular)

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Sound Design	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Art of Mixing**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Sound Engineering Technicians / Audio and Video Equipment Technicians

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-4014.00 / 27-4011.00

### **Program Description:**

This course aims to explore the process, equipment, considerations and techniques involved in creating professional stereo mixes. Students will develop their critical listening skills as well as solid technical and creative skills essential to mixing commercially based music.

Students will be developing their critical listening through instructor-led demonstration and associated practical individual tasks. The sessions will be practical and active with the students encouraged to listen to music on a range of speakers and headphones, working to train their ears to listen to recorded sound from a technical, rather than creative, point of view.

### **Program Objectives:**

- Recording Procedures and Techniques
- Critical Listening
- Signal Paths and Routing
- Stereo Width
- Dynamic Processing
- Corrective and Creative Equalisation & Filters
- Timbre and the Harmonics
- Creating Depth through Reverberation and Delay Effects
- Modulation Effects & Distortion,
- Aux Sends vs Insert Processing,
- Creative Mixing techniques

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Art of Mixing	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Audio Mastering**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers / Sound Engineering Technicians / Audio and Video Equipment Technicians

**Standard Occupational Codes (SOC):** 27-2041.04 / 27-4014.00 / 27-4011.00

### **Program Description:**

This course aims to study professional practices used throughout the audio mastering process. Students will have the opportunity to gain a strong knowledge of digital audio to maintain the highest sound quality throughout the various stages of the production process. Students will be able to perfect their critical listening skills and processing techniques to produce professional pre-masters for a range of formats suitable for replication and distribution.

### **Program Objectives:**

- The aims in the mastering process and the role of the mastering engineer
- The physics of sound, how the ear works and basic psycho-acoustic effects
- Monitoring
- Basic acoustics
- Critical listening
- Digital audio key issues in relation to mastering
- Metering
- Types of EQ and techniques in mastering
- Manipulate the dynamic range in mastering
- Loudness versus quality
- Advanced dynamic processing
- Mid/side techniques

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Audio Mastering	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Creative Production**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers

**Standard Occupational Codes (SOC):** 27-2041.04

### **Program Description:**

This course aims to explore the creative production processes involved in the worlds of media composition, remixing and live performance, using Ableton Live.

Students will learn a range of specialist techniques which will help them further develop their skills as a musicians, composers and performers, and widen the scope for work opportunities within the music industry.

### **Program Objectives:**

- A Brief History of Sound in Film
- Foley Sound
- The Soundtrack
- Working With Video In Ableton Live
- Composing With Sound
- Music In The Media
- The Film Making Process
- Music As Narrative
- Scoring A Scene
- The Orchestra
- Adventures In Harmony & Rhythm
- Synchronisations & Music For Advertising
- Production Music
- Mixing For TV
- Delivery
- The Roots Of The Remix
- Sampling
- Home Computers & Bootleg Remixes
- The Legalities
- Structure And Style
- Working Your Samples & Warping
- Warping Acapellas

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Creative Production	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## Singing

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Musicians and Singers

**Standard Occupational Codes (SOC):** 27-2042

### **Program Description:**

This course is designed to develop strong foundations for solo vocal performance, equip students with a basic range of effective singing techniques and skills, and instill confidence and powerful presence both in the studio and in live performance. Students will learn a range of specialist techniques which will help them further develop their skills as singers, performers, and well-rounded musicians, widening the scope for work opportunities within the music industry.

### **Program Objectives:**

- Warm-up & Warm-down Routines
- Well-known pop & jazz standards
- Performing in unison
- Basic rhythmic notation
- Knowledge of basic vocal anatomy
- Understanding the main basic vocal ranges
- Music theory & sight-singing
- Technical skill, confidence and musicality
- Performing as a soloist
- Designing a balanced short set of songs
- Performing a convincing short set of contrasting selections as a vocal soloist

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Singing	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Advanced Singing**

**Program Length:** 40 hours / 10 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Musicians and Singers

**Standard Occupational Codes (SOC):** 27-2042

### **Program Description:**

This course is designed to develop advanced techniques for vocal performance, recording, and vocal harmony arrangement in various genres. The skills and theory learned as part of the course will be transferable throughout many of the Point Blank courses. Students will learn a range of specialist techniques which will help them further develop their skills as singers, performers, recording artists, and well-rounded musicians, widening the scope for work opportunities within the music industry.

### **Program Objectives:**

- Vocal Techniques (Chest Voice, Head Voice, Mixed/Blend, Belt)
- Intonation: Accurate Control of Pitch
- Three-Part Vocal Harmony
- Improvisation & Call-and-Response
- Musical Techniques
- Characteristics of Musical Genres (Blues, Rock, Funk, Disco, Folk, R&B, Hip-hop, etc)
- Stylistic authenticity to genre
- Dynamics, Creative Flair, & Emotive Expression in Performance
- Vocal Arrangement
- Live Performance Planning
- Studio Sessions (Recording and Mic Techniques, Etiquette, DAW Usage)
- Performing a lead vocal in a recording session
- Performing harmony parts in a recording session

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Advanced Singing	40
<b>Total Hours:</b>	40

Students are scheduled for one course during the term.

## **Weekend DJ**

**Program Length:** 12 hours / 1 weekend (Saturday & Sunday)

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Disc Jockey (DJ)

**Standard Occupational Codes (SOC):** no code available

### **Program Description:**

The weekend DJ course is primarily aimed at beginner level students and includes a range of topics designed to help learners understand the fundamental DJ skills required to perform a DJ set. Subjects covered include an overview of a range of DJ equipment and how it is connected and operated, basic music theory principles including counting and identifying beats, bars & phrasing, performing basic transitions using a range of techniques, beat matching skills, basic effects usage and use of faders and EQ controls.

### **Program Objectives:**

- Equipment Set up & Connections
- Headphone Cueing
- Fade Mixing – basic transitions using the volume faders
- Cueing
- Counting Beats, Bars & Phrases
- Drop Mixing
- Concept of Beat Matching
- Tempo Matching
- Programming Mixes
- Understanding Dance Music Genres
- Mixing with BPM counters
- Introduction to EQ – Science of sound/frequencies etc.
- Transitions using EQ controls
- Loops & Effects
- Preparing a Set

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Weekend DJ	12
<b>Total Hours:</b>	12

## **Ableton Performance Weekend**

**Program Length:** 12 hours / 1 weekend (Saturday & Sunday)

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** no reported occupational titles

**Standard Occupational Codes (SOC):** no code available

### **Program Description:**

In one weekend, this course shows students how to use Ableton to perform live as an artist or creative DJ. Students learn how to set up controllers and mixers plus how to mash up beats and acapellas to create their own unique remixes and re-edits. Point Blank is proud to offer our students one of the best equipped Ableton Live facilities in the world, including fifteen sought after Push controllers.

### **Program Objectives:**

- Ableton Basics
- Troubleshooting
- Takeover Mode
- Warping
- Working with Acapellas
- MIDI Controllers
- Audio Effects
- Creating Templates
- Organizing Your Music
- Creating a Radio Mix

### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Ableton Performance Weekend	12
<b>Total Hours:</b>	12



### **Ableton Production Weekend**

**Program Length:** 12 hours / 1 weekend (Saturday & Sunday)

**Cumulative Final Exam:** None

**Graduation Document:** Certificate of Completion

**Potential Entry-Level Occupation Titles:** Music Composers and Arrangers

**Standard Occupational Codes (SOC):** 27-2041.04

#### **Program Description:**

In just two days, this intensive, fun class will introduce students to the skills and techniques they need to start producing their own tracks on Ableton Live. The course includes setting up, using audio and midi clips, arranging your track, utilizing the session and arrangement views, effects and processing, e.g. using vocoders filters, reverb and mixing. All Ableton classes are taught in small groups of up to sixteen by a Certified Ableton instructor in our Los Angeles training studios.

#### **Program Objectives:**

- Introduction & Set Up
- Creating Drum Loops
- Working with Audio
- Warping
- Synchronizing & Trimming
- Re-sequencing
- Using Effects & Controllers
- Auto filter, beat repeat, delay
- Working in Session View
- Arranging Your Tune
- Mixing Your Tune
- Exporting Your Mix

#### **Program Outline:**

<b>Course Title</b>	<b>Hours</b>
Ableton Production Weekend	12
<b>Total Hours:</b>	12

## **COURSE DESCRIPTIONS**

### ***Music Production***

Prerequisite: None

Hours: 40

Description:

This course aims to provide students with the primary theoretical understanding of MIDI and its integration into modern production practices and develops practical abilities in the application of MIDI sequencing, and audio editing. Students will be able to develop their understanding and confidence in the production and manipulation of MIDI based content for a wide range of popular music genres.

These sessions will introduce key concepts and allow students to gain practical experience of using specialist music software. Students will be given a range of short practical tasks to work on in class with one-to-one support provided by the tutor.

The course is designed to introduce specialist software and give students an overview of the range of features offered.

### ***Music Composition***

Prerequisite: None

Hours: 40

Description:

This course aims to develop the students' compositional ability using a combination of key musical understanding and the practical use of music creation software. Students will have the opportunity to investigate technical and stylistic conventions across a range of contemporary western popular music genres and to study key elements such as chord progressions, structure, harmony and melody, to develop their confidence and own abilities in composition.

These sessions will explore musical composition techniques used in popular and contemporary music. The focus will be on deconstructing different works, exploring what their musical elements are and investigating what commonality these have across the boundaries of genre or instrumentation. Students will have experience of composing original musical elements and arranging these elements into complete compositions.

### ***Complete DJ***

Prerequisite: None

Hours: 40

Description:

This course is designed to equip students with a wide range of practical DJ/performance skills using industry standard Pioneer DJ hardware, and software applications including Rekordbox, Traktor and Serato DJ. The skills and theory learnt as part of the course will be transferable throughout many of the Point Blank courses.

### ***Sound Design***

Prerequisite: None

Hours: 40

Description:

This course aims to provide a fundamental understanding of different types of synthesis as well as exploring the capabilities of software instruments. Students will develop a practical awareness of

different synthesis techniques using modular synthesis software and will build their own software instruments with a range of sounds to use in a creative context.

These sessions will explore different types of synthesis focusing on the practical application and exploring the methodology behind the mechanics. There will be a mixture of tutor-led demonstrations and opportunities for students to get practical experience of synthesizing sounds using a variety of software and hardware synthesizers.

### ***Art of Mixing***

Prerequisite: None

Hours: 40

Description:

This course aims to explore the process, equipment, considerations and techniques involved in creating professional stereo mixes. Students will develop their critical listening skills as well as solid technical and creative skills essential to mixing commercially based music.

Students will be developing their critical listening through instructor-led demonstration and associated practical individual tasks. The sessions will be practical and active with the students encouraged to listen to music on a range of speakers and headphones, working to train their ears to listen to recorded sound from a technical, rather than creative, point of view.

### ***Creative Production***

Prerequisite: None

Hours: 40

Description:

This course aims to explore the creative production processes involved in the worlds of media composition, remixing and live performance, using Ableton Live.

Students will learn a range of specialist techniques which will help them further develop their skills as a musicians, composers and performers, and widen the scope for work opportunities within the music industry.

### ***Native Instruments Maschine***

Prerequisite: None

Hours: 40

Description:

This course aims to provide students with techniques for approaching electronic music production in an intuitive, hands-on way through mastery of Native Instrument's Maschine production system. Through demonstration, study and practice they will learn the functionality of Maschine as well as gain an understanding of how best to incorporate it into their individual workflows. Students are taught that by integrating performance concepts into production they can improve workflow and achieve creative results.

The course focuses on in-class, practical exercises giving students opportunities to collaborate by producing tracks together, creating and rehearsing performances and providing opportunities for peer evaluation. Additionally, the assessments offer students the experience of working to a brief and producing work under time pressure.

***Music Business***

Prerequisite: None

Hours: 40

Description:

The course aims to explore the opportunities in the music business made possible in the new digital age, and focuses on management skills, artist representation, as well as a variety of other roles in the music industry.

Students will gain a solid grasp of how the music industry operates, what a record company's purpose is, record deals, publishing and contracts, and how the financial side of the industry works.

***Audio Mastering***

Prerequisite: None

Hours: 40

Description:

This course aims to study professional practices used throughout the audio mastering process. Students will have the opportunity to gain a strong knowledge of digital audio to maintain the highest sound quality throughout the various stages of the production process. Students will be able to perfect their critical listening skills and processing techniques to produce professional pre-masters for a range of formats suitable for replication and distribution.

## **ACADEMIC POLICIES**

### **GRADING SYSTEM**

Final course grades are based on demonstration of meeting the learning outcomes as stated on each course syllabus:

<b>Grade</b>	<b>Grade Percentages</b>
P – Pass	70%-100%
F – Fail	69% or below
R – Repeated	Based on grade.
W – Withdrawal	0%

#### **P – Pass**

Any course with a “P” grade is identified as successful completion to graduate.

#### **F – Fail**

Any course with a “F” grade must be repeated and passed to graduate.

#### **R – Repeated**

When a course is repeated to improve a previously earned grade, the first grade is replaced with a new grade upon completion of the repeat. Any course that has a grade of “F” (Fail) or “W” (Withdrawal) is required to be repeated. Any course with an “R” grade is not calculated into the grade point average.

#### **T – Transfer Credit**

Transfer of credit, a “T” is provided when a student has successfully completed a course within another Point Blank Music School program that applies to a different program of enrollment.

#### **W – Withdrawal**

Withdrawal, a “W” grade is provided when a student leaves the course or is withdrawn from the school prior to the scheduled completion of a course. Any course with a “W” grade is not calculated into the grade point average.

### **SATISFACTORY ACADEMIC PROGRESS**

Point Blank Music School standards of satisfactory academic progress (SAP) apply to all students. Students must continually maintain satisfactory academic progress in order to continue their education. To maintain satisfactory academic progress students are monitored through attendance, assignments, portfolios, compositions, assessments, performances, essays, group discussions, individual and group presentations and demonstrations and research tasks as specified in the evaluation methods of each individual course.

Students must achieve a passing grade in each course attempted as a pre-requisite to maintain satisfactory academic progress. Course evaluation methods are all graded using the following grading scale:

<u>ACCURACY</u>	<u>GRADE</u>
70% - 100%	Pass
0% - 69%	Fail

If a student fails to meet the satisfactory academic progress, the Chief Academic Officer will place the student on academic probation. If a student remains on academic probation at the end of the next grading period, the student will be subject to termination for lack of progress. If a second probation period is granted and not passed the student will be terminated from the program.

### **APPEAL / PROBATION / DISMISSAL**

A student who is withdrawn can appeal within five (5) business days of notification of their change in status, and request to be placed on secondary probation with an academic plan. In order for an appeal to be considered, the student must provide the Chief Academic Officer with a letter that includes:

- information about the circumstances or events which prevented the student from attaining SAP;
- why the student failed to make SAP; and
- what has changed in order for the student to be successful.

The Chief Academic Officer will review only the appeals that have the necessary documentation and may be based on the following:

(Sample situations – must state the basis of appeal in the letter.)

- severe illness, medical condition, or injury
- death of an immediate family member
- traumatic life-altering event, or
- Military deployment/call to active duty

The Chief Academic Officer will then determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing, within five (5) business days, of the final decision. There are no additional appeals processes.

If probation is granted and conditions within the academic plan are met, probation will continue until the student meets the SAP requirements or fails to meet the probation conditions or reaches the maximum timeframe to complete the course and is withdrawn.

If the student is unsuccessful with the appeal the student will be administratively withdrawn from the program.

A student will be allowed one appeal of probation status for the length of the program.

## **WITHDRAWAL**

A student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

## **ATTENDANCE**

Point Blank Music School considers attendance an essential component of the program. Students enrolled at the institution make a commitment to participate fully in their education by attending classes and accounting for any absences.

It is the student's responsibilities to address the issues related to his/her absenteeism, whatever the circumstances, and are responsible for obtaining material covered during an absence. A student has an option to determine with the instructor, whether and under what conditions make-up work will be permitted.

Point Blank Music School does not offer excused absences.

Point Blank Music School requires regular classroom attendance by all students. A minimum of 65% attendance based on the entire length of a program is mandatory. Students must notify the school before being absent so that arrangements can be made to minimize work missed.

If a student's attendance falls below the minimum 65% requirement, the student will be placed on attendance probation.

Any student missing six (6) consecutive weeks will be administratively withdrawn from the program.

## **LEAVE OF ABSENCE POLICY**

Requests for leave of absence may be granted for emergency medical reasons or personal emergencies only. The student must submit a written request to the Music School Manager for approval. Supporting documentation and evidence is required. A student may be granted a leave of absence not to exceed a total of one term or 11 weeks. If a student does not return on the documented return date, he/she will be withdrawn from the program.

## **RE-ENTRY**

Students who have been withdrawn from a program may request re-entry into the program and are required to meet with the Music School Manager. A re-entry request will be considered when the reasons which caused the withdrawal have been rectified. Re-entering students will be charged at the current published tuition rates for the portion of the program to be completed as stated on the Enrollment Agreement.

## **GRADUATION REQUIREMENTS**

The following requirements must be met for a student to graduate from any program at Point Blank Music School:

1. Successful completion of all program courses and hours;
2. Earn a minimum cumulative grade point average of 70%; and
3. Has cleared all financial obligations.

## **RULES AND REGULATIONS**

### **Introduction**

Point Blank seeks to provide a safe and secure environment which is conducive to work and study for all students and staff. It may therefore be necessary to discipline, suspend or exclude those students whose behavior compromises this.

It is not the intention of this procedure to provide an exhaustive list of matters which might lead to disciplinary action. For the purposes of this procedure, misconduct will be taken to have occurred if a student commits a breach of the Student Charter or any other reasonable rules in force from time to time, engages in any activity which is likely to disrupt or otherwise adversely affect the work or reputation of the Institute or any of its staff or students or commits a criminal offense.

The procedures outlined herein are intended to provide a clearly formulated and impartial process for dealing with problems of student discipline or behavior within a reasonable timescale.

### **Definition of Misconduct**

- Misconduct may include, but is not limited to the following:
- Deliberate disruption of the academic, administrative, social or other activities of Point Blank.
- Violent, indecent, disorderly, threatening, defamatory or offensive behavior or language whilst on Point Blank premises, or engaged in any activity related to Point Blank (on or off-site).
- Failure to follow the reasonable instructions of a member of staff.
- Harassing any student, tutor, member of staff or any contractor or visitor to Point Blank whether in person, in writing or otherwise.
- Arson.



- Graffiti.
- Any deliberate damage to Point Blank’s premises, equipment, books or furnishings or to the property of others, or equivalent damage caused by gross negligence.
- Instances of racial or sexual harassment including behavior or the use of language which is offensive to any minority groups.
- Theft of property.
- Drunkenness on Point Blank premises, or activity associated with the use, possession or supply of any illegal drug.
- Willful and unnecessary activation of the fire alarm.
- Action which causes or is likely to cause injury or impair safety on Point Blank premises.

**Minor Misconduct Procedure**

Where a minor case of misconduct is identified by any staff member, they should warn the student verbally that the behavior is not acceptable and notify them that the incident will be reported to the Education Team. Where this staff witness knows or suspects that this is a repeat incident, or where the incident is relatively serious, he/she should explain to the student that this may lead to more formal action. Following notification, the Education Team will make a note of the incident and, taking into account its seriousness and any past history of misconduct, will determine whether it is appropriate to interview the student about the matter or to take no further action.

Any student who is requested to attend an interview will be entitled to be accompanied by a friend or colleague. As a result of any interview, the assigned member of the Education Team will either:

- take no further action  
or
- issue a formal warning - any formal warning will only be issued after the circumstances have been investigated and the student has been offered an opportunity to discuss the matter and present their case.

**Major Misconduct Procedure**

Where a case of major misconduct is identified or where minor misconduct has occurred repeatedly or so frequently as to cause a major problem, a preliminary investigative interview with the alleged perpetrator will be conducted by a member of the Academic Board, whenever possible, in order to:

- determine their identity
- establish and record their reactions to the allegations
- listen to any explanation they may have
- assess whether the case remains plausible enough (taking into account other reports) to proceed with suspension or expulsion

Where applicable, a Disciplinary Panel, consisting of at least 2 Senior Staff, will then be convened. One of the two staff will act as Chair. The student has the right to be accompanied by a (non-legal) representative, and if the student is under 18 their parents or guardians will be informed of, and may attend, the hearing where appropriate.

The Disciplinary Panel will consider all the evidence about the case gathered as well as the student's response with a view to deciding whether the allegation is substantiated.

In the event of the case being substantiated, the Disciplinary Panel will impose or recommend a verdict. If exclusion, either time limited or permanent, is thought appropriate this will be a recommendation to the Head of Education. All lesser penalties will be imposed directly. The panel may also impose any other measures/conditions which it feels will prevent a re-occurrence or assist the situation (e.g. requiring the student to undergo regular counseling or personal tutoring, maintain good attendance, move class groups, apologize to affected students/staff).

Among the penalties that the Disciplinary Panel may impose are:

- the attachment of conditions to the student's continuation of study
- the issue of a verbal, written or final written warning
- the issue of a recommendation for suspension or expulsion

The Disciplinary Panel is also empowered to require the student to pay compensation in respect of any loss or damage to Point Blank resource arising from the actions of the student.

The Chair will notify the student in writing of both the verdict and any penalty imposed within 5 working days of the hearing.

Except at the discretion of the Disciplinary Panel the proceedings of the Disciplinary Hearing shall remain confidential.

Please note that this is a guide only and serious cases of misconduct may incur more serious action to that indicated.

### Guide to Warning Points

<b>Warnings</b>	<b>Against the property of Point Blank, or its staff, students and visitors</b>	<b>Against the person</b>	<b>Against the work of Point Blank</b>	<b>Against the good name of Point Blank</b>
Minor Warning (1 warning point)	Negligent damage, inconsiderate behavior towards others including parking	Harassment: Verbal	Disruption of teaching/learning environment e.g. by the use of mobile phones	Offensive or disruptive behavior affecting people adjacent to the Point Blank premises

Serious Warning (2 warning points)	Deliberate misuse of the computer network	Repeated harassment: Verbal	Deliberate refusal to provide information required for statutory purposes	Knowingly making a false and vexatious allegation against Point Blank or against any student or member of staff
Grave Warning (3 warning points)	Deliberate damage to property and goods; the deliberate false activation of the fire alarm (also carries a financial penalty)	Intimidation: Verbal and physical	Repeated disruption of teaching	Use/issue fraudulent documentation NOT relating to qualifications/ academic performance
Suspension/ Expulsion (4 Warning Points)	Theft or deliberate damage.	Physical violence or sexual assault	Major disruption of the academic program	Sexual assault. Dealing in drugs. Use/issue

### **Accumulation of Warning Points**

Where a student's behavior is considered under the Student Disciplinary Procedure, warning points may be recorded according to the seriousness and nature of the behavior.

Offenses, for the purpose of warnings, fall into different levels of seriousness classified on a four point scale: minor – serious – grave – suspension/expulsion. Where a student has accumulated 4 or more warning points within any period of 24 months, the period to start from the date of the first confirmed warning, then the Head of Education will consider the suspension or expulsion of the student. Before making a decision to suspend or expel, the Head of Education will consider the detail of the individual offenses which have led to the accumulation of four or more warning points and shall hear representations from the student.

## **STUDENT SERVICES**

### **HOUSING**

Point Blank Music School does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance.

According to rentals.com for Los Angeles, CA rental properties can start at about \$1,950 per month.

### **PARKING INFORMATION**

These are our parking options:

- Street parking - Read all street/parking signs carefully and pay attention to street cleaning days and times and please be respectful of our neighbors
- We also have metered spots available on Fountain Avenue. Read carefully and be sure to pay the meter rate properly.
- We can work out additional parking per request, on a case by case basis.
- Point Blank Music School does not reimburse anyone for parking tickets incurred for any reason.

### **LEARNING RESOURCES**

Point Blank Music School provides students all learning resources required for the program within the curriculum. Students can access the Internet at any time or local libraries for additional resources should they want to obtain additional information related to program content.

#### **Virtual Learning Environment (VLE)**

The Point Blank Music School Virtual Learning Environment (VLE) allows students to view and export course notes; watch tutorial videos; download resources; communicate with their peers; book (schedule) 1-2-1 sessions; receive notifications; submit assignments and view feedback and grades. Point Blank Music School instructors will provide feedback in regard to submitted assignments, but no direct instruction occurs in the VLE.

The VLE is accessed through Point Blank Music School website at: [www.pointblankmusicschool.com](http://www.pointblankmusicschool.com)

Students are able to login and access the VLE as soon as they are enrolled on a course. Upon registration for a course, students are sent a series of induction and welcome emails. This includes instructions on how to log into our website and access the VLE. These emails also inform students of the type of information that can be found in the VLE. If a student has opened an account on our website prior to registering for a course, they will already have login details to access the VLE. If not, they are sent the details in an email. Our Los Angeles Course Advisor also sends prospective students welcome emails and is contactable to answer any student questions. The Course Advisor team is responsible for this process - answering questions from prospective students, helping them through the registration process and answering any questions from students post registration.

The resources available to students in Virtual Learning Environment (VLE) includes:

- course notes

- [tutorial videos](#)
- [download resources](#)
- [communicate with their peers](#)
- [book \(schedule\) 1-2-1 sessions](#)
- [receive notifications](#)
- [submit assignments](#)
- [view feedback and grades](#)

### **Pasadena City College Shatford Library:**

<https://pasadena.edu/library/>

Pasadena City College's Shatford Library is an open library; members of the public or students at other institutions may check out books after applying for a Public Patron Card, which is recommended for students at Point Blank Music School. Shatford also offers a research librarian on call 24 hours a day, 7 days a week, which can be reached at (626) 585-7360 during library hours or through the forms or chat function available at: <https://pasadena.edu/library/ask-a-librarian.php>

### **Los Angeles Public Library System:**

[www.lapl.org](http://www.lapl.org)

The Los Angeles Public Library System has many sites that can be utilized; etailed information of all branch locations can be found at [www.lapl.org/branches](http://www.lapl.org/branches). Presented below are the Central Library, an important Los Angeles landmark, and the Silver Lake and Los Feliz branches, which are in close proximity to Point Blank's location.

**Central Library** – 630 W. 5th Street, Los Angeles, CA 90071 – (213) 228-7000

Hours of Service: Mon-Thu 10:00am-8:00pm; Fri-Sat: 9:30am-5:30pm; Sun: 1:00pm-5:00pm

**Los Feliz Branch Library** – 1874 Hillhurst Avenue, Los Angeles, CA 90027 – (323) 913-4710

Hours of Service: Mon & Wed 10:00am-8:00pm; Tue & Thu 12:00am-8:00pm; Fri & Sat: 9:30am-5:30pm; Sun: Closed

**Silver Lake Branch Library** – 2411 Glendale Blvd, Los Angeles, CA 90039 – (323) 913-7451

Hours of Service: Mon & Wed 10:00am-8:00pm; Tue & Thu 12:00am-8:00pm; Fri & Sat 9:30am-5:30pm; Sun: Closed

# Library Directory

## \*Regional Branches

Richard J. Riordan  
Central Library and  
Administrative Offices  
630 W. 5<sup>th</sup> St.  
Los Angeles, CA 90071  
(213) 228-7000

### Central Southern Area

26	Angeles Mesa	2700 W. 52nd St. (323) 292-4328
30	Ascot	120 W. Florence Ave. (323) 759-4817
06	*Exposition Park	3900 S. Western Ave. (323) 290-3113
68	Harbor City/Gateway	24000 S. Western Ave. (310) 534-9520
17	Jefferson	2211 W. Jefferson Blvd. (323) 734-8573
34	John Muir	1005 W. 64th St. (323) 789-4800
07	Junipero Serra	4607 S. Main St. (323) 234-1685
45	Mark Twain	9621 S. Figueroa St. (323) 755-4088
09	*San Pedro	931 S. Gaffey St. (310) 548-7779
14	Vermont Square	1201 W. 48th St. (323) 290-7405
04	Vernon	4504 S. Central Ave. (323) 234-9106
43	Watts	10205 Compton Ave. (323) 789-2850
10	Wilmington	1300 N. Avalon Blvd. (310) 834-1082

### Northeast Area

05	*Arroyo Seco	6145 N. Figueroa St. (323) 255-0537
01	Benjamin Franklin	2200 E. First St. (323) 263-6901
63	Chinatown	639 N. Hill St. (213) 620-0925
28	Cypress Park	1150 Cypress Ave. (323) 224-0039
32	Eagle Rock	5027 Caspar Ave. (323) 258-8078
08	Echo Park	1410 W. Temple St. (213) 250-7808
69	Edendale	2011 W. Sunset Blvd. (213) 207-3000
21	El Sereno	5226 Huntington Dr. S. (323) 225-9201
02	Lincoln Heights	2530 Workman St. (323) 226-1692
64	Little Tokyo	203 S. Los Angeles St. (213) 612-0525
18	Malabar	2801 Wabash Ave. (323) 263-1497
19	R.L. Stevenson	803 Spence St. (323) 268-4710
72	Silver Lake	2411 Glendale Blvd. (323) 913-7451

### East Valley Area

62	Lake View Terrace	12002 Osborne St. (818) 890-7404
37	*North Hollywood	5211 Tujunga Ave. (818) 766-7185
53	Pacoima	13605 Van Nuys Blvd. (818) 899-5203
39	Panorama City	14345 Roscoe Blvd. (818) 894-4071
51	Sherman Oaks	14245 Moorpark St. (818) 205-9716
25	Studio City	12511 Moorpark St. (818) 755-7873
52	Sun Valley	7935 Vineland Ave. (818) 764-1338
35	Sunland-Tujunga	7771 Foothill Blvd. (818) 352-4481
54	Sylmar	14561 Polk St. (818) 367-6102
57	Valley Plaza	12311 Vanowen St. (818) 765-9251
23	Van Nuys	6250 Sylmar Ave. Mall (818) 756-8453

### West Valley Area

24	Canoga Park	20939 Sherman Way (818) 887-0320
60	Chatsworth	21052 Devonshire St. (818) 341-4276
47	Encino-Tarzana	18231 Ventura Blvd. (818) 343-1983
56	Granada Hills	10640 Petit Ave. (818) 368-5687
66	*Mid-Valley	16244 Nordhoff St. (818) 895-3650
59	Northridge	9051 Darby Ave. (818) 886-3640
65	Platt	23600 Victory Blvd. (818) 340-9386
67	Porter Ranch	11371 Tampa Ave. (818) 360-5706
50	*West Valley	19036 Vanowen St. (818) 345-9806
58	Woodland Hills	22200 Ventura Blvd. (818) 226-0017

### Hollywood Area

44	Atwater Village	3379 Glendale Blvd. (323) 664-1353
20	Cahuenga	4591 Santa Monica Blvd. (323) 664-6418
61	Fairfax	161 S. Gardner St. (323) 936-6191
48	Felipe de Neve	2820 W. Sixth St. (213) 384-7676
11	*Goldwyn-Hollywood	1623 N. Ivar Ave. (323) 856-8260
12	John C. Fremont	6121 Melrose Ave. (323) 962-3521
36	Los Feliz	1874 Hillhurst Ave. (323) 913-4710
49	Memorial	4625 W. Olympic Blvd. (323) 938-2732
70	Pico Union	1030 S. Alvarado st. (213) 368-7545
03	Pio Pico-Koreatown	694 S. Oxford Ave. (213) 368-7647
41	Washington Irving	4117 W. Washington Blvd. (323) 734-6303
31	Will & Ariel Durant	7140 W. Sunset Blvd. (323) 876-2741
29	Wilshire	149 N. St. Andrews Pl. (323) 957-4550

### Western Area

46	Baldwin Hills	2906 S. La Brea Ave. (323) 733-1196
16	Brentwood	11820 San Vicente Blvd. (310) 575-8273
33	Hyde Park	2205 Florence Ave. (323) 750-7241
38	Mar Vista	12006 Venice Bl. (310) 390-3454
15	Palisades	861 Alma Real Dr. (310) 459-2754
22	Palms-Rancho Park	2920 Overland Ave. (310) 840-2142
55	Playa Vista	6400 Playa Vista Dr. (310) 437-6680
42	Robertson	1719 S. Robertson Blvd. (310) 840-2147
40	Venice	501 S. Venice Blvd. (310) 821-1769
27	*West Los Angeles	11360 Santa Monica Blvd. (310) 575-8323
13	Westchester-Loyola	7114 W. Manchester Ave. (310) 348-1096
71	Westwood	1246 Glendon Ave. (310) 474-1739

## CAREER SERVICES

Point Blank Music School will assist graduates in developing job search skills such as resume and cover letter development, interviewing, creating of a portfolio, and appropriate interview follow-up activities, it cannot and **does not guarantee the student will find employment nor does it guarantee the student will realize a given salary following graduation.**

## **STUDENT RECORDS**

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

## **GRIEVANCE PROCEDURE**

If you should ever have any complaint(s), please speak to any member of staff and we will do our best to resolve the matter. If you are unhappy with the outcome, please put your complaint in writing to the Chief Academic Officer at Point Blank Music School/Mack Sennett Studios, 1215 Bates Avenue, Los Angeles, CA 90029.

### **1. COMPLAINTS PROCEDURE**

If you have a suggestion or a complaint about any aspect, please raise it with the person concerned in the first instance. If you are not satisfied with the outcome you can progress the matter through a first stage, informal, and second stage and third stage, formal, procedures step by step up the management structure of Point Blank Music School.

### **2. FIRST STAGE (INFORMAL)**

Wherever possible, Point Blank seeks to resolve complaints informally, with complaints procedures operating, in the first instance, at the level at which the matter arose.

If an informal solution cannot be found, then the student can raise a second stage, formal complaint addressed to the Music School Manager. This should be submitted in writing.

### **3. SECOND STAGE (FORMAL)**

If an informal solution cannot be found, then the student can raise a second stage, formal complaint addressed to the Music School Manager. This should be submitted in writing.

### **4. THIRD STAGE (FORMAL)**

If the matter cannot be resolved at this formal second stage, then the student may request, in writing, a third stage formal investigation to be conducted by the Chief Academic Officer.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **CANCELLATION, WITHDRAWAL AND REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your Enrollment Agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. If you elect to cancel your Enrollment Agreement, Point Blank Music School will refund you any money you paid, less registration and/or administrative cancellation fees not to exceed \$250.00 in total, and less any reasonable deduction(s) for the cost of any software activation code(s) redeemed or textbooks, supplies, or equipment not returned in good condition. Your refund will be paid or credited within 45 days after the Music School Manager has received your notice of cancellation. If any portion of your tuition was paid by a lender or third party, the corresponding portion of the refund shall be sent to the lender or third party.

To cancel your Enrollment Agreement, you must provide the Music School Manager with a written notice of cancellation. This must be done by mail or by hand delivery to 1215 Bates Avenue, Los Angeles, CA 90029. The written notice of cancellation, if sent by mail, is effective when properly addressed, affixed with proper postage, deposited in the mail, postmarked, and received by Point Blank Music School. The written notice of cancellation need not take any particular form; however expressed, it is effective if it clearly states that you no longer wish to be bound by the Enrollment Agreement. You may use Point Blank Music School's approved Program Cancellation Form if you wish; this form may be obtained from the Music School Manager.

### **WITHDRAWAL FROM A PROGRAM**

After the end of the cancellation period described above, you also have the right to withdraw from your program at any time, and, if you have completed 60 percent or less of the scheduled hours in the current payment period of your program, you have the right to receive a pro rata refund. The refund amount owed to you shall equal the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend prior to notification of withdrawal. The refund will be paid or credited within 45 days after the Music School Manager has received your notice of withdrawal, and will be less registration and/or administrative withdrawal fees not to exceed \$250.00 in total, and less any reasonable deduction(s) for the cost of any software activation code(s) redeemed or textbooks, supplies, or equipment not returned in good condition. If you have completed more than 60 percent of the period of attendance for which you were charged, the tuition is considered earned, and no refund will be issued. If any portion of your tuition was paid by a lender or third party, the corresponding portion of the refund shall be sent to the lender or third party.

You shall be deemed to have withdrawn from your program when any of the following occurs:

- You notify the Music School Manager of your withdrawal, or of a future date upon which you will withdraw, whichever is later.



- You fail to attend class for six (6) consecutive weeks.
- You fail to return from a leave of absence.
- Point Blank Music School terminates your enrollment for failure to maintain satisfactory progress, failure to abide by institutional rules or policies, and/or failure to meet your financial obligations to the institution.

To withdraw from your program, you must provide the Music School Manager with a written notice of withdrawal. This must be done by mail or by hand delivery to 1215 Bates Avenue, Los Angeles, CA 90029. The written notice of withdrawal, if sent by mail, is effective when properly addressed, affixed with proper postage, deposited in the mail, postmarked, and received by Point Blank Music School. The written notice of withdrawal need not take any particular form; however expressed, it is effective if it clearly states that you wish to withdraw from your program at Point Blank Music School. You may use Point Blank Music School's approved Program Withdrawal Form if you wish; this form may be obtained from the Music School Manager.

For the purpose of determining the amount of your refund, if you notify the Music School Manager of your withdrawal, the date of your withdrawal shall be deemed to be the date upon which Point Blank Music School received your notification of withdrawal, or the future date your notification of withdrawal identifies as your withdrawal date, whichever is later. If you fail to notify Point Blank Music School of your withdrawal but you stop attending all classes, the date of your withdrawal shall be deemed to be the final day of six (6) consecutive weeks of recorded absence.

## TUITION AND FEES

<b>Program</b>	<b>Registration Fee (Non-Refundable)</b>	<b>*Student Tuition Recovery Fund (Non-Refundable)</b>	<b>Tuition</b>	<b>**Total Cost</b>
<i>Complete Music Production &amp; Sound Design</i>	\$250	\$0	\$13,745	\$13,995
<i>Further Music Production &amp; Sound Design</i>	\$250	\$0	\$9,745	\$9,995
<i>Music Production &amp; Sound Design</i>	\$250	\$0	\$6,745	\$6,995
<i>Further Music Production &amp; DJ Skills</i>	\$250	\$0	\$6,745	\$6,995
<i>Complete Singing</i>	\$100	\$0	\$3,695	\$3,795
<i>Music Production &amp; DJ Skills</i>	\$100	\$0	\$3,695	\$3,795
<i>Sound Design &amp; Mixing</i>	\$100	\$0	\$3,695	\$3,795
<i>Music Production &amp; Composition</i>	\$100	\$0	\$3,695	\$3,795
<i>Mixing &amp; Mastering</i>	\$100	\$0	\$3,695	\$3,795
<i>Complete DJ</i>	\$50	\$0	\$1,945	\$1,995
<i>Music Business</i>	\$50	\$0	\$1,945	\$1,995
<i>Music Production</i>	\$50	\$0	\$1,945	\$1,995
<i>Music Composition</i>	\$50	\$0	\$1,945	\$1,995
<i>Native Instruments Maschine</i>	\$50	\$0	\$1,945	\$1,995
<i>Sound Design with Ableton Live</i>	\$50	\$0	\$1,945	\$1,995
<i>Art of Mixing</i>	\$50	\$0	\$1,945	\$1,995
<i>Audio Mastering</i>	\$50	\$0	\$1,945	\$1,995
<i>Creative Production</i>	\$50	\$0	\$1,945	\$1,995
<i>Singing</i>	\$50	\$0	\$1,945	\$1,995
<i>Advanced Singing</i>	\$50	\$0	\$1,945	\$1,995
<i>Weekend DJ</i>	\$50	\$0	\$345	\$395
<i>Ableton Performance Weekend</i>	\$50	\$0	\$345	\$395
<i>Ableton Production Weekend</i>	\$50	\$0	\$345	\$395

\*STRF: \$0 for every \$1,000 of tuition rounded to the nearest \$1,000.

\*\*Cost of total charges for a period of attendance and estimated schedule of total charges for the entire educational program.

## **ADDITIONAL FEES, IF APPLICABLE**

Course Repeat Fee: \$1,995.00; Late Payment Fee: \$25.00

*Administrative Cancellation/Withdrawal Fees (by course):*

Weekend DJ: No Cancellation/Withdrawal Fee

Ableton Performance Weekend: No Cancellation/Withdrawal Fee

Ableton Production Weekend: No Cancellation/Withdrawal Fee

Complete Music Production & Sound Design: No Cancellation/Withdrawal Fee

Further Music Production & Sound Design: No Cancellation/Withdrawal Fee

Music Production & Sound Design: No Cancellation/Withdrawal Fee

Further Music Production & DJ Skills: No Cancellation/Withdrawal Fee

Complete DJ: \$200 Cancellation/Withdrawal Fee

Music Business: \$200 Cancellation/Withdrawal Fee

Music Production: \$200 Cancellation/Withdrawal Fee

Music Composition: \$200 Cancellation/Withdrawal Fee

Native Instruments Maschine: \$200 Cancellation/Withdrawal Fee

Sound Design with Ableton Live: \$200 Cancellation/Withdrawal Fee

Art of Mixing: \$200 Cancellation/Withdrawal Fee

Audio Mastering: \$200 Cancellation/Withdrawal Fee

Creative Production: \$200 Cancellation/Withdrawal Fee

Music Production & DJ Skills: \$150 Cancellation/Withdrawal Fee

Sound Design & Mixing: \$150 Cancellation/Withdrawal Fee

Music Production & Composition: \$150 Cancellation/Withdrawal Fee

Mixing & Mastering: \$150 Cancellation/Withdrawal Fee

## **PAYMENT**

Upon enrollment, students have the option to either pay the total tuition and fees immediately or enroll in a termly or monthly payment plan.

Payment plans by installments are arranged in advance of the first day of instruction according to the following guidelines. Students are charged a 10% APR financing fee for enrolling in a payment plan. All students wishing to pay by installments must provide either:

1) bank account details from which a termly direct debit of an agreed amount is set up to pay into Point Blank's designated account with the first payment due before the first day of the course and thereafter at least two weeks before the first day of each subsequent term until all due payments are completed (and please note that Point Blank requires written evidence of all such direct debits before the first payment), or:

2) valid credit or debit card details, from which Point Blank will deduct the term tuition and fees as and when they become due. If a student enrolls through the website and pays the registration fee via Worldpay, this arrangement will be set up automatically.

Payment must be made in the form of Visa, MasterCard, Worldpay, or PayPal. In the event that a student fails to pay using one of these methods for any reason (including without limitation a card

being or becoming invalid) there will be an additional late fee charge of \$25.00 per transaction. For a full list of fees and details, please refer to the Enrollment Agreement.

#### **LATE PAYMENTS**

If any payment is not received by the due date, Point Blank reserves the right to cancel the relevant course(s) outright or suspend your right to attend until such payment(s) is/are made. Repeated late payments may result in the termination of the applicable course(s).

Students should pay the required tuition and fees, as applicable, in accordance with payment schedule described above and identified on the Enrollment Agreement or have an approved request with other arrangements made with the Business Office prior to a payment due date.

#### **LOAN**

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

#### **SCHOLARSHIPS**

Point Blank Music School provides prospective students with an opportunity to reduce the tuition rate in the program selected by applying for scholarships. Each prospective student is advised of the scholarship opportunities through publication in this catalog and during correspondence with the Admissions Officer and/or Music School Manager. Should a student wish to apply for a scholarship, the application is publicly available on the Point Blank Music School website, or may be requested directly from the Admissions Officer and/or Music School Manager. Scholarship availability, application requirements and terms and conditions of awards can be found at: <https://www.pointblankmusicschool.com/us/about-point-blank/scholarships-and-bursaries/>

#### **STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **MANAGEMENT, STAFF AND INSTRUCTORS**

### **MANAGEMENT AND STAFF**

**Rob Cowan** – Chief Executive Officer (London)

**Jules Brookes** – Chief Operating Officer (London)

**Daniel Brummel, M.M.** – Chief Academic Officer

**Jay Ryall** – Music School Manager

**Hart Thorson** – Admissions Officer

### **INSTRUCTORS**

***Tom Wilson (Sweatson Klank), Instructor, Part-time***

*BA, Music Production, 1998, The Evergreen State College, Olympia, WA; 13 years' experience as a DJ/Recording Artist/Music Producer/Music Supervisor*

***Brian Markman (Markman), Instructor, Part-time; 16 years' experience as a Composer/Music Producer/DJ***

***David Harrow (Magnetic, Oicho, James Hardway), Instructor, Part-time; 36 years' experience as a Recording Artist/Music Producer***

***Kim Nazel (Arabian Prince), Instructor, Part-time; 31 years' experience as a Recording Artist/Music Producer***

***Paris Minzer, Instructor, Part-time; 14 years' experience as a Mastering Engineer/Music Producer/Recording Artist/Sound Designer***

***Nathaniel Morse (DJ Morsecode), Instructor, Part-time; 20 years' experience as a DJ/Music Producer***

***Sameer Sengupta, Instructor, Part-time; 27 years' experience as a Mastering Engineer/Music Producer/Recording Artist/Sound Designer***

## **STATE OF CALIFORNIA CONSUMER INFORMATION**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The programs offered at Point Blank Music School are not designed nor lead to any required licensure in the state of California. Point Blank Music School programs may result in self-employment or freelance work.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Point Blank Music School has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Point Blank Music School does not participate in federal or state financial aid programs.

Point Blank Music School is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

## **CATALOG CHANGES**

Information about Point Blank Music School is published in this catalog, which contains a description of policies, procedures, and other information about the School. Point Blank Music School reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Point Blank Music School, the student agrees to abide by the terms stated in the catalog and all school policies.