

Certificates of Completion

Creative and Critical Skill Enhancement

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What makes our training different?

- Hand picked professionals delivering quality training that is current & relevant
- Average class size is SIX students
- Complete your training and create a portfolio piece in 11 weeks
- Experience software training that includes design critique
- Access to media equipment and 300 workstations 7 days per week
- Receive discounts on software and hardware through <http://aistudentstore.com/>
- Earn CEUs: ten hours of training equals one CEU

General Information:

Location:	1200 Lincoln Street, Denver, Colorado 80203	
Lengths of Program:	11 weeks / 44 to 88 contact hours	
Books and Supplies:	Syllabi will be handed out first week of class that will include books and supply requirements	
Software:	Although purchasing software and hardware is not required, purchases can be made at a substantially discounted rate at http://aistudentstore.com/	
Schedule:	44 contact hour courses meet one night per week 88 contact hour courses meet two nights per week Schedules are confirmed six weeks prior to start date	
How to apply:	Complete the reservation form on pages 22 and 23 which can be e-mailed, dropped off, mail or fax to 303 824-4995	
Instructor Highlights:	Kelly McCormick Josh Boyer Brendan Boykin Sharon Freed Ethan Benninger Doug Wigton Patrick Gallagher Matt Bezark David Sparks Sandeep Kulkarni Shawn Vest	Adobe Certified Instructor Adobe Certified Instructor Apple Certified Instructor Apple Certified Instructor Apple Certified Instructor Apple Certified Instructor Apple Certified Instructor Apple Certified Instructor Autodesk Certified Instructor Autodesk Certified Instructor Autodesk Certified Instructor

2009/2010 Start Dates:

All certificates of completion are offered every quarter. Schedules may be adjusted or postponed due to low enrollment.

January 11th, 2010
April 6th, 2009
July 13th, 2009
October 5th, 2009
Mid-quarter and custom schedules are also available

3-D Animation Modeling, Texturing and Lighting - 3ds max 2009

Certificate of Completion Description: The 3-D Animation certificate of completion program is designed to show how to create 3-D generated models, texture and animate them, render them to various output formats, digitally composite, and finally edit them into a finished piece. Individuals will be given a broader understanding of the basic concepts of 3-D animation and how they can be applied to various 3-D applications.

Area of Concentration: Autodesk 3ds Max 2009, course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Project Design Document
 - A. Create a project design document for certificate of completion

2. Introduction to 3ds max 2009®
 - A. Explore the user interface
 - B. Create simple models and animate them
 - C. Explore how to create and apply textures using Material Editor
 - D. Explore how lights and cameras work and how to use them in a scene
 - E. Create finished animations using the render engine

3. Fundamentals 3ds max 2009®
 - A. Explore advanced modeling techniques using polygons, splines, and NURBS
 - B. Create complex textures using various shaders and map them using UVW modifiers
 - C. Explore the basic use of controllers
 - D. Explore Video Post
 - E. Explore how particles systems function and what they can be used for

4. Intermediate 3ds max 2009®
 - A. Explore the process to create forward and inverse kinematics for animation
 - B. Create advanced animations with the help of controllers, manipulators and constraints
 - C. Create advanced environmental effects
 - D. Explore advanced lighting and cinematic techniques

5. Final Production
 - A. Create a complex, multi-layered scene in 3ds max 2009®

General Information

11 weeks / 44 Contact hours

Admission Requirements:
Previous experience using image manipulation packages such as Adobe Photoshop.

If you do not have this experience we offer a 6 hour primer class in Photoshop at no additional charge.

3-D Animation Modeling, Texturing, and Lighting - Maya 2009®

Certificate of Completion Description: The Maya modeling, texturing & lighting certificate of completion program is designed to learn 3-D modeling, texturing and lighting while using Maya®. Upon successful completion of this course students will be able to complete an entire modeling, texturing & lighting project while using Maya®. Though this particular certificate program is based around the use of Alias Maya® each individual will be given a broader understanding of the basic concepts of modeling, texturing & lighting and how they can be applied in various 3-D applications.

Area of Concentration: Maya 2009®, course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. User Interface -
 - A. Understand the user interface in the software. User Interface overview, Primitives, Navigating, Object Display, Manipulators, Orthographic Panels, Pivot Points, Hotbox, Framing, Layers, Outliner & Hyper graph.
 - B. Status Line, Objects, Components, Marking Menus, Shelves, Script Editor, Hotkeys, User Colors, Channel Box, Channel Control, Attribute Editor, Construction History, Layer Editor
2. Polygonal Modeling- Working with image planes, polygon basics, basic polygonal modeling and modeling complex geometry using polygonal modeling techniques
3. Subdivision Surface Modeling- Subdivision basics, Advantages of SubD surfaces, standard vs. polygon mode, SubD components
4. Nurbs Modeling - Nurbs principles, relationship between Nurbs curves and surfaces. Organic modeling using Nurbs. Deformers in Maya
5. Introduction to Hypershade - learning Materials and Textures, Lights and Shadows, different shader types, 2-D mapping etc.
6. Lighting Execution - Execute the lighting of a complex scene with coverage from pre-production to tear down. Understand the rules of surfacing 3-D images. Use multiple image map types on a 3-D model. Understand the use of local vs. global lighting
7. Cameras & Ray tracing, SFX and Compositing, Different Rendering types
8. Textures and Mapping - Use textures and mapping to conceal low polygon count, understand and apply UVW mapping coordinates. Use layered image maps for realistic and industrial texturing and understand bit map and procedural textures and the applications of each
9. Lighting Techniques - Correlate real light with the computer rendition of light. Demonstrate the use of reflective lighting Caustics & Global Illumination in Maya also Final Gather & HDRI
10. Final Production - Create a complex, multi-layered scene in Maya

General Information

11 weeks / 44 Contact hours

Admission Requirements:
Previous experience using image manipulation packages such as Adobe Photoshop.

If you do not have this experience we offer a 6 hour primer class in Photoshop at no additional charge.

Designing with AutoCAD®

Certificate of Completion Description: This AutoCAD certificate of completion is designed for individuals who need to update their skills, as well, as the person who wants to add to their repertoire of skills. The objective of this class is to learn to use AutoCAD® in various industries using real applications. Each section of the class will conclude with a completed project showing the different applications of computer-aided drafting.

Area of Concentration: Autodesk AutoCAD®, course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Interface - Explore the user interface and tool bar
2. Drawing - Create fundamental drawings and required setup
3. Viewing - Explore viewing , zoom functions: window, previous and extents.
4. Drawing Commands - Discover drawing commands, line, mirror, trim, fillet, practical drawing circle, arc, poly line, copy, erase, move
5. Modifying Commands - Explore modifying commands, ellipse, array, hatch, offset, pedit, edit, hatch, rotate
6. Utilities - Explore utilities, saving and naming files
7. Layer Management - Discover layer management and standards
8. Dimensioning - Explore dimensioning, o-snaps; endpoint, midpoint, center, quadrant, intersection and extension
9. Templates - Discover templates and .dwt files
10. Object Properties - Explore changing object properties
11. Plotting - Discover plotting
12. Blocks - Explore blocks, title blocks and Xrefs
13. Design Center - Explore the design center, annotations to floor plan, explanation of paper sizes, and plotting for different paper sizes
14. View ports - Plot Style Table and Viewports
15. Final Production - Create a complex, multi-layered drawing using AutoCAD

General Information

11 weeks / 44 contact hours
Admission Requirements
A fundamental knowledge of computers on either a Windows or Mac OS.

Designing with Adobe Photoshop CS4®

Certificate of Completion Description: This certificate of completion program will introduce students to the fundamental principles of using Photoshop ® and provide them with the skills to retouch and edit images, create special effects and restore damaged originals. Students will explore the tools and palettes in-depth. Students will examine scanning, photo retouching, image manipulation, color correction, masking, and preparation for a variety of outputs. They will discover how to produce professional images and digital montages using their own original artwork. Emphasis will be placed on real-world techniques, troubleshooting problem situations and good work habits.

Area of Concentration: Adobe Photoshop CS4®, course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Tool and Palette primer - navigating the workspace, saving files, file browser, color picker and basic editing tools
2. Selections- Selection tools: magic wand, lassos, and marquees; editing and saving selections
3. All about Layers- How they work, arranging and organizing layers
Understanding how resolution and pixels work. Type Effects
4. Masking- Quick masking and layer masking; extraction and eraser tools.
5. Color Correction- An introduction to levels, curves, variations, and the new color correction features of Photoshop CS4
6. Adjustment layers and Liquefy- Making a monster
7. Color to Black & White- "Hand-coloring" effects for black & white images
8. Retouching- with the healing brush, the patch tool and the clone stamp tool
9. Blending Modes, Collage and Blurring- and other filters
10. Final Production - Create a complex, multi-layered image in Photoshop CS4®

General Information

11 Weeks 44 Contact hours
Admission Requirements:
A fundamental knowledge of computers on either a Windows or Mac OS.

Digital Graphic Design - Adobe CS4®

Certificate of Completion Description: This certificate of completion program will introduce the fundamental design principles needed for effective communication through visual elements. It will explore visual problem-solving techniques and the development of informational organization through the use of color, typography, placement and visual relationships.

Area of concentration: Adobe Photoshop CS4® and Illustrator CS4® and InDesign CS4®. Course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Project Design Document
 - A. Create a project design document for certificate of completion
2. Designing with Adobe Photoshop CS4®
 - A. Explore the Adobe Photoshop CS4® Work Area
 - B. Work with Selections and Masks
 - C. Work with Paths, Layers and Channels
 - D. Experience Basic Painting and Editing Techniques
 - E. Explore color in Photoshop®, File Saving Formats and Resolution Considerations
3. Designing with Adobe Illustrator CS4®
 - A. Explore the Adobe Illustrator CS4® Work Area
 - B. Create Basic Shapes
 - C. Explore Pen Tool, Painting and Brushes
 - D. Transform Objects
 - E. Work with Type
 - F. Experience Blending Shapes and Colors
 - G. Work with Layers
 - H. Combine Illustrator® and Photoshop® Images
4. Design Fundamentals
 - A. Explore the Tools and Means by which to Conceptualize, Evaluate and Modify the
 - B. Visual Elements and Imagery of Graphic Design
 - C. Use the Grid System of Visual Design Management
 - D. Experience the Parameters and Process of Creative Visual Communication
 - E. Apply the Principles of Design to Specific Design Challenges
5. Designing with InDesign CS4®
 - A. Explore the InDesign CS4® Work Area
 - B. Create and Explore Text and Graphic Elements
 - C. Import and Edit Graphics
 - D. Create and Use Master Pages
 - E. Explore Library Elements
 - F. Explore InDesign CS4® Printing Capabilities
6. Electronic Design and Production with InDesign® CS4
 - A. Establish Perimeters, Challenges of a Specific Design Problem
 - B. Conceptualize, Evaluate and Modify a Visual Approach
 - C. Apply the Principles of Graphic Design
 - D. Use Appropriate Software to Accomplish Specific Tasks in Design Execution
 - E. Experience Production Considerations Including Cost Appropriateness, Vender Selection, File Preparation and Output

General Information

11 Weeks 88 Contact hours

Admission Requirements:
A fundamental knowledge of computers on either a Windows or Mac OS.

Autodesk Revit Architecture: Commercial Design

Course Description

Revit Architecture is a powerful Building Information Modeling (BIM) program that works the way Architects think. From Preliminary Design through Design Development, and into Construction Documents, the program streamlines the design process with a central 3D model. Changes made in one view update across all views and on the printable sheets. The name "Revit" implies this ease of revision that is at the heart of the software.

The objective of the Revit Architecture Fundamentals course is to enable students to create full 3D architectural project models and set them up in working drawings. This class focuses on basic tools that the majority of users will need to work with Revit Architecture.

Certificate of Completion Description: Students will gain a beginner-to-intermediate skill set in architectural 3D modeling. This course is designed to introduce the fundamental tools used for Design Visualization, Building Information Management (BIM), and Working Drawings.

Area of Concentration: This course uses Autodesk Revit Architecture with a focus on Commercial Design. Building industry standards are utilized throughout the term as students learn about practical applications of architectural 3D modeling. Students will develop drawings for a Commercial Building Project.

Module Outline

- 1) Revit Architecture Introduction
 - a. BIM and Design Visualization
 - b. Revit User Interface
 - c. Beginning a Project
- 2) Preliminary Design
 - a. Design process
 - b. Workflow
 - c. Revit Massing
 - d. Working with Views
- 3) Starting to Draw
 - a. Basic Drawing commands
 - b. Editing tools
 - c. Utilizing external files
 - d. Drawing Set-up
- 4) Basic Building Elements
 - a. Drawing and Modifying Walls
 - b. Introduction to Revit Families
 - c. Adding Windows and Doors
 - d. Creating Floors
 - e. Roofs
- 5) Developing the Layout
 - a. Creating Stairs, Ramps, and Railings
 - b. Reflected Ceiling Plans
 - c. Adding Furniture
- 6) Detailing
 - a. Elevations
 - b. Sections
 - c. Work sets Overview
 - d. Additional Content & Tools
- 7) Project Output
 - a. Introduction to Rendering
 - b. Manipulating Views
 - c. Setting up Sheets
 - d. Basic Printing

General Information

11 weeks 88 contact hours

Prerequisite: Intermediate computer skills (PC); Previous experience with AutoCAD, 3D design, Architecture, and/or Construction is recommended

Motion Graphics with Adobe After Effects CS4

Certificate of Completion Description: This certificate of completion will introduce students to the fundamental principles of using Adobe After Effects CS4 Production Bundle and how it pertains to broadcast design, motion graphics and visual effects. Students will explore the interface, compositions, nesting, project versus source files and output modules.

Projects will include animations, transfer modes, type tool animation presets, masks, effects part one, parenting 2-D and 3-D layers, virtual cameras and lights. Students will explore keying, compositing, effects, key frame assistants, 3-D filters, animated masks, auto trace, mask interpolation, motion stabilization, motion tracker, corner pin tracking, the paint tool, rotoscoping and expressions.

Area of concentration: Adobe After Effects CS4®. Course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Basic Animation - Students will explore basic concepts used to create simple animations and composites
2. Intermediate Animations - Students will explore the use of parenting to create more sophisticated time line based animations, and the relationships
3. Exploring Effects Part One - Students begin to explore the many filters included in After Effects
4. Basic 3-D - Students are introduced to After Effects' ability to work with 3-D layers, cameras, lights and 3-D environments as they pertain to the creation of motion graphics
5. Intermediate 3-D students build on their foundation and create sophisticated animations which include advanced camera moves using auto orientation, motion paths and expressions
6. Intermediate Compositing - students explore chroma key footage, animated masks and vector paint as they begin to integrate motion graphics with live action
7. Exploring Effects Part Two and Three - examination of advanced plug ins and key frame assistants, which provide color correcting, 3-D compositing and time distortion
8. Motion Tracking - Students are introduced to tools that allow them to generate positional information from live action video to combine with motion graphics and effects.
9. Producing Visual Effects - students explore producing video which can be used for generating visual effects
10. Final Projects/Portfolio - students unify the techniques explored to design and produce portfolio quality pieces as they relate to broadcast design and motion graphic visual effects and compositing

General Information

11 weeks / 44 Contact hours

Admission Requirements:
Previous experience using image manipulation packages such as Adobe Photoshop.

If you do not have this experience we offer a 6 hour primer class in Photoshop at no additional charge.

Motion Graphics with Apple Motion 3®

Certificate of Completion Description: This certificate of completion introduces students to graphics design using Motion, the real-time graphics design software from Apple Computer, Inc. Students will explore the interface, particle generators, libraries and tools that provide designers with easy-to-use tools to create broadcast and corporate video graphics. Broadcast and video production professionals will benefit from this introductory course to Motion.

Area of concentration: Apple Motion 3®. Course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Overview of Motion
 - A. Compare system requirements of Apple's Pro Apps
 - B. Discuss real world applications for Motion®
 - C. Tour of the Motion interface
2. Discovering Motion- Pt. 1
 - A. Explore the Generators, Layers and Objects in Motion®
 - B. Review and disassemble templates
 - C. Explore the Particle Generators and Behaviors
3. Discovering Motion- Pt. 2
 - A. Learn Advanced Particle Design
 - B. Explore Blend Modes
 - C. Learn how keying works inside Motion®
4. Editing with Motion
 - A. Learn how to edit within Motion®
 - B. Explore syncing with audio and markers
 - C. Create fine-tuned animations with key framing
5. Text Effects inside Motion
 - A. Explore real-time text generation
 - B. Learn how to animate text with text behaviors
 - C. Discuss text layering and interaction
6. Motion in the Production Workflow
 - A. Explore how Motion and Final Cut Pro® interact
 - B. Explore DVD authoring with Motion and DVD Studio Pro®
 - C. Create multiple examples using Apple's Pro Applications

General Information

11 weeks 44 Contact Hours

Admission Requirements:
1. Previous experience with Final Cut Pro and DVD Studio Pro and Photoshop are beneficial

Books: Apple Pro Training Series: Motion
By Damian Allen

Adobe Lightroom 2 - Workflow and Post Processing

Certificate of Completion Description: This course is designed to introduce digital photographers to rational workflows using Adobe Lightroom and Adobe Photoshop. Emphasis will be on Asset Management, RAW adjustment, Targeted Pixel Editing, and Export/Output.

This course will introduce students to Asset Management using strategies for import, adding metadata, key-wording, sorting, rating, and collecting as well as archival strategies. We will completely explore the subject of processing and adjusting RAW images using non-destructive editing, and we will move images from Lightroom into Photoshop for further advanced editing using layers and masks. We will cover the use of Presets and Plugins. For Apple users we will also cover similar RAW management with Aperture. Finally, we will prepare images for output to photo sharing sights, web sites, third party printers, or for in house printing using Monitor calibration and printer profiles.

Module Outline:

1. Basic understanding of importation of various file types into asset management structures and rationales for those structures
2. Understanding of RAW image adjustments and editing
3. Understanding of basic Photoshop abilities together with some advanced processing using layers and masks
4. Understanding of presets and plugins
5. Basic knowledge of Color Management for output
6. Basic understanding of direct printing techniques
7. Understanding of
8. Basics of Color Management
9. Basic understanding of artistic manipulation of digital images.

Course Prerequisites: Basic understanding of digital photography concepts. We will not cover topics related to camera operation or basic photographic concepts. Basic Computer Skills Mac/PC including how to store files in a folder hierarchy and search for and manage those folders.

General Information

44 contact hours 11 weeks

Digital Photography - Processes and Techniques

Certificate of Completion Description: This certificate of completion introduces students to the fundamental concepts and techniques of digital photography. It combines basic photographic principles of composition, and lighting with digital concepts such as exposure evaluation and file formats. Students will learn options for image transfer from cameras to computers and importing them into various programs. This is not a Photoshop class, however, it integrates the finer techniques of Photoshop as a critical skill set in digital photography.

Areas of Concentration: Equipment, shooting, lighting and production. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Fundamentals - Basic understanding of how digital cameras work and the appropriate application of digital capture
2. Resolution Essentials - exploration of resolution, image compression, and file formats
3. f-stops and Beyond - discovery of f-stops, shutter speeds, and exposure modes (program, shutter priority, aperture priority, and manual)
4. Lenses - Understanding of lenses and focal lengths
5. Lighting 101 - Exploration of lighting concepts such as: on camera flash, available light, and mixed lighting
6. Composition and Layout - Understanding of elements of proper composition
7. Digital Imaging Workflow - basics including Adobe Photoshop image editing, correction techniques and file management strategies
8. Printer and Media Profiling - Printer/media profiling
9. Image Setup - Image setup for output including Epson printers and web use
10. Final Production - students finalize portfolio piece and present

General Information

11 weeks / 44 Contact hours

Admission Requirements:
Previous experience using image manipulation packages such as Adobe Photoshop.

If you do not have this experience we offer a 6 hour primer class in Photoshop at no additional charge.

Landscape Design

Certificate of Completion Description: Landscape Design is structured as an introductory course for students who are interested in the natural and built environment. Its objective is to provide a comprehensive understanding of landscape design concepts and principles. The coursework is theory and project based and its outcome is a residential project based on actual environmental, social, cultural, and economic factors. Students will prepare rendered boards for presentation.

Module Outline:

1: The Design Process

- A. View and discuss examples of built work.
- B. Visiting local sites
- C. View and discuss examples of design drawings used to communicate design ideas and intentions.

2: Design Graphics Workshop

- A. Plan View, Section and Elevation Drawings
- B. Other Graphic Techniques

3. "Strong Bones"- an exploration of hardscape elements in design.

- A. Movement Patterns
- B. Edges and Thresholds
- C. The Inside/ Outside Connection
- D. Grading
- E. Patios, Pathways, Water Features
- F. Arbors and Overhead Structures
- G. Lighting

4. Plants In Design

- A. Evergreen and Deciduous Trees
- B. Shrubs
- C. Roses and Bulbs
- D. Annuals and Perennials
- E. Scale, Light, Texture, Color and relationship to surrounding plants
- F. Soil
- G. Bloom Time

5. Applying the Knowledge- The Final Project

- A. Site Selection- The professor shall provide (3) site choices to the students each presenting unique challenges.
 - 1. Small urban site, large estate site, mountain site
 - 2. Students will also have the option to select their own site
- B. Site inventory and Observations- Students shall conduct a site inventory and record observations
- C. The Program- Students shall develop a program for the site
- D. Conceptual Design Phase- Students shall prepare conceptual schematic design drawings that illustrate the scale and relationship of the project components.
- E. Design Development Phase- Students shall refine the approved schematic design drawings to further describe the projects scope and character.
- F. Construction Documents Phase- Students shall formalize the approved design development drawings into construction documents that detail the project's construction requirements of the quarter.

General Information

11 Weeks / 44 Contact Hours

Suggested Supplies

T. square, Triangles,
 Scale (architect)
 Mechanical Pencils - .03, .05,
 .07 w/ 2H, H, HB
 Long metal ruler with cork back
 Xacto knives & utility knife,
 Eraser, Tracing paper or
 bum wad
 Vellum
 Foam Core
 Mat board
 1/4" scale

Residential Interior Decor I

Certificate of Completion Description: The certificate of completion is designed and structured into five modules to provide the fundamentals of interior decorating with an emphasis in living rooms, dining rooms, bedrooms excluding Kitchen and bath. Students will study furniture, materials, sources, color theory, develop skills in drafting and space planning, create presentation drawings, and learn key residential design business practices.

Areas of Concentration: Space planning, color theory and materials. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1: The Design Process

- A. View and discuss examples of built work.
- B. Visiting local sites
- C. View and discuss examples of design drawings used to communicate design ideas, concepts, and intentions.
- D. Create a project design document for certificate of completion.

2: Design Graphics and Fundamentals of Design

- A. Discover the Elements and Principles influencing design
- B. Plan View, Elevation and Perspective Drawings
- C. Learn 2-point Perspective technique to communicate design in 3-D
- D. Learn about the basics of Color Theory and its application in design.
- E. Develop a vocabulary that will form the foundation for design language.

3. History of Design

- A. Learn about Interior Styles in History and how they impact current design trends.
- B. Identify Furniture Designs, Styles, Trends and Designers.

4. Space Planning

- A. Develop skills on understanding Client needs and wants.
- B. Describe the Clients goals in a Design Program and Brief.
- C. Identify the application of guidelines for Circulation, Human Factors Design, Universal Design in an interior space.
- D. Understand the basics of Space Organization and Traffic Patterns.
- E. Explore general space planning guidelines such as architectural features, hierarchy of space, emotional placement of interiors, corridors, and private spaces and creating a sense of form and proportion in interior spaces.

5. Textiles and Sources

- A. Identify physical characteristics of fabrics and finishes for use in an interior space.
- B. Learn to define the criteria used when making design selection of fabrics, furniture, fixtures and accessories.

6. The Business of Residential Interiors

- A. Find out about the key business practices of interior design.
- B. Learn methods of determining fees, estimations of client's budget, purchase orders, business and banking forms.

7. Final Production - Residential Interior Concepts

- A. Apply the concepts learned in space planning to make effective use of space and furniture placement.
- B. Display drafting skills to successfully communicate design intent.
- C. Create presentation boards displaying the residential interior space planning project.
- D. Specify a color scheme and make initial furniture and fabric selections based on color scheme and lifestyle.

General Information

11 weeks / 44 Contact hours

Suggested Supplies

T. square, Triangles,
Scale (architect)
mechanical Pencil .03, .05, .07
w/ 2H, H, HB
long metal ruler w/ cork back
X-Acto knives & utility knife,
eraser, tracing paper
vellum
foam Core
mat board
furniture templates 1/4" scale

Textbook: Interior Design
A Survey - Corky Binggeli

Residential Interior Decor II

Certificate of Completion Description: The certificate of completion is designed and structured into seven modules to provide the fundamentals of Residential interior decorating with an emphasis in design development of living rooms, dining rooms, bedrooms, kitchen and bath. Students will study materials, finishes, cabinetry, fixtures, appliances, further develop skills in drafting and space planning, create presentation drawings, and learn key residential design business practices.

Areas of Concentration: Design Development Rendering, Model Making, Codes, and Standards, and Materials . The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1: The Design Process

- A. View and discuss examples of Designing Living spaces and Wet spaces.
- B. View and discuss examples of design drawings used to communicate design ideas, concepts, and intentions.
- C. Create a project design document for certificate of completion.

2: Design Graphics and Presentation Workshop

- A. Review Plan, Elevation and Perspective Drawings
- B. Learn One-point Perspective technique for communicating intent design in 3-D
- C. Learn Rendering Techniques for realistic design presentation
- D. Continue to develop a vocabulary that will form the foundation for design language.

3: Design Principles and Space Planning

- A. Understand the guidelines governing Health, Safety and Welfare of user.
- B. Discuss Codes, NKBA standards, Human Factors, Universal Design bylaws.
- C. Learn about Barrier Free Design for interior spaces.
- D. Develop skills in organizing space and traffic patterns for in living spaces and wet zones.
- E.. Identify the research process that results in developing a conceptual idea of utilization of space.
- F. Understand the importance of plumbing, mechanical and electrical aspects during design.

4. Materials and Sources

- A. Identify physical characteristics of materials and finishes for use in residential kitchens and bathroom space.
- B. Review physical characteristics of fabrics and finishes for use in an interior space.
- C. Define the criteria used when making design selection of materials, finishes, and accessories in interior spaces.

5. Model Making

- A. Develop skills in building final presentation quality models to communicate design concept in a scaled representation
- B. Learn to build rip and tear models to explore design development

6. The Business of Residential Interiors

- A. Learn out about key business practices in residential design as well as kitchen and bath design
- B. Visit kitchen and bath showrooms, fabric and tile showrooms and design studios to get an understanding of how they work.
- C. Learn about collaboration on the job with various players during installation and design realization.

7. Final Production - Residential Kitchen and Bath Design Concepts

- A. Explore design concept and communication through Models, Drafting, Perspective and Rendering.
- B. Specify selections for fabrics, furniture, fixtures, finishes, appliances and accessories based on the concept.
- C. Create presentation boards displaying the residential interior project.
- D. Develop a sketch book of design process from conception to realization.

General Information

11 weeks / 44 Contact hours

Admissions Requirements:
Successful completion of
Residential Interior Decor I

suggested Supplies
T. square, Triangles,
scale (architect)
furniture templates 1/4" scale
mechanical Pencil .03 .05 .07
w/ 2H, H, HB Eraser
Tracing paper or bum wad
Vellum
Long metal ruler w/ cork back
X-Acto knife and blades
Matte Board

Broadcast Video Design - Adobe CS4 Production Suite

Certificate of Completion Description: The Broadcast Video Design certificate program focuses on the fundamentals of video production from concept to completion using digital video production tools such as Premiere Pro®, After Effects CS4® and Encore DVD®. Students will explore effective, time saving video production techniques including hands on training with the latest digital cameras to produce professional quality video for broadcast and corporate production. This program was created to serve the corporate video markets as well as supplement training to existing broadcast video professionals in television and production studios.

Area of concentration: Premiere Pro CS4®, After Effects CS4® and Encore DVD®, digital video camera work and blue screen capture. Course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Video Production Fundamentals
 - A. Explore the differences between analog and digital video and the various video formats
 - B. Learn the principles behind shooting video
 - C. Examine how video and audio is encoded and manipulated in the digital realm
 - D. Discuss color management in a video production workflow
2. Non Linear Editing with Premiere Pro® - Part 1
 - A. Explore the user interface
 - B. Capture video and edit it down into a completed piece
 - C. Learn to use color correction to enhance video
 - D. Explore how effects and transitions function
3. Non Linear Editing with Premiere Pro® - Part 2
 - A. Learn advanced NLE Editing Techniques
 - B. Explore processes and techniques used for long and short form projects
 - C. Discuss effective media and project management
 - D. Learn effective audio sweetening techniques
4. Digital Compositing with After Effects CS4®
 - A. Explore the user interface
 - B. Create a composition
 - C. Learn to create masks, utilize effects, manipulate cameras and lights, and render to various formats
 - D. Learn how to integrate Photoshop and Illustrator into After Effects.
5. DVD Authoring with Encore DVD ®
 - A. Discuss the various DVD Formats and how they are implemented
 - B. Explore user interface
 - C. Learn how MPEG-2, Dolby Digital, and DTS are used in the mastering process
 - D. Explore the inner workings of surround sound
6. Final Production

General Information

11 weeks / 44 Contact hours

Admission Requirements:
Previous experience using image manipulation packages such as Adobe Photoshop.

If you do not have this experience we offer a 6 hour primer class in Photoshop at no additional charge.

Broadcast Video Design - Apple Final Cut Studio 2

Certificate of Completion Description: The Broadcast Video Design certificate program focuses on the fundamentals of video production from concept to completion using digital video production tools such as Final Cut Pro 6, Motion 3, and DVD Studio Pro 4. Students will explore effective, time saving video production techniques including hands on training with the latest digital cameras to produce professional quality video for broadcast and corporate production.

This program was created to serve the corporate video markets, as well as, supplement training to existing broadcast video professionals in television and production studios.

Area of concentration: Apple Final Cut Pro 6®, DVD Studio Pro 4®, Motion 3® and digital video camera work. Course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Video Production Fundamentals
 - A. Explore the different analog and digital video acquisition formats
 - B. Discover camera techniques in various shooting scenarios
 - C. Examine lighting and audio setup
 - D. Discuss current delivery formats and impact upon acquisition format choice
2. Non Linear Editing with Final Cut Pro® 6 - Part 1
 - A. Explore the user interface including time saving keyboard shortcuts
 - B. Capture video utilizing effective media management techniques
 - C. Discover the primary and secondary editing tools
 - D. Explore the use of transitions, filters and composite modes
3. Non Linear Editing with Final Cut Pro® 6 - Part 2
 - A. Explore use of the multi cam feature
 - B. Discuss various formats for ingest and export
 - C. Discover finishing tasks such as color correction
 - D. Explore audio clean up techniques with Soundtrack Pro
4. Digital Compositing with Motion 3®
 - A. Explore the user interface
 - B. Create text effects and bezier masks
 - C. Utilize filters, behaviors and particle generation
 - D. Integrate with Final Cut Pro and DVD Studio Pro
5. DVD Authoring with DVD Studio Pro® 4
 - A. Discuss the various DVD Formats
 - B. Explore DVD Studio Pro interface
 - C. Discover basic and advanced authoring techniques
 - D. Integrate Compressor into the DVD Studio Pro workflow

General Information

11 weeks / 44 Contact hours

Admission Requirements:
Previous experience using image manipulation packages such as Adobe Photoshop.

If you do not have this experience we offer a 6 hour primer class in Photoshop at no additional charge.

Advanced Dreamweaver CS4®

Certificate of Completion Description: The objective of this course is to gain an understanding of the more advanced features in Dreamweaver and additional elements necessary to build professional Web sites.

Module Outline:

1. Forms
 - A. Creating forms
 - B. Form processing
 - C. Adding JavaScript
 - D. Set the properties for various form objects including text fields, check boxes, radio buttons, drop down lists, multiple selection lists
 - E. Create required fields
 - F. Link an HTML form to a script to send data by e-mail
2. Code Editing
 - A. Edit source code using Dreamweaver's visual aides
 - B. Editing HTML code using tools such as the reference palette, tag inspector, snippets and code validation
 - C. Use the new Browser Compatibility Check to see and correct problems your page may have in different browsers
3. Using Find and replace
 - A. Find and replace text in a page or throughout a Web site
 - B. Execute sophisticated code replacement
 - C. Save useful queries for future use
4. Working with AP Div Layers
 - A. Recognize the purpose of AP Div layers
 - B. Set properties to layers
 - C. Create and manage layer properties
5. Creating Advanced Cascading Styles Sheets (CSS)
 - A. Recognize the advantages of using CSS
 - B. Manipulate layers using CSS
 - C. Create page layouts using CSS
 - D. Use the Adobe CSS Advisor
6. Working with Precoded JavaScript Behaviours
 - A. Add behaviors to pages and objects for greater user inter activity
 - B. Work with the Timeline to create simply animations
 - C. Create disjointed roll overs using behaviors
7. Media and Plug Ins
 - A. Add Flash files to Web pages
 - B. Add various types of video and sound files to Web pages i.e. Quick time, AVI files
 - C. Working with PDF files
8. Adobe Spry (AJAX)
 - A. Work with Spry and Spry Assets
 - B. Use the Spry tool bar to insert widgets such as accordion, drop down menus and more
 - C. Use the Spry effects to enhance your web page
9. Extending Dreamweaver Capability
 - A. Add new commands with Dreamweaver extensions
 - B. Create menu commands from the history palette
 - C. Edit the objects palette

General Information

11 weeks / 44 Contact hours

Fundamental knowledge of Dreamweaver CS3 or CS4 and or completion of Web Site Design and Development

Advanced Flash CS4® Action Scripting 3.0

Certificate of Completion Description: The Advanced Flash CS4® course is devoted exclusively to ActionScript 3.0ing. Students are expected to have a working knowledge of basic Flash animation and navigation. Alternately, they should have prior experience regarding HTML and basic web site construction.

The Advanced Flash CS4 course will explore how to build more complex Flash animations, interfaces and stand-alone applications using ActionScript 3.0. Topics covered will include: object-oriented programming, instances, classes, variables, methods, functions, listeners, logic operators, arrays, events, dynamic content, script-based animation, and creating modular code.

Areas of concentration: Adobe Flash CS4® and Action Scripting. Course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Establishing Foundation
 - A. Reference objects using ActionScript 3.0
 - B. Use instance properties
 - C. Use debugging features in ActionScript 3.0
 - D. Create MovieClips using ActionScript 3.0
2. ActionScript 3.0 Commands
 - A. Load Adobe Flash movies and JPEGs into a movie clip
 - B. Create animations using ActionScript 3.0
 - C. Work with variables
 - D. Create a form and use conditional logic to validate it
3. Variables and Functionality
 - A. Pass variables out of a Adobe Flash movie
 - B. Work with built-in functions
 - C. Use built-in objects and use methods to manipulate objects.
4. Text Fields & Data
 - A. Reference variables across movies
 - B. Create reusable ActionScript 3.0 with custom functions
 - C. Create an external data source for Adobe Flash movies
 - D. Display dynamic content in Adobe Flash.
 - E. Use Adobe Flash CS4® components
5. Additional Topics
 - A. ActionScript 3.0 best practices
 - B. Creating movieClips with ActionScript 3.0
 - C. Using button movie clips
 - D. Referencing object events from the Time line
 - E. Using forms and working with variables
6. Final Production
 - A. Animating with ActionScript 3.0
 - B. Understanding and using ActionScript 3.0 objects
 - C. Understanding object methods, properties and events
 - D. Using the Color object
 - E. Creating text fields with ActionScript 3.0
 - F. Using the TextField and TextFormat objects
 - G. Reusing code
 - H. Working and writing with functions
 - I. Creating dynamic content
 - J. Using the LoadVars object
 - K. Using components with ActionScript 3.0

General Information

11 Weeks 44 Contact hours

Admission Requirements:
This program is for the learner who has the working knowledge of basic Flash Animation and Navigation.
Experience regarding HTML and basic web site construction.

E- Commerce Essentials

Certificate of Completion Description: Discover how to set up a shopping cart, integrate payment gateways, install SSL certificates, integrate shipping methods, market to search engines, track and process orders. Explore the difference between shopping cart types, subscription-based carts, purchased and download or custom-programmed carts. Explore e-mail marketing distribution and contact management, and how to sign up with an Affiliate program to promote your shopping cart and expand your market.

Uncover: the various online shopping cart options, RSS Feeds, e-mail marketing through a shopping cart, meta tags, online business directories, online professional and social networks. The objective is to provide a firm foundation of knowledge and skill, together with performance standards of current online shopping practices and how to generate traffic to our shopping cart.

Area of concentration: The objective is to provide you with a full understanding of your online shopping cart options and to give you the hands-on ability to set up and manage your own shopping cart. Resources available include: links to free resources and downloads, and recommended web site and shopping cart hosting services.

Module Outline:

1. Objective: Discover how to set up a shopping cart, add items, sell items and track results.
2. Technology: Explore hosting a shopping cart and the various shopping cart features available online.
3. Regulations & Standards: Discover the fundamentals of internet technologies, regulations and standards.
4. Marketing / Sales Strategies: Explore how to market your business and products through on line advertising services.
5. Tracking Results: Discover how to review web site statistics and affiliate program results.

Admission Requirements:

- Fundamental knowledge of computers, software and web browsers
- Fundamental understanding of marketing and sales
- Fundamental knowledge electronic design
- Basic understanding of HTML is helpful, but not required.

General Information

5 weeks 22 contact hours

Search Engine Marketing and Web Site Optimization Essentials

Certificate of Completion Description: This program is intended for individuals who already have basic web site design knowledge and seek to understand how to increase traffic to a web site. Students will explore algorithms, internet trends and creative ways to increase traffic to a site. Uncover invaluable tools that will enable you to keep a step ahead of industry changes that impact a web site's long-term success and return on investment.

Areas of Concentration: RSS feeds, blogsites, meta tags, paid traffic vs. organic ranking, affiliate programs, online business directories, online professional and social networks, web browser standards, editing code, online resources and traffic-generating applications. The course will explore performance standards for search engine practices.

Module Outline:

1. Explore how to analyze web site content, enhance traffic results, read and analyze web statistics, and discover online resources for web site promotion.
2. Uncover the basics of web site terminology that relate to online marketing, resources for improving your web site content and discover code that is search engine compliant.
3. Explore the fundamentals of internet technologies, regulations and standards.
4. Discover effective marketing and sales strategies for the web. Explore web site marketing services that are affordable and deliver a solid return on investment.

Admission Requirements:

Fundamental knowledge of computers, software and web browsers
Fundamental understanding of marketing and sales
Fundamental knowledge electronic design
Basic understanding of HTML is helpful, but not required.

General Information

5 weeks 22 contact hours

Web Site Design and Development - Adobe CS4

Certificate of Completion Description: This program is intended for individuals who already have basic design skills and seek to upgrade and expand those skills for web delivery. Dealing with technical aspects of web sites, the studies will explore interactive design, authoring tools, and interface design. The certificate of completion program will help designers and other professionals create and maintain web sites of distinction.

Area of concentration: Adobe Dreamweaver CS4®, Flash CS4®, and Fireworks CS4®. Course content is designed around practical workplace applications. The goal is to provide a firm foundation of knowledge and skill together with performance standards of current industry practices and applications.

Module Outline:

1. Project Design Document
 - A. Create a project design document for certificate of completion

2. Web Graphics with Adobe Fireworks CS4®
 - A. Optimize Images using Adobe Fireworks®
 - B. Explore Image Maps
 - C. Slice Images using Adobe Fireworks®
 - D. Animate Images using Adobe Fireworks®
 - E. Create Rollover Images using Adobe Fireworks®

3. Designing with Adobe Flash CS4®
 - A. Explore the Adobe Flash® Work Area
 - B. Create Basic Animations
 - C. Explore the Drawing and Painting Tools
 - D. Create Animated Buttons
 - E. Import and Export Images
 - F. Create Basic Inter activity
 - G. Work with Symbols and Instances

4. Designing with Adobe Flash CS4® Action Scripting
 - A. Creating movie clips with ActionScript 3.0
 - B. Referencing object events from the Time line
 - C. Working with variables
 - D. Animating with ActionScript 3.0
 - E. Drawing with ActionScript 3.0
 - F. Using ActionScript 3.0 objects
 - G. Using object methods, properties and events

5. Designing with Adobe Dreamweaver CS4®
 - A. Explore the Adobe Dreamweaver ® Work Area
 - B. Work with Layout, Typography, and Cascading Style Sheets
 - C. Work with Tables and Frames
 - D. Experience HTML in Dreamweaver ®
 - E. Explore Templates and Libraries
 - F. Work with Links and Roll overs

6. Developing with Adobe DreamweaverCS4®
 - A. Apply Design Principles
 - B. Apply the Flowcharts
 - C. Apply Interface Design
 - D. Apply Storyboards
 - E. Present a HTML and Flash Web Site

General Information

11 weeks / 88 Contact hours

Admission Requirements:
Previous experience using image manipulation packages such as Adobe Photoshop.

If you do not have this experience we offer a 6 hour primer class in Photoshop at no additional charge.

THE ART INSTITUTE OF COLORADO CONTINUING EDUCATION ENROLLMENT AGREEMENT

1200 LINCOLN STREET, DENVER, COLORADO 80203 • [303] 837-0825 • Fax [303] 824-4995 • www.artinstitutes.edu/denver/

ID # _____	CARS Code _____
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Check quarter starting date:

January 4, 2010 April 6, 2009 July 13, 2009 October 5, 2009

Please Print:

Last Name _____ First Name _____ Middle Initial _____

Street, PO Box _____

City _____ State _____ Zip _____

Work Phone _____ Cell _____

E-mail _____ SS# _____

Emergency Contact _____ Emergency Contact PH # _____

Employer _____

Education Level _____

How did you hear about The Art Institute of Colorado? _____

What are your goals upon completion of this training? _____

STUDENT'S RIGHT TO CANCEL

YOU, THE STUDENT, MAY CANCEL YOUR ENROLLMENT WITHOUT ANY PENALTY OR OBLIGATION AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER SIGNING THIS ENROLLMENT AGREEMENT. YOU MAY ALSO CANCEL YOUR ENROLLMENT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES. THE ART INSTITUTE OF COLORADO MAY KEEP ONLY A PORTION OF THE TUITION OR OTHER CHARGES FOR THIS REASON. IF THE INSTITUTE CEASES TO OFFER AN INDIVIDUAL PROGRAM AND THIS PROGRAM IS NOT "TAUGHT OUT," A FULL REFUND WILL BE GIVEN.

Please do not sign this Enrollment Agreement before you read it in its entirety. You will be given an exact copy of the Agreement you sign. If there is an approved payment plan, then this plan, when signed by the student, and accepted by The Art Institute, becomes an official rider to this Enrollment Agreement.

The student has the right to cancel this contract until midnight of the 5th business day after signing the Enrollment Agreement. Notice of cancellation shall be made in writing to:

The Art Institute of Colorado
Continuing Education
Registrar
1200 Lincoln, Denver, CO 80203.

DESIGN AND MEDIA ARTS *please check one*

- | | | |
|---|---|---|
| <input type="checkbox"/> Adobe Lightroom
44 hours | <input type="checkbox"/> Digital Graphic Design
88 hours | <input type="checkbox"/> Revit Architecture
44 hours |
| <input type="checkbox"/> Advanced Dreamweaver
44 hours | <input type="checkbox"/> Digital Photography
44 hours | <input type="checkbox"/> Search Engine Marketing
22 hours |
| <input type="checkbox"/> Advanced Flash
44 hours | <input type="checkbox"/> E-Commerce
22 hours | <input type="checkbox"/> Website Design & Development – 88 hours |
| <input type="checkbox"/> Broadcast Video Design Adobe – 44 hours | <input type="checkbox"/> Landscape Design
44 hours | <input type="checkbox"/> 3-D Animation 3-DS Max – 44 hours |
| <input type="checkbox"/> Broadcast Video Design Apple – 44 hours | <input type="checkbox"/> Motion Graphics with After Effects – 44 hours | <input type="checkbox"/> 3-D Animation Maya – 44 hours |
| <input type="checkbox"/> Designing with Adobe Photoshop – 44 hours | <input type="checkbox"/> Residential Interior Decor I
44 hours | |
| <input type="checkbox"/> Designing with AutoCAD
44 hours | <input type="checkbox"/> Residential Interior Decor II
44 hours | |

	Adobe Lightroom	Advanced Dreamweaver	Advanced Flash	Broadcast Video Design Adobe	Broadcast Video Design Apple	Designing with Adobe Photoshop
Tuition	\$2121	\$2121	\$2121	\$2121	\$2121	\$2121
Registration Fee	\$50	\$50	\$50	\$50	\$50	\$50
Total	\$2171	\$2171	\$2171	\$2171	\$2171	\$2171
Textbooks	\$70	\$70	\$70	\$100	\$100	\$70
Supplies, Fees, Testing	\$50	\$50	\$50	\$50	\$50	\$50
*Total Textbooks & Supplies	\$120	\$120	\$120	\$150	\$150	\$120

	Designing with AutoCAD	Digital Graphic Design	Digital Photography	E-Commerce	Landscape Design
Tuition	\$2121	\$4242	\$2121	\$1060	\$2121
Registration Fee	\$50	\$50	\$50	\$50	\$50
Total	\$2171	\$4292	\$2171	\$1110	\$2171
Textbooks	\$70	\$100	\$70	\$70	\$100
Supplies, Fees, Testing	\$50	\$50	\$100	\$50	\$200
*Total Textbooks & Supplies	\$120	\$150	\$170	\$120	\$300

	Motion Graphics with After Effects	Residential Interior Decor I	Residential Interior Decor II	Revit Architecture
Tuition	\$2121	\$2121	\$2121	\$2121
Registration Fee	\$50	\$50	\$50	\$50
Total	\$2171	\$2171	\$2171	\$2171
Textbooks	\$100	\$100	\$100	\$70
Supplies, Fees, Testing	\$50	\$50	\$50	\$50
*Total Textbooks & Supplies	\$150	\$150	\$150	\$120

	Search Engine Marketing	Website Design & Development	3-D Animation 3-DS Max	3-D Animation Maya
Tuition	\$1060	\$4242	\$2121	\$2121
Registration Fee	\$50	\$50	\$50	\$50
Total	\$1110	\$4292	\$2171	\$2171
Textbooks	\$70	\$100	\$70	\$70
Supplies, Fees, Testing	\$50	\$50	\$50	\$50
*Total Textbooks & Supplies	\$120	\$150	\$120	\$120

**Prices are subject to change without notice.*

Optional Expense: Although no specific computer software is required, participants who wish to purchase software can do so through www.journeyed.com/ at a discounted rate.

NOW, THEREFORE, having read and received a copy of this Enrollment Agreement and intending to be legally bound by it, the parties have signed this Enrollment Agreement on the dates below written.

Student Signature _____ Date _____

Signature of Accepting Official _____ Date _____

Title of Accepting Official _____

STUDENT ACKNOWLEDGMENTS

I have read and understand all provisions of this Agreement, and I have been given a copy of it for my records. (Parents must also sign if you are under 18 years age.) I understand that my enrollment and The Art Institute's obligations under the Enrollment Agreement (except the cancellation and refund provisions) may be terminated by The Art Institute if I fail to comply with The Art Institute's attendance, conduct, academic, and/or financial requirements. I understand that The Art Institute also reserves the right to cancel my enrollment if The Art Institute determines (1) that I have demonstrated poor academic potential (as determined through testing, evaluation of transcript records or any other academic evaluations deemed appropriate for the program selected), and/or (2) that I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that my financial obligations to The Art Institute must be paid in full before a certificate of completion may be awarded.

The Enrollment Agreement, together with other published Art Institute policies, procedures, and student conduct codes shall constitute the entire agreement between the student and The Art Institute. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of the President of the school.

This Agreement shall not be binding until it is signed by the student and accepted by the school.

THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER COLORADO'S CONSUMER TRADE ACT.

Placement Assistance

Placement assistance is not available for continuing education programs.

Transfer of Credit

I understand that these programs are designed for continuing education purposes and, do not provide academic credits and that The Art Institute of Colorado Continuing Education coursework is not transferable to other programs or institutions.

Refund Policy

A. When notice of cancellation is given within the 5th business day of signing the Enrollment Agreement, but prior to the first day of class, all application/registration fees, tuition, and any other charges shall be refunded to the students. If books and materials provided by the school are part of the tuition, they must be returned, in original condition, before the refund will be processed.

B. When notice of cancellation is given after the 5th business day after signing the Enrollment Agreement but prior to the close of business on the student's first day of scheduled class attendance, the school may retain no more than the application/registration fee of \$50.00.

C. The Refund Policy is based on the last date of attendance. The following schedule details the amount of tuition and fees the school can keep:

Percent of Program Attended

1% to 10%:	10% retained + application fee
11% to 25%:	25% retained + application fee
26% to 50%:	50% retained + application fee
51% to 100%:	100% retained + application fee

1. Applications not accepted by the school shall receive a refund of all tuition and fees paid.

2. Application/registration fees shall be chargeable at initial enrollment and shall not exceed \$50.00.

3. All deposits or down payments shall become part of the tuition and/or fees.

4. If the school cancels or discontinues a course, the student shall have all tuition, fees and other charges refunded.

5. The school shall make all student refunds within 30 calendar days from the date of receipt of the student's cancellation.

6. A student may give notice of cancellation in writing. Absence of a student from school for more than 3 class days shall constitute constructive notice of cancellation to the school. For purpose of cancellation the date shall be the last day of attendance.

7. The school reserves the right to make refunds, which exceeds those prescribed in this section.

NON-PAYMENT OF CHARGES

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of Colorado will result in you being obligated for additional collection costs, collection agency costs and legal costs. In addition, we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all your debts are paid in full.

THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER COLORADO'S CONSUMER TRADE ACT.

Interest on Outstanding Balances

For any student enrolling, re-enrolling or changing their academic program on or after May 1, 2002, the student understands and agrees that s/he will be liable for interest charges. Interest charges will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school (including any transfer balances or prior balances from the student's previous education) at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc, less the total amount paid to the student's account at the end of the current month including financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her student payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

Installment Note and Disclosure Statement

If a student elects a financial payment plan, The Art Institute's Student Financial Plan will be in compliance with the Federal Truth in Lending (Regulation Z) and State of Colorado Retail Installment requirements. The Financial Plan will become part of this Enrollment Agreement.

Arbitration

You and The Art Institute of Colorado agree that any dispute or claim between you and The Art Institute of Colorado (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees

or agents) arising out of or relating to this Enrollment Agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Colorado, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute of Colorado's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Colorado intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute of Colorado, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute of Colorado will select one.

The Art Institute of Colorado agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute of Colorado reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER YOU OR The Art Institute of Colorado CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT YOU OR THE ART INSTITUTE OF COLORADO WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute of Colorado will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Colorado. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other documents published by The Art Institute of Colorado.



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