

Continuing Education The Art Institute of Colorado®



AUTHORIZED
Training Center



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Autodesk

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Media and Entertainment

Google SketchUp | Authorized
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Center

1200 Lincoln Street Denver, CO 80203
www.artinstitutes.edu/denver/degree-programs/continuing-education.aspx

303.824.4737

3-D

3-D Modeling and Rendering

3ds Max 2012®pg 4

Areas of concentration: Autodesk 3ds max2012®, 3-D modeling, texturing and lighting 3-D Animation

3-D Modeling and Rendering

Maya 2012®pg 5

Areas of concentration: Autodesk Maya 2012®, 3-D modeling, texturing and lighting

DESIGN

AutoCAD 2012® Essentialspg 6

Areas of concentration: Autodesk AutoCAD 2012®, drawing, detailing, modifying and printing

Photoshop CS5.5® Essentialspg 7

Areas of concentration: Adobe Photoshop CS5.5®, scanning, retouching, image manipulation, color correction, masking, layers and channels

Digital Graphic Design - Adobe CS5.5®pg 8

Areas of concentration: Adobe InDesign CS5.5®, Photoshop CS5.5® and Illustrator CS5.5®

Advanced Digital Graphic Design - Adobe CS5.5®pg 9

Areas of concentration: Adobe InDesign CS5.5®, Photoshop CS5.5® and Illustrator CS5.5®

InDesign ePubublishingpg 10

Areas of concentration: Create long documents for eReaders including both iPad and Kindle in InDesign

Revit Architecture 2012® Essentialspg 11

Areas of concentration: Revit Architecture 2012®, an introduction to commercial and residential design and Building Information Modeling (BIM).

SketchUp Pro Essentials®pg 12

SketchUp Pro® enables you to draw using a familiar pencil and paper paradigm in a software context.

MOTION GRAPHICS

After Effects CS5.5® Essentialspg 13

Areas of concentration: Adobe After Effects CS5.5®, motion graphics, visual effects and compositing for web, DVD and broadcast



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PHOTOGRAPHY

Photoshop Lightroom 3

- Digital Asset Management pg 14

Areas of concentration: Rational workflows using Adobe Photoshop Lightroom 3 and Adobe Photoshop CS5.5®. Emphasis will be on asset management, RAW adjustment, targeted pixel editing, and export/output.

Digital Photography - Processes and Techniques pg 15

Areas of concentration: equipment, shooting, lighting and production

RESIDENTIAL DECOR

Introduction to Residential Interior Decor pg 16

Areas of concentration: space planning, color theory, materials and textiles, design principles and elevations

VIDEO

Production and Post - Adobe Premiere CS5.5 pg 17

Areas of concentration: Adobe Premiere CS5.5®, After Effects CS5.5®

Production and Post - Apple Final Cut X® pg 18

Areas of concentration: Final Cut X®, Motion 5®

WEB

Advanced Web Applications Development pg 19

Areas of concentration: Areas of concentration: Advanced JavaScript Ajax technology, HTML 5, CSS3 and Server Side behaviors

Web Marketing Essentials pg 20

Areas of concentration: Increase traffic to web sites, RSS feeds, blogsites, meta tags, paid traffic vs. organic ranking, online business directories

Web Site Design and Development Adobe CS5.5® pg 21

Areas of concentration: Dreamweaver CS5.5®, Flash CS5.5® and Fireworks CS5.5®

Apple iOS Mobile Application Developmentpage 22

Area of Concentration: You'll explore the essentials of iPhone and iPad development: the tools, frameworks, concepts, and best practices—with plenty of hands-on exercises to strengthen your understanding.

FORMS

Reservation form and tuition pgs 23-24

WHAT MAKES OUR TRAINING DIFFERENT?

- Hand picked professionals delivering quality training that is current and relevant
- Average class size is 6 students
- Complete your training and create a portfolio piece in as little as 5 to 11 weeks
- Experience software training that incorporates design trends
- Access to media equipment and computer labs 7 days per week
- Receive discounts on software and hardware through <http://aistudentstore.com>
- Earn CEUs: ten hours of training equals one CEU
- Need a refresher? As long as we have space and clients in a class you can take it over for no additional charge

GENERAL INFORMATION:

Location: 1200 Lincoln Street, Denver, Colorado 80203

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, discounted education versions of the software is available at <http://aistudentstore.com/>

Schedule and Length: 7 week, 21 contact hour courses meet one night per week
 11 week 33 contact hour courses meet one night per week
 11 week 66 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 23 and 24 which can be emailed to jskeen@aia.edu; faxed to 303 824 4995; or mailed to 1200 Lincoln Street Denver, CO 80203 attn: Jim Skeen
 Click here for [Continuing Education Calendar](#).

Instructor Highlights:

Barb Binder	<i>Adobe Certified Instructor</i>
Brendan Boykin	<i>Apple Certified Instructor</i>
Sharon Freed	<i>Apple Certified Instructor</i>
Linda Moore	<i>Adobe Certified Expert</i>
Doug Wigton	<i>Apple Certified Instructor</i>
Matt Bezark	<i>Apple Certified Instructor</i>
David Sparks	<i>Autodesk Certified Instructor</i>
Shawna Lee	<i>Autodesk Certified Instructor</i>
Cecilia Tanoni	<i>Masters of Architecture, BA in Interior Design</i>

2011/ 2012 START DATES:

All training courses are offered every quarter. Schedules may be adjusted or postponed due to low enrollment. *Mid-quarter and custom schedules are also available.*

April 2nd, 2012

July 9th, 2012

October 1st, 2012

January 7th 2013

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3-D MODELING AND RENDERING - 3ds MAX 2012®

Course description:

The 3ds Max course is designed to show how to create 3-D generated models, texture and 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 2012®, 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
2. Introduction to 3ds max 2012®
 - 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 2012®
 - 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 2012®
 - 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 2012®

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

Previous experience using image manipulation packages such as Adobe Photoshop is recommended.

If you do not have this experience we offer a 7 hour primer class in Photoshop at a reduced rate.

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3-D MODELING AND RENDERING - MAYA 2012®

Course description:

The Maya modeling, texturing and lighting course is designed to explore 3-D modeling, texturing and lighting while using Maya 2012®. Upon successful completion of this course students will be able to complete a modeling, texturing and lighting project while using Maya 2012®.

Area of concentration:

Maya 2012®, 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 and 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 - exploring 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 and 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 and Global Illumination in Maya also Final Gather and HDRI
10. Final Production - Create a complex, multi-layered scene in Maya

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

Previous experience using image manipulation packages such as Adobe Photoshop is recommended.

If you do not have this experience we offer a 7 hour primer class in Photoshop at a reduced rate.

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AUTOCAD 2012® ESSENTIALS

Course description:

This AutoCAD 2012® course is designed for individuals who need to update their skills, increase their skill set and marketability. The objective of this class is to explore AutoCAD 2012® in various industries using real world 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 2012®, 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 2012®

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

A fundamental knowledge of computers on either a Windows or Mac OS and an understanding of drafting is helpful.



ADOBE PHOTOSHOP CS5.5® ESSENTIALS

Course description:

This course will introduce students to the fundamental principles of using Adobe Photoshop CS5.5® 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, 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.

Area of concentration:

Adobe Photoshop CS5.5®, 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 marquee; editing and saving selections
3. All about Layers- How they work, arranging and organizing layers, understanding how resolution and pixels work and 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 CS5.5®
6. Adjustment layers and Liquefy
7. Color to Black and White- "Hand-coloring" effects for black and 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 Adobe Photoshop CS5.5®

GENERAL INFORMATION

7 weeks / 21 contact hours

ADMISSION REQUIREMENTS:

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



DIGITAL GRAPHIC DESIGN - ADOBE CS5.5®

Course description:

This course 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 CS5.5® and Illustrator CS5.5® and InDesign CS5.5®. 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
2. Designing with Adobe Photoshop CS5.5®
 - A. Explore the Adobe Photoshop CS5.5® 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 Adobe Photoshop CS5.5®, File Saving Formats and Resolution Considerations
3. Designing with Adobe Illustrator CS5.5®
 - A. Explore the Adobe Illustrator CS5.5® 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 Adobe Illustrator CS5.5® and Adobe Photoshop CS5.5® 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 Adobe InDesign CS5.5®
 - A. Explore the InDesign CS5.5® 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 CS5.5® Printing Capabilities
6. Electronic Design and Production with Adobe InDesign CS5®
 - 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
 - E. Experience Production Considerations Including Cost Appropriateness, Vendor Selection, File Preparation and Output

GENERAL INFORMATION

11 weeks / 66 contact hours

ADMISSION REQUIREMENTS:

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



ADVANCED TOPICS: DIGITAL GRAPHIC DESIGN - ADOBE CS5.5®

Course description:

Students will take their preexisting knowledge of Adobe Photoshop®, Illustrator® and InDesign® and expand to explore advanced topics in these areas. Course emphasis is designed to incorporate practical workplace applications, industry trends, and student's personal goals.

Area of concentration:

Adobe Photoshop CS5.5® and Illustrator CS5.5® and InDesign CS5.5®. Each class will be divided into lecture and project segments, with each student working on individual projects.

Module outline:

1. Advanced Topics in Adobe Photoshop CS5.5®
 - A. Preparing Images for two color printing
 - B. Using Layer Masks and Selections
 - C. Enhancing Depth of Field
 - D. Camera RAW and Photoshop
 - E. Manipulating an Image with Puppet Wrap
 - F. Matching Color Schemes across Images
 - G. Automating a Multistep Task
2. Advanced Topics in Adobe Illustrator CS5.5®
 - A. Features of Multiple Artboards
 - B. Shape Builder tool
 - C. Gradient Mesh
 - D. 3D Effects
 - E. Work with Type including formatting and wraps
 - F. The Perspective Grid
 - G. Working with Layers
 - H. Clipping and Opacity Masks
3. Advanced Topics in InDesign CS5.5®
 - A. Exploring Long Documents
 - B. Working with Libraries
 - C. Creating Indexes
 - D. Creating Multiple Master Pages
 - E. The Truth about Tabs
 - F. Understanding the Tables Feature
 - G. Adding and Editing Scripts
4. Advanced Topics in Electronic Design with InDesign CS5®, Adobe Photoshop CS5.5®, and Adobe Illustrator CS5.5®
 - A. Exporting Illustrator Layers as Animation to Flash
 - B. Exporting Files to ebook Format Using InDesign
 - C. Adding XML Structure in InDesign
 - D. Creating Interactive PDF's in InDesign
 - D. Adding Animation and Slices in Photoshop
 - E. Creating a web gallery in Photoshop

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

A firm foundation of knowledge and skills in Adobe Photoshop®, Illustrator® and InDesign®.



INDESIGN ePUBLISHING

Course description:

Explore how to publish and market rich interactive documents to iPad, Kindle and other ereaders. While InDesign with the Adobe Digital Publishing Suite is the primary software used in this class, you'll also learn about other ePub software. You'll learn about standard ePublishing file formats like ePub (used on Apple iPad) Kindle's AZW and .mobile formats.

Area of concentration:

In this course you will create long documents for eReaders including both iPad and Kindle. You'll learn file formats, how to handle images, using video, fonts, CSS styling, table of contents creation and linking.

Module outline:

- Introduction to Creating eBooks with InDesign CS5.5
- Creating Hyperlinks and Cross-References
- Working with Graphics
- Defining the Reading Order of the EPUB
- Exporting to EPUB
- Customizing an EPUB
- Working with Text
- Creating Basic eBooks
- Preparing and Adding Images and Video
- eBook Output
- eBook Styling
- Advanced eBook Production
- Creating multi-chapter ebooks

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

A firm foundation of knowledge and skills in Adobe InDesign®.

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REVIT ARCHITECTURE 2012® ESSENTIALS

Course description:

Revit Architecture 2012® is a powerful Building Information Modeling (BIM) solution that works the way Architects think. From preliminary design through design development, and into construction documents. The course 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.

Students will explore 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 concentrates on Revit Architecture 2012® with a focus on commercial and residential design. Building industry standards are utilized throughout the course as students explore practical applications of architectural 3D modeling. Students will develop drawings for a commercial or residential building project.

Module outline:

- 1) Revit Architecture introduction
 - a. BIM and design visualization
 - b. Revit User Interface
 - c. Beginning a Project
 - d. Creating Floors
 - e. Roofs
- 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
- 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 and Tools
- 7) Project Output
 - a. Introduction to Rendering
 - b. Manipulating Views
 - c. Setting up Sheets
 - d. Basic Printing

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

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



Google SketchUp Pro

SKETCHUP PRO ESSENTIALS®

Course description:

Visualizing spaces in three dimensions is critical to the success of the design of architectural spaces. The interplay of light, color, space and form make exciting spaces function successfully. Traditional methods for exploring these issues are very labor intensive. Use of computer software has enabled quicker and sometimes more accurate study of models to be generated.

Area of concentration:

SketchUp Pro® enables you to draw using a familiar pencil and paper paradigm in a software context. The SketchUp Pro® Essentials course provides students with an excellent choice for beginning to learn to use SketchUp Pro®. This course is designed to provide students with little or no 3 dimensional drawing or SketchUp Pro® experience, but who want to start to create 3 dimensional models using SketchUp.

Module outline:

1. Create 2 dimensional geometry (in a 3 dimensional or 3D environment)
2. Maintain coplanar geometry
3. View a model in 3D
4. Create surfaces from lines
5. Connect and generate forms
6. Create surfaces from circles
7. Lock an inference
8. Generate surfaces from polygons
9. Generate forms quickly
10. Generate surfaces from arcs
11. Restore a surface
12. Create surfaces from freehand curves
13. Create a model, step-by-step
14. Demonstrate stickiness of geometry
15. Mirror a model
16. Create 3 dimensional geometry
17. Create an array
18. Apply Materials
19. Import component model
20. Create surfaces from lines in 3D
21. Create 3D Text
22. Demonstrate stickiness of geometry in 3D
23. Alter a model using built-in Styles
24. Export models to Google 3D Warehouse
25. Work with SketchUp Styles, Apply, Edit
26. Demonstrate stickiness in the model
27. Locate a site in Google Earth
28. Use Groups and Components to isolate geometry
29. Import the site to SketchUp
30. Differentiate between a group and a component
31. Insert a component from a file
32. Create a component
33. Model from a Photograph
34. Edit a component and component behavior
35. Photomatch
36. Create component nesting for efficient modeling
37. Texture Tweaker
38. Scaling and it's effect on similar components
39. Understand the Materials browser
40. Understand the Component browser
41. Use the Follow-me tool
42. Download components for Google 3D Warehouse • Swap (reload) components in a model
43. Create a model in Google Earth

GENERAL INFORMATION

7 weeks / 21 contact hours

ADMISSION REQUIREMENTS:

Define fundamental geometric terms including: polygon, parallel, perpendicular, axes, and arc.

Define 3-dimensional drawing terms including: rendering, field of view, and point of view.

Demonstrate mouse skills including: double-click, single-click, drag, and right-click.



AFTER EFFECTS CS5.5® ESSENTIALS

Course description:

This course will introduce students to the fundamental principles of using Adobe After Effects CS5.5® 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:

After Effects CS5.5® Essentials. 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 / 33 contact hours

ADMISSION REQUIREMENTS:

Previous experience using image manipulation packages such as Adobe Photoshop is recommended.

If you do not have this experience we offer a 7 hour primer class in Photoshop at a reduced rate.



PHOTOSHOP LIGHTROOM 3® ESSENTIALS

Course description:

This course is designed to introduce digital photographers to rational workflows using Adobe Lightroom CS5® and Adobe Photoshop Lightroom 3®. Emphasis will be on asset management, RAW adjustment, targeted pixel editing, and export/output.

This course will introduce students to digital asset management using strategies for import, adding metadata, keywording, sorting, rating, and collecting, as well as, archival strategies. The course will 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 Basics of Color Management
9. Basic understanding of artistic manipulation of digital images.

GENERAL INFORMATION

7 weeks / 21 contact hours

ADMISSION REQUIREMENTS:

Basic understanding of digital photography concepts. The course 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



DIGITAL PHOTOGRAPHY - PROCESSES AND TECHNIQUES

Course description:

This course 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 explore options for image transfer from cameras to computers and importing them into various courses. 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 (Course, 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

7 weeks / 21 contact hours

ADMISSION REQUIREMENTS:

Previous experience using image manipulation packages such as Adobe Photoshop is recommended.

If you do not have this experience we offer a 7 hour primer class in Photoshop at a reduced rate.

INTRODUCTION TO RESIDENTIAL INTERIOR DECOR

Course description:

The course is designed and structured into 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, develop skills in basic drafting and space planning, create presentations, and explore key residential design business practices.

Areas of concentration:

Space planning, color and materials. The goal is to provide current interior decorating practices and applications.

Module outline:

1: The Design Process

- A. View and discuss examples of built work.
- 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 Fundamentals of Design

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

3. History of Design

- A. Explore 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 Course 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. Explore to define the criteria used when making design selection of fabrics, furniture, fixtures and accessories.

6. The Business of Residential Interiors

- A. Discover key business practices of interior decorating
- B. Explore methods of determining fees, estimations of client's budget.

7. Final Production - Residential Interior Concepts

- A. Apply the concepts explored 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

7 weeks / 21 contact hours

SUGGESTED SUPPLIES:

T-square, triangles, scale (architect), long metal ruler w/ cork back, X-Acto knives and utility knife, eraser, tracing paper, vellum, Foam Core, mat board



PRODUCTION AND POST WITH CS5.5 PREMIERE

Course description:

The course focuses on the fundamentals of video production from concept to completion using digital video production tools such as Premiere Pro CS5.5®, After Effects CS5.5® and Encore DVD CS5.5®. 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 Course 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 CS5.5®, After Effects CS5.5® and Encore DVD CS5.5®, 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. Explore 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 CS5.5® - Part 1
 - A. Explore the user interface
 - B. Capture video and edit it down into a completed piece
 - C. Explore to use color correction to enhance video
 - D. Explore how effects and transitions function
3. Non Linear Editing with Premiere Pro CS5.5® - Part 2
 - A. Explore advanced NLE Editing Techniques
 - B. Explore processes and techniques used for long and short form projects
4. Digital Compositing with After Effects CS5.5®
 - A. Explore the user interface
 - B. Create a composition
 - C. Explore to create masks, utilize effects, manipulate cameras and lights, and render to various formats
 - D. Explore how to integrate Photoshop and Illustrator into After Effects.
5. Final Production
 - C. Discuss effective media and project management
 - D. Explore effective audio sweetening techniques

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

Previous experience using image manipulation packages such as Adobe Photoshop is recommended.

If you do not have this experience we offer a 7 hour primer class in Photoshop at a reduced rate.



Authorized Training Center

PRODUCTION AND POST - FINAL CUT X®

Course description:

The course focuses on the fundamentals of video production from concept to completion using digital video production tools such as Final Cut X®, Motion 5®, and DVD Studio Pro 4®. Students will explore effective, time saving video production techniques including hands on training with the digital cameras to produce professional quality video for broadcast and corporate production.

This course 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 X®, DVD Studio Pro 4®, Motion 4® 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 X® 7 - 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 X® 7 - 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 5®
 - 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

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

Previous experience using image manipulation packages such as Adobe Photoshop is recommended.

If you do not have this experience we offer a 7 hour primer class in Photoshop at a reduced rate.



ADVANCED WEB APPLICATIONS DEVELOPMENT

Course Description

This course takes the beginner web developer and advances their skills with advanced JavaScript Ajax technology, HTML 5, CSS3 and Server Side behaviors. Students will also learn Adobe's Rich Internet Application development with tools like Flash, Flash Catalyst and Flash Builder. These popular frameworks not only allow designers/developers to create user interfaces with the tools in Adobe Create Suite but allow them to be compiled and used for web distribution or as stand alone applications like Apple's iOS framework and Air applications.

Module outline:

1. Class Introduction / Schedule / Dreamweaver as and development introduction
2. Using CSS, Code View, Page Layout
3. Introduction to HTML 5 and CSS 3
4. Site Navigation, Spry and Components
5. Advanced Spry Behavior and Ajax, Online Form Validation
6. Introduction to PHP
7. Design with Templates and Editing, Storing Records in a Database
8. Validation Database Input, User Authentication, Custom Forms and Multiple Tables
9. Flash vs Flash Builder
10. Procedural and traditional programming techniques
11. ActionScript 3.0 fundamentals
12. Introduction to Object Oriented Programming
13. User event development
14. Working with video / audio
15. Flash components

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

Fundamental knowledge of Dreamweaver CS4 or CS5 and or completion of Web Site Design and Development

WEB MARKETING ESSENTIALS

Course description:

This Course is intended for individuals who already have basic web site design skills and seek to understand how to increase traffic to a web site, through web site content optimization and online marketing tools. Explore search engine algorithms, internet trends and ways to drive traffic to your site, with affordable solutions. Explore strategies to keep a step ahead of ongoing internet changes that will impact your web site's long-term success. The course is ideal for web site designers, internet marketing professionals and small business owners who want to get to increase traffic to a web site.

Area of concentration:

Optimizing web site content, evaluating web site marketing/sales objectives, increasing traffic through unique methods, applications and services. Uncovering: RSS Feeds, Blogging, Meta Data, Paid Traffic vs. Organic Ranking, Online Business Directories, Social Networking, Page Ranks. 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 search engine practices and traffic building methods. Dozens of resources will also be provided—primarily links to FREE downloads, software, tools and resources.

Module outline:

1. Objective: to review current web site status, needs and how to get there.
2. Technology: explore basic code modifications, online services, and tweaks.
3. Regulations and Standards: Explore the fundamentals of building search engine relationships, online networks and industry feeds
4. Marketing / Sales Strategies: explore how to position a web site in the best state of content optimization, how to evaluate and choose from the most effective, proactive traffic building solutions
5. Tracking Results: explore how to track the results before, during and after web site optimization and inter marketing efforts

GENERAL INFORMATION

7 weeks / 21 contact hours

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.



WEB SITE DESIGN AND DEVELOPMENT - ADOBE CS5.5®

Course description:

This course 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 course will help designers and other professionals create and maintain web sites of distinction.

Area of concentration:

Adobe Dreamweaver CS5.5®, Flash CS5.5®, and Fireworks CS5.5®. 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 CS5.5®
 - A. Optimize images using Adobe Fireworks CS5.5®
 - B. Explore image maps
 - C. Slice images using Adobe Fireworks CS5.5®
 - D. Animate images using Adobe Fireworks CS5.5®
 - E. Create rollover images using Adobe Fireworks CS5.5®
3. Designing with Adobe Dreamweaver CS5.5®
 - 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 CS5.5®
 - E. Explore templates and libraries
 - F. Work with links and roll overs
4. Developing with Adobe Dreamweaver CS5.5®
 - A. Apply design principles
 - B. Apply the flowcharts
 - C. Apply interface design
 - D. Apply storyboards
3. Designing with Adobe Flash CS5.5®
 - A. Explore the Adobe Flash CS5.5® 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 CS5.5® 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
 - H. Present a HTML and Flash web Site

GENERAL INFORMATION

11 weeks / 66 contact hours

ADMISSION REQUIREMENTS:

Previous experience using image manipulation packages such as Adobe Photoshop is recommended.

If you do not have this experience we offer a 7 hour primer class in Photoshop at a reduced rate.

INTRODUCTION TO iOS - MOBILE APPLICATION DEVELOPMENT

Course Description

Students will be given the tools and skills necessary to create applications for the iOS mobile platform. We'll break down the process to become a developer, from getting started with the development environment and language to building a user interface with common features for the iPhone. Students will engage with in-class exercises that demonstrate real world applications for Xcode, Interface Builder, Objective-C and the Cocoa framework.

Module outline:

- Class Introduction / iOS Overview
- Tools for iOS Development
- Object-Oriented Programming
- OOP with Objective-C
- Learning Objective-C: A Primer
- UIKit Framework
- Memory Management and delegation
- User Interface – Interface Builder
- Controls
- Sliders
- Text Fields
- Core audio
- Core animation
- User Interface Design
- LifeCycle

GENERAL INFORMATION

11 weeks / 33 contact hours

ADMISSION REQUIREMENTS:

Experience with: object orientation, ActionScript 3.0, JavaScript , C based languages

Use Adobe Acrobat Reader to fill out and sign this form electronically.
Go to Adobe.com to download a free copy of Acrobat Reader.

THE ART INSTITUTE OF COLORADO

CONTINUING EDUCATION

1200 LINCOLN STREET, DENVER, COLORADO 80203 • [303] 824-4737 • Fax [303] 824-4995 • www.artinstitutes.edu/denver/continuing-education

ID #	CARS Code	Lab #	Instructor	Start Date
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CHECK QUARTER STARTING DATE: April 2, 2012 July 9, 2012 October 1, 2012 January 7, 2013 Custom Date _____

Please Print:

Last Name _____ First Name _____ Middle Initial _____

Street, P.O. Box _____ City, State, Zip _____

Work Phone Number _____ Cell Phone Number _____

E-mail Address _____ Social Security Number _____

Emergency Contact _____ Emergency Contact Phone Number _____

Employer _____ Education Level _____

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

What are your goals upon completion of this training? _____

CLASS NAME (Please Check)	# OF WEEKS/ # OF HOURS	TUITION FEE	REGISTRATION FEE	TEXTBOOKS	SUPPLIES	TOTAL COST TO ATTEND
<input type="checkbox"/> 3ds Max 2012® Modeling and Rendering	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> Advanced Digital Graphic Design	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> AutoCAD 2012® Essentials	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> Advanced Web Applications Development	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> After Effects CS5.5® Essentials	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> Digital Graphic Design - Adobe CS5.5®	11 wks/66 hours	\$2,059.00	\$50	\$100	\$50	\$2,259.00
<input type="checkbox"/> Digital Photography	7 wks/21 hours	\$ 650.000	\$50	\$50	\$50	\$ 800.00
<input type="checkbox"/> InDesign ePublishing	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> Introduction to Residential Interior Decor	7 wks/21 hours	\$ 650.000	\$50	\$50	\$100	\$ 800.00
<input type="checkbox"/> Introduction to IOS ~ Mobile Application Dev.	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> Maya 2012® Modeling and Rendering	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> Photoshop CS5.5® Essentials	7 wks/21 hours	\$ 650.000	\$50	\$50	\$50	\$ 800.00
<input type="checkbox"/> Photoshop Lightroom Essentials	7 wks/21 hours	\$ 650.000	\$50	\$50	\$50	\$ 800.00
<input type="checkbox"/> Production and Post - Adobe Production Suite	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> Production and Post in Apple Final Cut X®	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> Revit Architecture 2012® Essentials	11 wks/33 hours	\$1,029.00	\$50	\$50	\$50	\$1,179.00
<input type="checkbox"/> SketchUp Pro® Essentials	7 wks/21 hours	\$ 650.000	\$50	\$50	\$50	\$ 800.00
<input type="checkbox"/> Web Marketing Essentials	7 wks/21 hours	\$ 650.000	\$50	\$50	\$50	\$ 800.00
<input type="checkbox"/> Web Site Design and Dev Adobe CS5.5®	11 wks/66 hours	\$2,059.00	\$50	\$100	\$50	\$2,259.00
<input type="checkbox"/> Custom Training						
<input type="checkbox"/> Group Workshop						

**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.aistudentstore.com/ at a discounted rate.

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 ("The Art Institute") MAY KEEP ONLY A PORTION OF THE TUITION OR OTHER CHARGES FOR THIS REASON. IF THE ART 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.**

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

Both sides of this agreement and the Financial Plan constitute the entire Enrollment Agreement

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.

Employment Assistance

Employment 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 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

Every student and The Art Institute of Colorado agrees that any dispute or claim between the student and The Art Institute of Colorado (or any company affiliated with The Art Institute of Colorado, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at The Art Institute of Colorado whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The

Art Institute of Colorado's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student 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 the student in writing by regular mail at the student's latest address on file with The Art Institute of Colorado, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, The Art Institute of Colorado will select one.

The Art Institute of Colorado agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may 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 a student's claim exceeds than the relevant jurisdictional threshold The Art Institute of Colorado reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT 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, A STUDENT 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 A STUDENT 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 a student 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 the student resides. Upon a student's 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 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 a student's relationship with The Art Institute of Colorado. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, HYPERLINK "http://www.jamsadr.com" www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

Both sides of this agreement and the Financial Plan constitute the entire Enrollment Agreement.

