keyc•de
EDUCATION

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Teaching Storytellers the Tools for Creating Film, Television, and New Media

INTRODUCTION

PROVIDING WORLD-CLASS KNOWLEDGE AND OPPORTUNITIES IN TV, FILM, & MEDIA POST PRODUCTION

Key Code Education provides professional-level training in creative and technical media production, preparing students to excel with their skills. Students receive more than just conventional school experience: they learn on the same equipment used by current industry professionals and are taught by current industry professionals. Key Code Education is a private institution approved to operate by the Bureau of Private Postsecondary Education (BPPE), and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

PAST AND FUTURE TRAINING EXCELLENCE

Key Code Education's mission is to excel at attracting, training, and placing qualified, motivated people in digital media opportunities. At Key Code Education, we aim to shape the entertainment professionals of tomorrow by fostering an educational experience rooted in collaboration and innovation. We seek to inspire students to excellence in a project-oriented learning environment designed to unleash the imagination and bring creative ideas to fruition under the mentorship of industry professionals. At the crossroads of art and commerce, we wish to train our students to think like entrepreneurs.

We challenge them to embrace the rapidly changing technological landscape that shapes the future of entertainment. We ask them to think critically, solve problems, and deliver their ideas to the world with integrity using social and digital platforms. We celebrate freedom of thought while nurturing the confidence required in expression.

At the heart of Key Code Education is the desire to build a community that storytellers can use to expand their knowledge, grow their capability, and collaborate with other creative individuals. A division within Key Code Media that leverages its unique position in the industry as leaders of technology and creative tools; Key Code Education offers classes in all aspects of production and post-production.
Key Code Education aims to provide content creators with the skills, systems, and strategy to accomplish any projects and achieve your wildest dreams.

ABOUT KEY CODE EDUCATION

Key Code Education is a private institution offering training courses and a certificate program in TV & Film Editing. Industry-bound students receive professional training and complete with the competencies needed to acquire and thrive in the industry.

Key Code Media, the parent company of Key Code Education, is a Value Added Reseller ("VAR") specializing in media production and distribution hardware and software, largely for entertainment production professionals. Since shortly after its founding in September 2001, Key Code Media has been the largest reseller of Avid products and services in the world. Clients include major motion picture studios Universal, Disney, Fox, Warner Bros., Sony; major TV networks ABC, CBS, NBC, Fox, Nickelodeon; and over one thousand production companies and media production institutions from around the world.

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

PROGRAM OBJECTIVES

The objective of the TV & Film Editing Program is to prepare the student for a career in post production as well as to be able to understand the process of production in the media and entertainment industry.

The objective of the ACSR (Avid Certified Service Representative) Avid Media Composer System Support Certification Program is to prepare the student for a career as an Avid Certified Service Representative in the media and entertainment industry and to provide technical and engineering support.

The objective of the Autodesk Flame Advanced Compositing class is to prepare the student for a career that calls for skills like compositing and finishing for immediate to advanced users of Autodesk Flame.

The objective of the Autodesk Flame Advanced Techniques class is to prepare the student for a career that calls for skills like rendering and conforming for immediate-to-advanced users of Autodesk Flame.

TV & FILM EDITING PROGRAM

You love movies and television. You dream of telling your own story on screen. You know you want to be an editor, but don't know where to start. At Key Code Education we teach you the skills that employers are looking for. You'll learn how to take source material, digitize or transcode it, analyze it, then become very proficient at organizing the content in an industry standard that's used from Disney to NBC. All while working on projects that promote creativity and measure your growth.

Everything from short form promos, commercials and music videos to full-length feature films and movies of the week is covered. Story structure, visual effects, sound, color correction, and finishing are all key components of the TV & Film Editing program. Graduates walk away with job-ready skills encompassing the entire post production process.

Job Titles Attainable Upon Graduation

VIDEO EDITOR
ASSISTANT VIDEO EDITOR
FILM EDITOR
ASSISTANT FILM EDITOR
ONLINE EDITOR COMPOSITOR
LOGGER DIGITIZER
TECHNICAL DIRECTOR
POST PRODUCTION COORDINATOR
POST PRODUCTION SUPERVISOR
TECHNICAL SUPPORT SPECIALIST
PRODUCER ASSISTANT
PRODUCER-EDITOR ("PREDITOR")
VAULT MANAGER MEDIA SPECIALIST

TV & FILM EDITING PROGRAM

The TV & Film Editing Program consists of 6 Quarters of training, which includes a) in-person instructor-led classes, b) synchronous "review and approval" classes with the instructor and student interacting in real-time by video conference, c) self-paced computer-mediated instruction such as video tutorials, reading assignments, lab exercises, quizzes, and editing projects. In-person instructor-led classes usually combine lecture-demo and hands-on practice, in roughly equal portions.

The courses included simulate high-end editing assignments, complete with extensive critique of each edited scene. This program runs 12 months full-time or 18 months part-time for all courses listed (1,440 clock hours).

Career counseling and job placement services available from two years from completion.

For any in-person course already taken, repeat audits are available on a space-available basis, for 18 months from the program start date.

No licenses are required by the State of California nor any licensing entity. The Avid Certified User and Avid Certified Professional tests are both included.

TV & FILM EDITING PROGRAM - 12 months full-time/18 months part-time	Annual/Total
Program	1,440 CLOCK HRS
TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	**$17,492.50**
INSTRUCTION FEE*	$12,722
MANUALS, TUTORIALS, PUBLICATIONS (included; non-refundable once issued)	$738
EQUIPMENT and SOFTWARE*	$3,540
ADDITIONAL FEES**	
ENROLLMENT FEE (non-refundable)	$150
SALES TAX (9%) estimated	$300
CALIFORNIA STRF FEE (non-refundable; assessed by Bureau of Private Postsecondary Education; $2.50 per $1000 as of 4/1/2022)	$42.50
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	**$17,492.50**
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	**$17,492.50**
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT*:**	**$1,500.00**

*Prorated upon withdrawal. Refer to refund policy provision within this agreement. **See full list of fees below. ***You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

COURSE NO.	COURSE NAME	HOURS	COURSE METHOD
Q1 INTRODUCTORY EDITING MODULE			
1000	Macintosh Essentials	8	TUT
101	Avid 101 Media Composer Editing Essentials	24	ILT-C
1010	Avid Media Composer 8 Essential Training	10	TUT
1020	Media Composer 101—Getting Started	3	TUT
1030	Media Composer Intro	12	TUT
1040	Media Composer 101—Advanced Lessons	6	TUT
1300	The Craft of Editing	32	TUT
120	Avid Trimming Workshop	40	R&A
300	Avid Project and Media Management Essentials	16	ILT-C
540	Real-Life Production 1: Script to Screen—First Impressions	60	R&A
Q2 INTERMEDIATE EDITING MODULE			
470	Premiere 101 Premiere Pro Production Essentials	16	ILT-C
4710	Premiere Pro Essentials	8	TUT
201	Avid 201 Media Composer Professional Picture and Sound Editing	24	ILT-C
220	Avid Sound Editing in Media Composer	16	VOD
310	Avid Assistant Editing: Grouping, String Outs, Shared Storage	16	R&A
500	Long-form Narrative Scene Editing Workshop—Drama	40	R&A
5000	Narrative Scene Editing with Avid Media Composer	2	TUT
5010	Documentary Editing with Avid Media Composer	3	TUT
4000	Intro to Photoshop	16	TUT
4300	Intro to After Effects for Editors	24	TUT
550	Real-Life Production 2: Editing & Workflow, Drama-Short—Susanna	60	R&A

COURSE METHOD LEGEND: **ILT-C:** *Instructor-Led in Classroom*   **R&A:** *Review & Approval*   **VOD:** *Video on Demand*   **TUT:** *Online Video Tutorial*

COURSE NO.	COURSE NAME	HOURS	COURSE METHOD
Q3 SHORT-FORM EDITING, GRAPHICS, EFFECTS MODULE			
110	Avid 110 Media Composer Effects Essentials	16	LT-C
4800	Adobe Premiere Pro Guru	36	TUT
260	Intro to Short-Form Editing	16	R&A
270	Intro to Promo Editing	16	R&A
520	Short-Form Editing Workshop—Music Videos	40	R&A
4100	Intermediate Photoshop	16	TUT
4400	Intermediate After Effects	24	TUT
320	Graphics Importing, Exporting & Formatting Essentials	16	VOD
340	Media Delivery Essentials	8	VOD
560	Real-Life Production 3: Premiere Editing & Workflow—Heist	60	R&A
Q4 ADVANCED EDITING MODULE			
205	Avid 205 Media Composer Professional Effects and Compositing	16	LT-C
2060	Editing with Composites and Effects in Avid Media Composer	2	TUT
510	Long-form Narrative Scene Editing Workshop—Action	40	R&A
570	Real-Life Production 4: Editing Comedy—Handicapped John	60	R&A
4200	Advanced Photoshop	16	TUT
4500	Advanced After Effects	16	TUT
350	Decks, Mixers & Hardware Essentials	8	VOD
580	Real-Life Production 5: Drama Editing & Workflow—Service to Man	60	R&A
Q5 COLOR GRADING, ADVANCED WORKFLOWS MODULE			
239	Avid 239 Color Grading with Media Composer and Symphony	16	LT-C
2400	Color Grading	24	TUT
4600	Motion Graphics for Editors	24	TUT
530	Short-Form Editing Workshop—Movie Trailer	40	R&A
330	HD, Ultra HD & 4K Workflow Essentials	16	VOD
3310	Avid Media Composer High-Res Workflows	2	TUT
590	Real-Life Production 6: Editing Action Drama—Mirage at Zabul Province	80	R&A
Q6 PROFESSIONAL MODULE			
960	Promo Reel Production Essentials	16	VOD
970	Promo Reel Production	40	R&A
980	Industry Job Prep Workshop	24	VOD
990	The Job Search	24	R&A
9810	Freelancing and Job Market Fundamentals	8	TUT
600	Real-Life Production 7: Reality Contest Show Editing & Workflow	120	R&A
TOTAL PROGRAM HOURS		1440	

COURSE CATEGORY LEGEND: ● Adobe Creative Suite / Cloud Emphasis ● Avid certified ● Avid centric
● Technical / Assisting Editing ● Real-Life Production Project ● Editing Craft ○ Job Market

ACSR AVID MEDIA COMPOSER SYSTEM SUPPORT CERTIFICATION PROGRAM

The Avid Media Composer System Support Certification program will provide students with the techniques to install, configure, and troubleshoot Media Composer editing systems to maximize productivity and minimize system downtime. A blend of online self-study, combined with classroom lab work and role-playing, gives students' practical hands on experience. After completing the class, participants will be able to install and configure Avid Media Composer systems and provide first-line support to the Avid customer base.

This class prepares candidates for the Avid Certified Support Representative: Media Composer certification exam as well as being the foundation of the program for candidates pursuing the full certification path to become an Avid Certified Support Representative: Elite.

Job Titles Attainable Upon Graduation

MEDIA ENGINEER
SUPPORT ENGINEER
TECHNICAL ENGINEER
POST PRODUCTION ENGINEER
SERVICE TECHNICIAN
TECHNICAL SUPPORT SPECIALIST

ACSR AVID MEDIA COMPOSER SYSTEM SUPPORT CERTIFICATION PROGRAM

The MC400 ACSR (Avid Certified Service Representative) Avid Media Composer System Support Certification Program is 40 clock hours of training, which includes one (1) in-person instructor-led course typically held during five (5) consecutive class days. The class will provide students with the techniques to install, configure, and troubleshoot Media Composer editing systems to maximize productivity and minimize system downtime. Lab work and role-playing gives students' practical hands-on experience. After completing the class, participants will be able to install and configure Avid Media Composer systems and provide first-line support to the Avid customer base and be able to pass the accompanying exam from Avid.

Career counseling and job placement services available for two years from completion.

For any in-person course already taken, repeat audits are available on a space-available basis, for 18 months from the program start date.

No licenses are required by the State of California nor any licensing entity. The Avid ACSR Certification test is included.

ACSR AVID MEDIA COMPOSER SYSTEM SUPPORT CERTIFICATION PROGRAM - 40 hours	Annual/Total
Program	40 CLOCK HRS
TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	**$3565.00**
INSTRUCTION FEE*	$0
MANUALS, TUTORIALS, PUBLICATIONS (included; non-refundable once issued)	$0
EQUIPMENT and SOFTWARE*	$0
ADDITIONAL FEES**	
ENROLLMENT FEE (non-refundable)	$0
SALES TAX (9%) estimated	$0
CALIFORNIA STRF FEE (non-refundable; assessed by Bureau of Private Postsecondary Education; $2.50 per $1000 as of 4/1/2022)	$0
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	**$3565.00**
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	**$3565.00**
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT*:**	**$3565.00**

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***You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

AUTODESK FLAME ADVANCED COMPOSITING

This class focuses on advanced compositing and finishing techniques for intermediate and senior-level users. The goal is to provide workflow and compositing techniques that enable editors and compositors to master Autodesk Flame and allow them to raise the quality and effectiveness in their daily work.

Career counseling and job placement services available for two years from completion.

For any in-person course already taken, repeat audits are available on a space-available basis, for 18 months from the program start date.

No licenses are required by the State of California nor any licensing entity.

FL301 Autodesk Flame Advanced Compositing - 40 hours	Annual/Total
Program	40 CLOCK HRS
TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	**$3625.00**
INSTRUCTION FEE*	$0
MANUALS, TUTORIALS, PUBLICATIONS (included; non-refundable once issued)	$0
EQUIPMENT and SOFTWARE*	$0
ADDITIONAL FEES**	
ENROLLMENT FEE (non-refundable)	$0
SALES TAX (9%) estimated	$0
CALIFORNIA STRF FEE (non-refundable; assessed by Bureau of Private Postsecondary Education; $2.50 per $1000 as of 4/1/2022)	$0
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	**$3625.00**
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	**$3625.00**
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT*:**	**$3625.00**

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AUTODESK FLAME ADVANCED TECHNIQUES

This class focuses on advanced techniques and new features for intermediate to advanced Autodesk Flame users, who wish to take full advantage of Flame. The topics include the newest features, lighting techniques, use of shaders, 3D integration, and 3D render passes, as well as connected conform, timeline and batch effects and grading workflow.

Career counseling and job placement services available for two years from completion.

For any in-person course already taken, repeat audits are available on a space-available basis, for 18 months from the program start date.

No licenses are required by the State of California nor any licensing entity.

FL401 Autodesk Flame Advanced Techniques - 40 hours	Annual/Total
Program	40 CLOCK HRS
TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	**$3625.00**
INSTRUCTION FEE*	$0
MANUALS, TUTORIALS, PUBLICATIONS (included; non-refundable once issued)	$0
EQUIPMENT and SOFTWARE*	$0
ADDITIONAL FEES**	
ENROLLMENT FEE (non-refundable)	$0
SALES TAX (9%) estimated	$0
CALIFORNIA STRF FEE (non-refundable; assessed by Bureau of Private Postsecondary Education; $2.50 per $1000 as of 4/1/2022)	$0
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	**$3625.00**
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	**$3625.00**
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT*:**	**$3625.00**

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This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs:

- **FL301 AUTODESK FLAME ADVANCED COMPOSITING**
- **FL401 AUTODESK FLAME ADVANCED TECHNIQUES**
- **MC400 ACSR AVID MEDIA COMPOSER SYSTEM SUPPORT CERTIFICATION PROGRAM**
- **TV & FILM EDITING PROGRAM**

INDIVIDUAL COURSE DESCRIPTIONS

(The following courses are available for individual enrollment. Some courses may overlap with curriculum found in other programs.)

EDITING/OPERATIONAL COURSES

MC100 Avid Media Composer Principles Achieve the basics in just one day with Avid Media Composer Principles! This class allows for the discussion of experience and determination of the student's needs and goals are for the software. We try to cover as many topics that come up here in the class like becoming comfortable with Avid's basic functions, exploring Avid's interface, becoming familiar with how Avid "thinks" and discussion of common industry workflows. Gain the confidence you need to navigate Avid Media Composer in your position. *8 HRS ($765.00)*

MC101 Avid Media Composer Fundamentals I MC101 is the first step in achieving confidence, creativity, and efficiency with Avid Media Composer, the non-linear film/video editing application used in most movie and television productions. Together with the second course in the series, MC110, this course provides the foundational training required to achieve the credential of Avid Certified Specialist: Media Composer. MC101 is an introductory course designed to get a new user up-and-running. In this course, students develop an understanding of the video editing process and the basic skills to edit a video project from start to finish. This includes understanding the relationship between media and project files, media storage location, the abilities to create the project file; bring in the source video and audio files; edit the sequence, add titles, music, and basic effects, and then export the finished sequence. *16 HRS ($1375.00)*

MC110 Avid Media Composer Fundamentals II An intermediate course, MC110 is designed to teach the technical and organization skills of an assistant editor, and develop editorial skills with the techniques and tools required to produce a well-edited video. From using dynamic trim to shape actor performances in a dramatic scene, to quickly assembling a news package to meet deadline, this course empowers novice users to take their Media Composer skills to the next level. Class projects and exercises are hands-on, giving students the opportunity to work on an unscripted documentary project, as well as a scripted comedy scene. This course provides a solid foundation in Media Composer video effects capabilities and in conjunction with the MC101 course, will prepare you to earn the credential of Avid Certified Specialist: Media Composer. *24 HRS ($1595.00)*

MC201 Avid Media Composer Professional Editing I Focused primarily on short-form workflows, MC201 will take you to a new level of editing and provide you with the tips, tricks and in-depth knowledge to distinguish yourself as a true editing professional. With the step-by-step guidance in this course, you'll learn the skills you need to optimize your editing workflows, streamline your ingest process and manage your media so that you'll become the guru that others will look to for expert advice. You will learn advanced picture editing techniques, how to quickly prepare for multicam editing and how to work with graphics and mattes. This course also covers compositing with the 3D Warp effect, color correction and an in-depth look at some of the wide range of audio tools and effects included in Media Composer. You will work with media and projects designed to let you learn at your own pace, or with the guidance of an Avid Certified Instructor. As an official part of the Avid Learning Series for Media Composer, MC201 and its counterpart MC210 provide the training required to achieve the credential of Avid Certified Professional: Media Composer. *16 HRS ($1375.00)*

MC210 Avid Media Composer Professional Editing II When you take MC210, you will continue your journey to a new level of editing with more tips, tricks and in-depth knowledge to distinguish yourself as a true editing professional. With a focus on long-form work where you might be part of a bigger team of specialists, you'll learn the skills you need to automate the ingest process using Dynamic Media Folders and organize your media, metadata and settings so that you'll become the guru that others will look to for expert advice. You will learn about color management, how to work with scripts, and use surround sound. You will also learn some advanced compositing techniques using the Paint Tools, AniMatte™, SpectraMatte™ and the Avid Tracker. The course provides media and projects designed to let you learn at your own pace or with the guidance of an Avid Certified Instructor. As an official part of the Avid Learning Series for Media Composer, MC210 and its counterpart MC201 provides the training required to achieve the credential of Avid Certified Professional: Media Composer. *24 HRS ($1595.00)*

MC239 Color Grading with Avid Media Composer Learn to use powerful Avid color grading tools efficiently, using expert techniques to achieve consistent, professional results. This course will teach students to carefully analyze images to diagnose the problems and fix them quickly. Learn to grade in multiple passes, leveraging various tools for flexibility in correcting the toughest images. Learn to control the eye of the viewer through little known shape-based secondary tools found in both Media Composer and Symphony that enable you to create animated masks, vignettes, and gradients. 16 *HRS ($1395.00)*

MC300 Avid Media Composer New Features & Tools This one-day class explores all the new features & tools for the latest version of Avid Media Composer. A comprehensive look at over 500 features from the last five years. *8 HRS ($695.00)*

ED201M Assistant Editor Essentials In this class, we'll break down the many duties and technical concerns faced by the Assistant Editor working in scripted and unscripted productions, which are covered through lectures, hands-on exercises, and demos on Avid Media Composer. This intensive class is specifically designed to keep you up-to-date in the ever-changing post-production environment and prepare you for working in scripted and unscripted productions. Students will learn about which codecs to use when importing or linking, how to organize projects, how to group, create string-outs, use ScriptSync, and much more. Students will also take time to learn about the career path of an Assistant Editor and how to succeed at their job working with a team. *ED201P: Adobe Premiere and ED201R: DaVinci Resolve included as alternate software curriculum. 16 HRS ($1375.00)*

ED320 Shortform Editorial Essentials This course introduces the student to the basics of the "quick cut" editing style. Students will get first-hand experience with magazine-style editing, a technique of stylizing cuts that spans across several forms including ads, series spots, and other styles of shortform editing for TV, film, and other media productions. Tools such as Avid Media Composer will be utilized for creative editing and storytelling. *16 HRS ($1375.00)*

ED323 Documentary Essentials This intro to editing long-form documentary is taught by a veteran of the genre, and covers structure, storytelling techniques, and style. You will learn to employ such unique Avid Media Composer features as Script Sync and Phrase Find, designed for use in post production for unscripted filmmaking. The class will use a combination of lecture, screenings, and hands-on exercises. This workshop is designed for experienced Avid system editors who want to learn about specific workflow issues for documentary editing. Using material and examples from a current documentary. *16 HRS ($1375.00)*

ED325 Conforming Essentials Learn to employ such unique Avid Media Composer features as Script Sync and Phrase Find, designed for use in post production for unscripted filmmaking. *16 HRS ($1375.00)*

ED327 Audio for Promos in Avid Media Composer Students will be working on several promos and learning the technical and creative art of sound design in the process. Attendees watch and learn methods of creating sound design and then create their own promo sound mixes with one-on-one help. *16 HRS ($1375.00)*

AC101 Adobe Character Animator I Learn about Adobe's amazing tool for capturing performance and applying it to animated characters – no drawing skills necessary! Record your face and voice and apply that data to a digital puppet, then customize it with special animations. *8 HRS ($695.00)*

AD202 Adobe Video and Motion Dynamics This course focuses on the dynamics and inter-application relationships of the Adobe Video, Graphics, and Animation applications. *8 HRS ($695.00)*

AE100 Adobe After Effects Principles Achieve all the basics in just one day with Adobe After Effects Principles! You'll learn how to become comfortable with After Effects, explore the interface, complete a basic project, and discuss common industry workflows. Gain the confidence you need to navigate Adobe After Effects in your position. *8 HRS ($745.00)*

AE101 Adobe After Effects I AE101 is designed to allow those new to video animation techniques or who are self-taught, to get the most from immensely powerful software. Learn to create rich compositions with video, Photoshop, Illustrator and other files. Create advanced test effects, video blending, keying effects and track mattes. Learn basic through advanced animation techniques that make After Effects an unrivaled motion graphics toolset. *16 HRS ($1175.00)*

AE201 Adobe After Effects II Take your After Effects skills to the next level by building on your essential skills to enhance your motion editing and compositing. You will learn how to create more complex documents and work with a variety of palettes and tools to further understand the capabilities of this high-end design application. You will discover the pitfalls and best practices to follow so that you are creating professional-grade motion graphics and video effects that will be properly viewed by your audiences. *16 HRS ($1175.00)*

AE301 Adobe After Effects III Explore advanced techniques used by professionals to create motion graphics and video effects for real-world applications. Learn about advanced 3D kinetic typography and infographic techniques, expressions, audio and linking vision to audio, and much more. Industry standard tips and tricks for color correction and special effects are some of the key learnings in this course. *16 HRS ($1175.00)*

PR101 Adobe Premiere Pro I Learn to assemble video, audio, images and titles into a cohesive sequence that tells a story. This courses teaches you how to best utilize Premiere Pro for your video editing projects from content for websites, product demonstrations to corporate videos and other promo or educational purposes. *24 HRS ($1595.00)*

PR201 Adobe Premiere Pro II Explore advanced techniques used by professionals to create videos. This course covers many time-saving workflows and tools including Dynamic Link with After Effects, Audition and Media Encoder. Learn to work efficiently in HD by optimizing your workstation and workflow. Expand on your editing skills with more advanced edits and tools such as slip and slide edits. This course also covers audio correction and sweetening with Premiere Pro and Adobe Audition. Your instructor will cover the pitfalls and the best practices will be followed so that you are editing, producing and exporting your video properly. *16 HRS ($1375.00)*

PR250 Adobe Premiere Pro for Experienced Editors This class goes over everything in the PR101 but in a fast-paced learning environment for experienced editors looking to expand their skillset to include Adobe Premiere Pro. The PR250 takes your existing skills on editing systems and translates them into the Adobe Premiere Pro interface. Learn how easy it is to transfer your knowledge as well as learn new skills unique to Premiere such as motion graphics, titling, effects, shared projects, and more. *16 HRS ($1375.00)*

PS101 Adobe Photoshop I Learn the industry standard tool for creating rich imagery for a variety of applications including video, print, and digital in this comprehensive class. Through hands-on practice, you will create, edit and apply special effects to images and text that can be prepared for various uses such as print and marketing materials, websites, presentations, eLearning and digital apps. *16 HRS ($1175.00)*

PS201 Adobe Photoshop II Take your skills to the next level and learn more about additional toolsets and techniques in this two-day Photoshop training session. You will explore more advanced features, improve your workflow and work with advanced image handling tools and features available in Adobe Photoshop. You will learn how to avoid pitfalls and which practices to follow so that you are creating rich imagery using Adobe Photoshop. *16 HRS ($1175.00)*

PS301 Adobe Photoshop III Learn the most advanced techniques in Adobe Photoshop such as how to design and create modern layouts, interfaces and controls for web, mobile, video and UI design. In addition to learning key features and techniques, you'll cover important workflow processes and design concepts. Learn to efficiently create professional designs that are easier for developers to code. *16 HRS ($1175.00)*

FC101 Final Cut Pro X Fundamentals I This course will go over an intro to the Final Cut Pro interface where students will construct a multimedia project from start to finish including starting a project, importing media, organizing clips, editing styles and tools, audio, playback, finishing, exporting, sharing, and settings. *16 HRS ($1375.00)*

AS101 Aesthetics: Intro to Storytelling
Beginnings is the first step in understanding the vital importance of story to humans, to our culture, and to how humans make and use art. We are who we are and our civilizations are as they are as much due to story as to anything else. Everything we create starts, centers itself, and ends with story. Understanding these underpinnings helps everyone working in the arts and creating content to know how (and, as importantly, why) to create content in ways recognized and appreciated by audiences. The class uses various examples illustrating major concepts in an atmosphere of mutual discovery and discussion to arrive at general and personal understanding of art and story. *16 HRS ($1375.00)*

AS201 Aesthetics: Advanced Storytelling Using the concepts gained from AS101, students will explore how various genres and mediums of visual content use story and art to satisfy the human hunger for story. This class will deepen the student's clarity on issues such as the psychological foundation of story, the way the elements of story and art intermesh to create the finished "film", how technology expands visual storytelling even as it constrains, and how content keeps pace with technology and vice versa. Through numerous examples and class discussion, students form an understanding of past, current and future art, and create an incisive definition of camera-based work as a storytelling medium. *16 HRS ($1375.00)*

FL101 Autodesk Flame Editing Essentials Learn workflow and editing essentials in this introduction to Autodesk Flame. *24 HRS ($2765.00)*

FL102 Autodesk Flame System Administrator Essentials Learn the basics of becoming a System Administrator for Autodesk Flame. *24 HRS ($2765.00)*

FL201 Autodesk Flame Compositing Essentials Learn compositing and Action essentials in this introduction to Autodesk Flame. *16 HRS ($2395.00)*

FL101/201 Autodesk Flame Editing and Compositing Essentials Learn workflow and editing essentials, compositing and Action essentials in this 5-day combined class introduction to Autodesk Flame. *40 HRS ($3625.00)*

FL301 Autodesk Flame Advanced Compositing Learn advanced compositing and finishing techniques for intermediate and senior-level users. *40 HRS ($3625.00)*

FL302 Autodesk Flame Color Management and Grading Learn about using Autodesk Flame for color work. *16 HRS ($2395.00)*

FL401 Autodesk Flame Advanced Techniques Learn advanced techniques and new features for intermediate to advanced Autodesk Flame users, who wish to take full advantage of Flame. *40 HRS ($3625.00)*

DR101 DaVinci Resolve Editing Essentials This course reviews the basics of editing with DaVinci Resolve and covers high speed editing on the revolutionary new Cut Page, which is designed for fast turn-around work. You'll also learn how to use the traditional Edit Page for more sophisticated projects, along with DaVinci Resolve's legendary color correction, Fusion VFX and Fairlight audio tools so you can start creating your own Hollywood caliber film and video today! *16 HRS ($1375.00)*

DR201 DaVinci Resolve Editing and Finishing In this three-day course, you'll get a thorough overview of the interface, tools, features, and production flow for DaVinci Resolve. These hands-on lessons will teach you how to cut interviews, dramatic scenes, documentary material, and music videos in both the Edit Page and the Cut Page, as well as how to use the DaVinci Resolve Speed Editor. Students will learn the foundations of contrast and color balance and quickly begin to explore that many professional features Resolve has to offer in the post production workflow. Students will understand how to balance, create continuity and develop styles and looks which bring mood and tone to moving images and the storyline. You'll also learn how to build eye-catching effects, mix audio and deliver your final film for online distribution, broadcast TV, or streaming services. *24 HRS ($1595.00)*

DR210 DaVinci Resolve Advanced Color Grading DaVinci Resolve is an industry-standard editing, compositing, audio mixing and color grading software that gives you total control over the final delivery of your project. This class takes you through a series of practical projects in which you learn the color correction tools in detail plus a wide variety of workflows, effects and tools necessary to perform professional-level coloring work. Students will learn the foundations of contrast and color balance and quickly begin to explore that many professional features Resolve has to offer in the post production color workflow. *16 HRS ($1375.00)*

DR220 DaVinci Resolve Fairlight Audio Learn the art of sound design, recording, editing, sweetening, and mixing, as well as how to get the most out of audio tracks created and edited in DaVinci Resolve. Beginning audio editors and assistants will find clear workflow-driven lessons, while seasoned audio professionals will quickly grasp Fairlight's user-friendly tools for realizing incredible sound. *16 HRS ($1375.00)*

DR230 DaVinci Resolve Fusion FX Learn the art of titling, motion graphics, visual effects compositing, and broadcast design in DaVinci Resolve. *16 HRS ($1375.00)*

AUDIO COURSES

PT101 Pro Tools Fundamentals I The Pro Tools Fundamentals I (PT101) course introduces fundamental Pro Tools concepts and principles, covering everything an individual needs to know to complete a basic Pro Tools project, from initial setup to final mixdown. Students also learn to build sessions that include multi-track recordings of live audio, MIDI sequences and virtual instruments. Hands-on exercises and projects introduce essential techniques for creating sessions, recording and importing audio and MIDI, editing session media, navigating sessions and arranging media on tracks, and using basic processing and mixing techniques to finalize a production. Included with the course material is a download of media files and Pro Tools sessions to accompany the exercises and projects in the text. Together with the second course in the series, Pro Tools Fundamentals II, this course provides the foundation training required to prepare for the Avid Certified User: Pro Tools certification exam. *16 HRS ($1295.00)*

PT110 Pro Tools Fundamentals II The PT110 course expands upon the basic principles taught in the PT101 course and introduces the core concepts and techniques students need to competently operate a Pro Tools system running mid-sized sessions. Students learn to build sessions designed for commercial purposes and improve the results of their recording, editing, and mixing efforts. The hands-on exercises provide experience setting up sessions, importing media, working with digital video, spotting sound effects, using loop recording and MIDI Merge techniques, working with virtual instruments, warping with Elastic Audio, applying Real-Time Properties, creating clip loops, applying signal processing, using automation, and using submixes and track groups to simplify a final mix. Together with the first course in the series, Pro Tools Fundamentals (PT101), this course provides the training required to prepare for the Avid Certified User: Pro Tools certification exam. *24 HRS ($1525.00)*

PT301 Pro Tools S6 Mixing Technique Essentials This course covers the core concepts and skills students need to operate an Avid Pro Tools | S6 system in a professional production environment. The components of the PT301 course includes five lessons provided in the course book, and hands-on practice with an instructor. This is the fifth course in a series designed to prepare candidates for Pro Tools Expert Certification in advanced control surface techniques. Upon successful completion of the 300-level series Pro Tools | S6 courseware (PT301S6 and PT310S6), students will be eligible to take Avid's Pro Tools Expert Certification exams. *8 HRS ($995.00)*

AU101 Audio Recording Fundamentals Introduces students to a condensed history of audio recording, and basic studio recording equipment/techniques such microphones, microphone placement, microphone pre-amps, tracking strategies, and the understanding and use of processing equipment such as Equalizers, Compressors, Reverbs, Delays, etc. in Mixing and Mastering. Includes introduction to DAW functionality, MIDI, and networking. *16 HRS ($1125.00)*

AU102 Songwriting & Music Production Fundamentals Students take a song concept all the way to the finish line. Learn how to write a song, record it, add instrumentation, mix, and finish all in just a few weeks. Perfect for a crash course in music production. *16 HRS ($1125.00)*

AU103 Podcast Production Fundamentals Get your very own podcast up and running with this introduction to podcasting. You'll cover the basics of voice recording, mixing, creating and exporting a project, equipment, and more as well as creating topic material and branding. *16 HRS ($1125.00)*

AU104 Commercial Audio Production Fundamentals An introduction to commercial audio for radio spots and short form audio production. Review strategies for equipment selection, choosing the best take, micro-editing, compositing, sound effects, mixing and mastering, and even how to direct your talent. Includes lectures and hands-on exercises to maximize learning experience. *8 HRS ($695.00)*

AU202 Navigating The Filmmaker/ Composer Relationship & Process This class covers industry essentials to successfully establish communication and working processes between filmmakers and music composers, which are key to filmmaking and post production. Students will learn key industry basics involved in hiring a Composer, music licensing, how to share and communicate visions and briefs effectively and develop workflow systems to bridge the differences between music and film as well as extend the creative uses of music within filmmaking and post-production. Class exercises will detail processes that are used in music and film scoring such as spotting sessions, cue breakdowns and hands-on approaches in recognizing and navigating challenges that arise during the film scoring process, and implementing effective solutions. Included in the class material are cue sheets, which will be made available for future use. Also covered is industry advice from a diverse and inclusive perspective that will help you gain confidence, knowledge and skills in nurturing the longevity. *8 HRS ($745.00)*

PROFESSIONAL COURSES

DIR101 Intro to Directing for Television
In this one-week course, an award-winning film and TV director will provide a comprehensive look at the theory and practice behind single camera episodic television directing with a focus on pre-production. Students will learn the fundamentals of script analysis, blocking, and shot-listing, and the programs directors use in prep. They will also be familiarized with the scheduling and casting process. Lectures will be accompanied by case studies from produced TV episodes followed by Q&A with working industry professionals. The course will culminate in students presenting their own director's prep materials based on a real TV script. *20 HRS ($1715.00)*

SM101 Social Media Marketing: An Intro to Video-Based Content Just about every single company in the world has a social media presence. This means that there's at least one person behind the scenes pulling the strings and creating content. What does a social media marketer do? This class provides an introduction to the position and covers a variety of platforms including Instagram, Facebook, TikTok, LinkedIn, and more! Learn how to create content, make post calendars, use effective tagging, target ads, and find the voice of your brand. *12 HRS ($895.00)*

PC101 Post Coordinator Essentials In this class, students will learn the duties and responsibilities of a Post Coordinator, including daily tasks like distribution, scheduling, promo organization, and more. *16 HRS ($1375.00)*

ENGINEERING COURSES

MC400 ACSR Avid Media Composer System Support Certification The MC400 course will provide students with the techniques to install, configure, and troubleshoot Media Composer editing systems to maximize productivity and minimize system downtime. A blend of online self-study, combined with classroom lab work and role-playing, gives students' practical hands on experience. After completing the course, participants will be able to install and configure Avid Media Composer systems and provide first-line support to the Avid customer base. This course prepares candidates for the Avid Certified Support Representative: Media Composer certification exam as well as being the foundation of the program for candidates pursuing the full certification path to become an Avid Certified Support Representative: Elite. *40 HRS ($3725.00)*

MC405 Avid Media Composer Troubleshooting Workshop Through lecture and real-life exercises, this workshop will show how common (and not-so-common) issues are resolved by having participants ask questions and apply solutions but with time to slow down, discuss as a group, and analyze the circumstances in detail on several Avid machines. Students will discuss the process using Avid Media Composer with questions and answers that lead to the arrival of clearer, quicker solutions, which can be achieved in even the busiest of work environments. At the end of the workshop, participants are encouraged to demonstrate their newly learned skills individually and as part of a team. 16 *HRS ($1425.00)*

MC410 ACSR Avid Media Composer System Support Recertification The ACSR Avid Media Composer Systems Support Recertification classroom course is designed to support individuals who intend to maintain their Avid Certified Support Representative: Media Composer certification status by sitting the recertification exam. The course will focus on the installation, administration, and architecture of Windows and Macintosh-based Avid editing systems, with emphasis on new features and functions in the current release. 24 *HRS ($1895.00)*

NX423 ACSR Avid NEXIS System Support Certification In the ACSR Avid NEXIS System Support (NX423) course students focus on the installation, administration, and architecture of the Avid NEXIS system, learning to connect, configure, and troubleshoot the system. Lab work and exercises give students practical experience in integrating systems and applying troubleshooting techniques. This course prepares candidates for the Avid Certified Support Representative for Avid NEXIS certification exam. 24 *HRS ($3545.00)*

NX440 ACSR Avid NEXIS System Support Recertification The ACSR Avid NEXIS System Support Recertification (NX440) is a classroom course designed to support individuals who intend to maintain their ACSR Avid NEXIS certification status by sitting the recertification exam. The course will focus on the installation, administration, and architecture of Avid NEXIS, with emphasis on new information accumulated in the past year. *16 HRS ($1895.00)*

PT400 ACSR Pro Tools System Support Certification The ACSR Pro Tools System Support (PT400) is a blended course providing online content prior to attending a classroom Instructor-led training program. Students will learn configuration and troubleshooting techniques to minimize system downtime and maximize productivity, focusing on Pro Tools | HD software and hardware problems. Lab work and role playing give students practical experience. After completing the class, participants are able to provide first-line support to the Avid Pro Tools and Pro Tools | HD customer base. There is an initial Online Exam and the hands on activity concludes with a significant practical exercise in preparation for the certification exam. This course prepares candidates for the Avid Certified Support Representative: Pro Tools certification exam, as well as being the foundation of the program for candidates pursuing the full certification path to become an Avid Certified Support Representative: Elite. *40 HRS ($3490.00)*

FA400 Facilis TerraBlock System Support Certification The FA400 explores Terrablock, the industry-leading video shared storage solution for collaborative production networks. Learn about the Facilis Shared File System included with TerraBlock systems that easily manages the most complex, multi-platform network environments and enables collaborative workflows including diverse image formats and applications. Whether your job is 4K color grading, VFX compositing or HD craft editorial, working with Avid Media Composer, Adobe Premiere Pro Creative Cloud, FCPX, DaVinci Resolve or Avid Pro Tools, we'll learn how TerraBlock network shared storage provides the performance and collaboration that lets you create with confidence. In this course, students focus on the installation, administration, and architecture of the Facilis TerraBlock system, learning to connect, configure, and troubleshoot the system. Lab work and exercises give students practical experience in integrating systems and applying troubleshooting techniques. *16 HRS ($2725.00)*

VM400 Virtual Machine System Support Certification The VM400 explores virtual machine setup and solutions, remote workflows, administration, technical support, and network environments. *16 HRS ($2765.00)*

PR400 Adobe Premiere Engineering & Advanced Operations The goal of the PR400 class is to help understand the different ways Adobe Premiere Pro can be used and to be able to build the right system for the production. Students will get a deep dive into file standards, multiple media management methods, far-reaching deliverable capabilities using Premiere and Adobe Media Encoder, and much more. Students will also examine different shared storage options, such as SNS Evo or Avid NEXIS, while also discussing shared workflows and building Productions vs. Team Projects. Included is a breakdown of different CPU and GPU options, software configurations of Premiere Pro, and all the extra applications that are available. In short, the PR400 will provide students with the techniques to install, configure, and troubleshoot Adobe Premiere systems to maximize productivity and minimize system downtime while also understanding different aspects of operational and technical workflow. *16 HRS ($2795.00)*

DR400 Blackmagic DaVinci Resolve Engineering & Advanced Operations The goal of the DR400 class is to help understand the different ways DaVinci Resolve can be used and to be able to build the right system for the production. Students will get a deep dive into file and color standards, multiple media management methods, far-reaching deliverable capabilities, and much more. Students will also examine different shared storage options, such as Blackmagic's cloud storage, while also discussing shared workflows and building Resolve Project Servers. Included is a breakdown of different CPU and GPU options, software configurations of DaVinci Resolve, and all the extra applications that are available. Students attending this course will get a deeper understanding of how to fully take advantage of all that Blackmagic's DaVinci Resolve offers for a variety of capacities at almost any facility. *16 HRS ($2795.00)*

SN400 SNS System Support Certification The SN400 explores SNS EVO Storage system, the industry-leading video shared storage solution for collaborative production networks. Learn about the EVO Shared File System that easily manages the most complex, multi-platform network environments and enables collaborative workflow. *16 HRS ($2765.00)*

All classes fall under the SOC (Standard Occupational Classification) 27-4000 branch. "Editing Courses" fall under SOC Code 27-4032. "Audio Courses" fall under SOC Code 27-4014. "Professional Courses" and "Engineering Courses" fall under SOC Code 27-4099.

CONTINUING EDUCATION

INDIVIDUAL COURSES FOR WORKING PROFESSIONALS

HOW DO I REGISTER FOR AN INDIVIDUAL COURSE?
- Review available Avid, Pro Tools, Adobe, Resolve courses and others.
- Reference the online Class Calendar for dates/times courses are offered.
- You'll receive a registration form via e-mail followed by an invoice.
- Once your registration is complete and payment is received, you will receive confirmation of your enrollment in the selected course(s).

INDIVIDUAL COURSE RESTRICTIONS & POLICIES
- Payment in full or a P.O. for each class is due upon seat reservation.
- Cancellations and changes made by you within three calendar days of the start of a class will result in a refund of 70% of the price of the class.
- If it is necessary for Key Code Education to cancel your registration, you will receive a full refund if cancelled four or more calendar days before the start of a class.
- Taking courses without taking the prerequisite(s) notes is done at your own risk - no refunds will be given if the class is too advanced.
- Guild/union members may receive special discounts and reimbursements - ask for more details.

WHAT ARE THE ADVANTAGES OF INDIVIDUAL COURSES?
- Key Code Education offers Industry-Authorized Courses developed and certified by Avid, Adobe, Blackmagic, Newtek, and other high-end software publishers.
- Acquire knowledge and professional expertise in as little one day.
- Open Enrollment - start a course almost anytime throughout the year.
- Evening, weekend, daytime sessions.
- Location adjacent to beautiful downtown Burbank, minutes from most of the major studios, production houses and industry points-of- interest.
- Courses designed for working professionals.
- Training available online, at your site, or at our facility.

CORPORATE/CUSTOMIZED TRAINING We understand that studios and production facilities have specific environments, and therefore specific training needs. We can customize our curriculum to meet your specific goals.

GENERAL INFORMATION

FACILITY ADDRESS & BUSINESS HOURS
270 S. Flower St.,
Burbank, CA 91502
818.303.3900
www.keycodeeducation.com
www.keycodemedia.com
Business Hours: Monday-Friday 9am-6pm

Key Code Media, d.b.a. Key Code Education maintains its primary facility in Burbank, CA, adjacent to the Downtown Burbank Village District, and two blocks south from the Downtown Burbank Metrolink station. It is within 3 miles of ABC, NBC, Disney, Warner Bros., Nickelodeon, Dreamworks Studios and almost one thousand entertainment companies that call Burbank home.

The building where all physical classes are held consists of 13,000 square feet of space, most on the ground floor, with handicapped parking adjacent and wheelchair access. The offices for Admissions, Financial Aid, Placement and Student Services, and the Controller are located in the building. Enrolled and prospective students needing to discuss or transact any business may do so by making an appointment (recommended) or inquiring on-site, via email, or via phone.

The Key Code Education facility is a complete turnkey new media facility. It comprises current model computer systems to train on various creative software packages, and the network storage to save and retrieve media. Live production is sometimes part of the curricula and also supports curricula creation and presentation, so the school also makes use of numerous production-oriented technologies to complement the emphasis on post-production.

Our professional trainers demonstrate and assist students in small class environments. Students are given ample opportunity for hands-on application during and after classes.

All technology is 100%-owned by the company

EQUIPMENT Student and Teacher Workstations include:
Apple iMac computers with:
-- 27" 5K Retina Display
-- 4.0GHz Quad-core Intel Core i7 processor
-- 32GB RAM
-- 1TB SSD/HDD hybrid storage

Software on each iMac includes:
-- Avid Media Composer 2022.x video editing software
-- Adobe Creative Cloud 2023 application suite (includes Premiere, After Effects, Illustrator, inDesign)
-- Apple Final Cut Pro X video editing software
-- Avid Pro Tools sound recording, editing, mixing software
-- BlackMagic DaVinci Resolve color grading software

The core systems are supplemented by additional media production systems:
-- Avid S6 Audio Console
-- Telestream Vantage media processing platform (Lightspeed)
-- Avid ISIS 5500 32TB network storage
-- Facilis 24D 48TB network storage
-- ProMAX platform 32TB network storage
-- Adobe Anywhere (distributed WAN editing platform)
-- Avid Everywhere (Interplay) (distributed WAN editing platform)
-- Newtek Tricaster 8000 multicamera media production and publishing platform
-- Newtek Tricaster 860 multicamera media production and publishing platform
-- Newtek Tricaster Mini multicamera media production and publishing platform

And further supplemented by professional video cameras:
-- Sony HD and UHD cameras
-- Panasonic, JVC. Shoulder, studio, and PTZ camera models. Local and remote controlled.

Interconnectivity of all equipment is facilitated by 1GigE and 10GigE, 4GB and 8GB Fibre local area networks / secure VPN.

Training room configurations are subject to change due to frequent acquisition of new hardware and software.

LEARNING RESOURCES The school provides as part of the certificate program access to a wide array of video tutorials, mainly viewed online. Some tutorials are developed by the school. Others are from third-parties. The school may include as part of the program paid subscriptions to any third-party providers that require a fee for viewing. The media is made available through one or more servers that students can access from computers on the school's network. Access to the media is aided by a learning management system as well as instructors and lab supervisors. The school provides all media required for classes, lab, and project work, available to be downloaded from online server(s) or on physical media, such as DVD discs, USB memory sticks, or digital tape. Because of the video media-centricity of the school's programs, and because of the extensive virtual library of video tutorials provided by the school, no physical library is provided. Any book or handout required for a class is provided by the school to the student at no additional charge.

HOUSING The school does not provide student housing, dormitory facilities under its control, nor formal housing services. Several thousand apartment units, as well as single family homes are located within 4 miles of the school, in the cities of Burbank, Glendale, Toluca Lake, and North Hollywood. Hundreds, if not thousands of apartment units can be found within one mile of the school. Typical 2-bedroom 1- or 2-bath apartments built within the past 55 years can be rented for $1800 and up.

ACADEMIC YEAR The school operates on a rolling admission basis. A program can be started at almost any time of the year. There are few if any pre-arranged start dates. Once started, the program operates on a Quarterly academic year basis, with essentially no break taken between quarters.

INSTRUCTIONAL HOURS & SCHEDULE Training is offered Monday through Sunday, on varying dates each week depending on class schedules. Most physical classes are held during the day. Daytime class periods are typically 9am-6pm with a one-hour lunch break and several short breaks throughout. Night class periods are typically 6:30-10:30pm Monday-Friday. Lab hours are Mon-Fri 9am-6pm. Online class schedule vary but offer many options for students.

Class schedules are available on our website, in printed form in our lobby, or by email upon request, and can be verified by phone during our normal business hours. Training is also held online in either synchronous or asynchronous formats with a varying schedule to suit student needs.

FINANCIAL AID & ACCREDITATION The school is not accredited and does not participate in U.S. Federal Student Aid. Students are not eligible to receive FSA Direct Loans, Pell Grants, or other FSA financial aid. The school does not provide private student loans, though there may be other loan providers available to a student. If a student obtains a loan to pay for an educational program, the student is responsible to repay the lender the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

IATSE AND NABET UNION SUBSIDIES The Motion Picture Editors Guild (IATSE Local 700) and the Sound, Video, and Projection Engineers (IATSE Local 695) are allied with Key Code Education. Training subsidies are usually available for such members.

Members should contact their local office or Key Code Education for the latest information about current funding options, or check our website page "Financial Aid" for updates.

VOCATIONAL REHABILITATION (VOC REHAB) Injured workers who are entitled to retraining services through their worker's compensation insurance carrier or their State Department of Rehabilitation may qualify for training at Key Code Education. Ask your counselor to contact us so that we can develop a retraining program for you.

ADMISSION REQUIREMENTS CERTIFICATE PROGRAM STUDENTS To be eligible for admission to a Key Code Education Certificate Program, a prospective student must be at least 17 years of age and possess a high school diploma or GED equivalent. The school does not accept ability-to-benefit credentials.

To apply for enrollment, a prospective student should contact Key Code Education for an individual counseling session at our facility, by video meeting, or by phone. An application and fee may be required prior to enrollment.

Admission requirements apply equally to all prospective students without regard to religion, color, sex, gender, orientation, race, age, ethnicity, creed, or nationality. Admission procedures for those with special needs is the same as those stated above. Currently the school does not issue visas for non-residents of the U.S.

INDIVIDUAL COURSES (NON-PROGRAM) STUDENTS New applicants for individual classes may avail themselves of counseling services either by visiting our facility or by telephone, video meeting, or email. If you have any questions or wish to enroll, please call 818.303.3900 or email education@keycodemedia.com.

ESL, VISA, AND ADA English language proficiency is necessary; all training and services are provided in English. Non-native English speakers concerned about their English should inquire about taking a sample class to help determine whether their language skills are sufficient. The school does not provide English-as-a-Second-Language instruction. Language proficiency can be demonstrated through tests such as the Test of English as a Foreign Language (TOEFL), which will be accepted with a cumulative score of 90 or above. Key Code Education does not provide this test.

Visa services are not provided nor will the institution vouch for student status, or any associated charges.

Our physical premises are easily accessible and in compliance with ADA standards. Our facilities are ADA compliant concerning Handicap Access. There are no other special facilities or services available to disabled students.

ATTENDANCE Key Code Education expects students to attend school every day that they are scheduled to do so. Attending class and lab as scheduled is a key ingredient for successful and optimal learning. When you miss class, you not only fall behind on new material, but you may miss hands-on practice important in developing skills.

Each day of formal instruction is critical. Future employers may look for graduates with perfect or near-perfect attendance! Therefore, regular and punctual attendance is expected unless a student cannot attend due to unexpected illness or emergency.

Daily attendance is taken each class session. At the end of each class (which may span several days), the attendance roster is logged electronically and becomes part of the student's electronic records.

Each student may view their individual and cumulative attendance record as part of their academic progress reporting that is available at all times on the Key Code Education learning management system (LMS), which is web-based. If you do not agree with the attendance data, you must submit a written appeal to the Director of Education before the end of the affected quarter. At the end of the quarter, the attendance data becomes permanent and can no longer be challenged.

Each student is required to make quantitative progress toward program completion. To make satisfactory academic progress, a student must attend at least 90% of the hours designated for their program on a cumulative basis during each evaluation period (i.e. each quarter) and have attended at least one class or lab session within the past 30 days and not have missed more than 8 consecutive scheduled class or lab days.

TARDINESS Key Code Education expects each student to be in class on time every day. If you arrive late to class you not only miss the material that has been presented, you disrupt the instructor and fellow students. If you arrive more than 15 minutes late for class, your instructor will record a Tardy.

SKIPS AND EARLY DEPARTURES Key Code Education expects each student to attend the full class session. If you skip or leave early, you miss material and/or valuable hands-on practice time. If you skip more than 15 minutes during the class (including returning late from lunch) or leave more than 15 minutes before the instructor dismisses class, the instructor will record a Skip/Early Departure.

MAKE-UP WORK If you are Tardy and/or have a Skip/Early Departure more than twice in any course, you will be required to either: a) repeat the portions of the classes you missed, or b) repeat the course in its entirety, or c) perform make up work to be completed outside of normally scheduled class hours that is prearranged with the Instructor or Director of Education, or d) obtain a written letter from the Instructor or Director of Education that substantiates that you have demonstrated the competencies or satisfied the learning objectives of the course in spite of the missed class time.

CONDUCT Honorable conduct is expected of students at all times. They are expected to treat classmates and staff with respect, and to abide by state and federal laws. Theft of equipment, books or software, or destruction of equipment is a criminal offense. Extensive or malicious tampering with equipment in any class or lab room may lead to dismissal and the filing of civil or criminal charges. Guns, weapons, alcohol, contra-band, pirated software and drugs are strictly prohibited. Behavior that endangers others will not be tolerated. Dress code is based upon modesty and good taste. Full clothing is expected at all times. Any breach of these rules of conduct is grounds for probation and/or dismissal. Persistent, disruptive behavior or harassment of fellow students or staff, after verbal or written warning(s), also constitutes grounds for probation and/ or dismissal. Key Code Education faculty and staff will not tolerate verbal abuse or altercations. If Key Code Education faculty and staff feel that a student's verbal abuse is unwarranted, especially after a reminder of this policy, then the student may be given a verbal warning to cease the behavior or will be asked to leave the building. Continued verbal abuse or altercations is grounds for probation and/or dismissal.

LEAVE OF ABSENCE If a student feels the need to take a leave of absence, they should complete a Leave of Absence form (online) or send an email to education@keycodemedia.com that a) substantiates extenuating circumstances and the reasons for requesting the leave of absence, b) indicates the desired start date and projected date of return to the school, and c) states they understand the procedures and implication for returning or failing to return to classes on or before the scheduled return date. A leave of absence can be granted for up to 180 days. Multiple leaves of absence may be recognized at the school's discretion, but must not exceed 180 days during the program. Leaves of absence also may not exceed half the length of a student's program in a 12-month period. A student who takes an unapproved leave of absence or who do not return timely from an approved leave of absence risks the possibility of being withdrawn from the school. International students in the U.S. under a student visa are not eligible to take a leave of absence. Under extenuating circumstances only, an international student may consult with their international student advisor to evaluate options.

REQUIREMENTS FOR GRADUATION To graduate, a student must (a) have a GPA above 2.0 (the lowest grade may be dropped) and (b) have attended at least 90% of the required class and lab hours in the program.

SATISFACTORY ACADEMIC PROGRESS To be considered SAP, students must:
1) maintain a GPA above 2.0 (Average grade of 70 or above)
2) Be on track to complete their classes within a maximum time frame of 1.5 times the normal program length, as measured chronologically.
     1) Example: If a program is 12 months, it must be completed within 18 months.
3) Have 90% cumulative attendance for the hours of class and lab scheduled.

Progress will always be assessed at the end of each term, at the least. Students who have not achieved SAP in a term will be expected to either repeat the term or make up work by completing sufficient hours of class/lab and/or raising their grade to a passing level. For exam retakes the highest grade achieved will the kept.

PROBATION
- Students who have not achieved SAP in a term will be put on Warning.
- Students who fail to achieve SAP for two non-repeated terms in a row may be put on extended probation so long as in the judgment of the program director and student services they have the ability to 1) still finish within the 150% of time allotted and 2) successfully complete the remainder of the program. Students who have failed the same term twice will not be given the option of an extended probation.

- Students will be automatically withdrawn if they:
    - fail to successfully complete a repeated term
    - fail to achieve SAP for two terms in a row and are judged not likely to succeed by the Education Director
    - fail to achieve SAP for three terms in a row
    - have not attended any class or lab for 30 days in a row or have missed 8 scheduled class/lab days in a row.

APPEALS Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by mail. The student may submit a written appeal of the dismissal within five calendar days of receipt of the dismissal notice. The appeal should be addressed to the Director of Education at education@keycodemedia.com. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the Director of Education, the Assistant Director, and the Compliance Coordinator will examine appeals. The student will be sent the Appeals Committee's written decision within ten business days of the receipt of the appeal. The decision of the committee is final. Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

DISMISSAL & TERMINATION Key Code Education will notify a student by email if he or she is being dismissed for unsatisfactory academic progress. Students may also be terminated for failure to meet conduct standards, or for failing to pay tuition in accordance with the tuition and enrollment.

MAXIMUM TIME FRAME Key Code Education program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in months. A 12-month program must be completed within 18 months, not counting approved leaves of absence.

GRADING OF TRANSFER & READMITTED STUDENTS Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school.

- Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative requirement remains 70% for all students, but the maximum time frame is based on the customized amount of time the student must complete in the current program.

STUDENT ASSESSMENT The TV and Film Editing Program consists of 6 Quarters of training, which includes a) in-person instructor-led classes, b) synchronous "virtual classes" with the instructor and student interacting remotely in real-time, c) asynchronous virtual classes and projects with the instructor and student interacting remotely not at the same time, d) self-paced computer-mediated instruction such as video tutorials, reading assignments, lab exercises, quizzes, and editing-related projects.

In-person instructor-led classes usually combine lecture-demo and hands-on training and practice.

Grading for the program is outlined below, consisting of tests, projects and exercises.

ASSESSMENTS IN MODULES % OF FINAL GRADE
- Attendance (must attend 90% of all classes) 5%
- Quizzes Based On Homework 5%
- Quarterly Hands-on Homework 5%
- Quarterly Hands-on Exams & Projects 85%

For all programs the final grades of each module are averaged to determine the overall GPA. An average assessment score of greater than 70% is required for graduation. Highest score is counted for exam retakes and the score on one assessment may be dropped.

WITHDRAWAL & REFUNDS FOR CERTIFICATE PROGRAM STUDENTS A student has the right to withdraw from a program at any time. A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Withdrawal notices should be directed to the Education Manager either by email at education@keycodemedia.com or to 270 S Flower St, Burbank, CA 91502. Students may call for more details and guidance at 818.303.3900. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student withdraws from the program after the period allowed for the cancellation of the agreement, if applicable, the school will remit a refund within 45 days following withdrawal.

Any refund for payments by credit card shall be based on the net proceeds to the school after accounting for a 3% card transaction fee. The amount owed equals the daily charge for the program (total institutional charge divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. If a student withdraws prior to 60% completion of a quarter, the refund shall be calculated as follows:
1) the non-refundable registration fee of $100.00 plus the non-refundable application fee of $85.00 (if not paid separately) shall be subtracted from the Total Program Cost;
2) the non-refundable STRF Fee for CA residents shall also be subtracted from the Total Program Cost;
3) the cost of any courseware and hardware (plus sales tax) to be provided for the program to the student shall also be subtracted from the Total Program Cost; the net is the Total Program Tuition;
4) the Total Program Tuition is divided by the number of quarters (terms) in the program (6); the result is the Per Quarter Tuition;
5) the denominator is determined by the number of days in the quarter (not counting school holidays);
6) the numerator is determined by the number of days that have passed in the quarter (not counting school holidays) on the date of withdrawal or 15 days after the last attendance date, whichever is earlier;
7) the Tuition Refund is calculated by multiplying the Per Quarter Tuition by the calculation of: 1 minus the numerator (#6) divided by the denominator (#5).
8) to the Tuition Refund is added any cost of courseware and equipment (plus sales tax) to be provided for the program that have not yet been provided; the net is the Total Refund. Total Refund will be deducted from the student's account balance.

STUDENT'S RIGHT TO CANCEL

The following cancellation policies apply to our certificate programs and not individual classes:

CANCELLATION FOR PROGRAM STUDENTS Students may cancel their enrollment in any course by providing written notice to Key Code Education and obtain a full refund, if notice is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student gives verbal or written notice of cancellation to the school. The school shall refund any consideration paid by the student less any application fee up to $100 and non-refundable registration fee up to $150 (total non-refundable fees not to exceed $200), and less a 3% credit card transaction fee, if applicable within 45 days after it receives notice of cancellation. If Key Code Education cancels the program start or rejects the student's application then all fees will be refunded in full.

DISTANCE LEARNING Key Code Education offers remote courses held online using software such as Zoom or through learning management software (LMS) such as Canvas. Students received credentials to access any online resources directly via email which includes project materials, ebooks, media, links, webpages, or other resources.

Upon completion of each course taken remotely, students will receive an email notification within 2-10 business days after the day of their last class session stating that they have completed the course. A certificate of completion may be attached depending on if a certificate is offered with the course.

STUDENT COMPLAINTS & GRIEVANCES Certificate Program students are welcome to communicate with Key Code Education staff regarding their experience. This may be done either through informal discussions with an Instructor or staff member, by leaving a letter with the receptionist, or via email at education@keycodemedia.com. We ask that the student sign their name to comment forms. If a student communicates a complaint orally, effort will be made to resolve the complaint before a second one is made. If a second oral complaint is made, the student will be notified that the complaint should be put in writing.

If you have a complaint or feel you are not receiving what was represented to you, then you are encouraged to provide our staff with a written letter detailing the circumstances of your grievances, addressed to Attn: Chief Academic Officer.

If you feel that the complaint is of a serious nature and may involve legal ramifications, the complaint should be communicated both orally and in writing as soon as possible. If you believe that the school or any individual representing the school has acted unlawfully, you have the right to file a complaint with the Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Suite N 112, Sacramento, CA 95834, (800) 952-5210. A student may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's web site www.bppe.ca.gov.

STUDENT-TEACHER RATIO Most classes have significant hands-on participation and are limited to 10 students.

STUDENTS RECORDS Student records will be maintained for each student who enrolls in the institution whether or not the student completes the educational service. This will include all student contact information as well as education history and copies of all documents and personal information voluntarily submitted by the student.

STUDENTS ACCESS TO FILES Student files are maintained in full on-site for 5 years, and can be viewed by a student upon request sent to education@keycodemedia.com. Thereafter, Key Code Education will maintain for two more years either partial or full files. Original files are not permitted to leave the premises. However, a student may be allowed to photocopy or scan their files. Outside institutions, agencies, or individuals seeking to access a student file must have the student sign a letter authorizing release of their files. The institute acts in accordance with the Family Education Rights and Privacy Act (FERPA). Transcripts are retained permanently by the institution.

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

TRANSFER OF CREDITS Key Code Education has no articulation agreements to transfer credits to or from other schools. It does not anticipate and makes no representation that any credit earned at the school will transfer to another school.

Nonetheless, upon request from a Key Code Education student or graduate, for a fee of $100, Key Code Education will provide guidance or counseling and at a minimum, an official transcript, syllabi, or course outlines to assist a student who requests to transfer credits to another institution.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED: The transferability of credits you earn at Key Code Education is at the complete discretion of an institution to which you may seek to transfer.

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

Key Code Education accepts credits from schools that are nationally or regionally accredited by the U.S. Dept. of Education or CHEA for students who successfully completed an essentially identical class (e.g. Introduction to Photoshop) that was at least as many hours as Key Code Education offers. Key Code Education also accepts credits for similar classes taken at a professional digital media education center (for example, Media Composer 101 at an online school) within the past year or within the past three years followed by working in the field at least 20 hours per week.

Students may request to pass their class prerequisites either by the aforementioned acceptance of credits, by a technical assessment of their skill for the subject or class in question (for example, skills one would learn in Introduction to Photoshop), or by verbal interview to assure the student will appropriately benefit from taking a higher-level course with Key Code Education. The student may appeal the decision made by the institution at a cost of $50 for re-examination or interview.

Students requesting transfer of credits must request in writing sent by letter or email, and provide a copy of a completion certificate or transcript from the other school and a description or outline of the course from the other school's catalog, website, or other document. Key Code Education requires a minimum GPA of 3.0 from an accredited school, or a certificate of completion from a non-accredited digital media education center. The limit on the number of credits that may be transferred is 33% of the hours in the program at Key Code Education. Credits transferred may be substituted for other courses at no charge to the student, or used to offset tuition on a prorated basis at a rate of 50%, at the student's choice.

For example, if a student transfers credits totaling 10% of the hours in the program, the tuition would be discounted 5%. The number of credit hours earned by transfer of credits will be considered as earned at the start of the program and will initially alter the student's academic progress positively.

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at Key Code Education. Such students will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. For example, if the student transfers in 140 hours, and therefore must complete 1300 hours in a Key Code Education program, the maximum time frame is 1300 x 150%, or 1695 attempted hours.

A student may appeal the denial of transfer, or the number of hours granted by transfer, in writing by letter addressed to the Director of Education or email at education@keycodemedia.com. Key Code Education may charge a fee of $50 to evaluate a student credit transfer request, which may be assessed at its sole discretion.

PRIOR EXPERIENTIAL LEARNING Key Code Education does not accept prior experiential learning for credits in full programs offered but will accept prior experiential learning to satisfy encouraged prerequisites for individual classes (i.e. enrolling into PS201 without taking PS101 if basic Photoshop skills are attained).

FERPA NOTIFICATION The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1) The right to inspect and review the student's education records within 45 days after the day "School" receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School]. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.

5) FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

   • To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

   • To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

   • To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

   • In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a) (6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a) (14)
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

DRUG AND ALCOHOL PREVENTION/AWARENESS The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol is strictly prohibited on Key Code Education property and/or while on official duty and/or as part of any school activities. Sanctions (consistent with local, State, and federal law) will be imposed on students and employees for violation of this policy. Sanctions may include disciplinary actions up to and including expulsion, termination of employment and referral for prosecution. There are significant health risks associated with the use of illicit drugs and the abuse of alcohol; students who want to talk to a counselor or want to seek services about drug and alcohol abuse and prevention are encouraged to do so and can contact the Education Manager for referrals.

COPYRIGHT INFRINGEMENT Copyright infringement is the exercising, without permission or legal authority, of an exclusive right granted only to the copyright owner under Title 17 of the U.S. Code. Down- or uploading a substantial part of a copyrighted work without permission (i.e. reproducing or distributing) is an infringement. Key Code Education is authorized to confiscate any storage media suspected of housing files illegally down- or uploaded at the school, or involving any files obtained by a student at Key Code Education. Key Code Education will cooperate fully with any investigation by public authorities related to illegally down- or uploaded copyrighted work. Students found liable will be subject to the full extent of fines and penalties imposed by law. A student who illegally reproduces or distributes copyrighted material may be subject to criminal and civil penalties, and face possible expulsion from Key Code Education. Anyone found liable for civil copyright infringement may be ordered to pay actual damages or "statutory" damages of not less than $750 per work infringed. A court may award up to $150,000 per work "willfully" infringed, assess costs and attorney fees, and impose criminal penalties including imprisonment of up to five years.

DELINQUENT PAYMENTS Many Certificate Program students obtain a student loan prior to entry. Individual class students generally pay prior to the start of class. Any invoice delinquent over 30 days will be charged 18% per year. Seriously delinquent accounts may be turned over to a collection agency for further legal follow-up, and may incur collection or legal fees in addition to interest on the unpaid balance.

ADDITIONAL FEES Key Code Education charges the following fees, as applicable:
Registration fee per program (non-refundable if a student withdraws) - $150
Application Fee - $85
Re-enrollment Fee (non-refundable) - $250
Rescheduling Fees:
      To reschedule one or more classes outside of the 10-day deadline - $25
      Late Cancel Fees - $100
      No Show Fees - $200
Incoming wire fee (per wire) - $25
Outgoing wire fee, domestic (per wire) - $25
Outgoing wire fee, international (per wire) - Varies by Destination
Returned Check Fee - $25
Fax Fee - $1.00 per page
Transcript Fee - $35
Certificate Reprints - $10; $15 for Avid Certificate
Loan Modification Re-documentation Fee - $100
Re-Assessment of Skill Fee - $50
Fees subject to change.

TECHNICAL CERTIFICATION FEES Software manufacturers occasionally develop certification classes and tests. Generally the cost of these tests and application fees for one sitting is included in the tuition of the corresponding course or Certificate Program. Retakes of the exams will be at the student's expense.

PAYMENT METHODS Payments are accepted by cash, check money order, PO, or credit card.

SALES TAX Sales tax will be charged on books, supplies, and equipment as applicable.

CONTINUING EDUCATION TAX DEDUCTION Expenses incurred for training at Key Code Education may be tax deductible, including the cost of registration fees, travel expenses, meals (at 50%) and lodging. Please consult your tax advisor. The American Opportunity Tax Credit took effect in 2009, which consolidated and expanded tax breaks for college expenses that were established during the Clinton administration. The ACTC gives taxpayers with an adjusted gross income of up to $180,000 a credit of up to $2,500 for tuition, fees and course expenses. Unlike previous tax credits, it is refundable: filers who do not owe taxes can receive a maximum refund of $1,000. Check with your CPA to confirm whether the AOTC applies to you.

OTHER REQUIRED FINE PRINT Key Code Media, Inc. d.b.a. Key Code Education is not pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). It is not an accredited institution; enrolled students are ineligible for federal financial aid programs.

Any questions you may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, by phone at 916.574.8900, or fax at 916.263.1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free 888.370.7589 or by completing an online complaint form on the Bureau's website, www.bppe.ca.gov.

STUDENT RIGHTS & SERVICES The institution provides information within this catalog on the rights and services of and for the student. Students shall not be discriminated against on the basis of religion, color, sex, gender, orientation, race, age, ethnicity, creed, or nationality. Admission procedures for those with special needs are stated above. Grievances may be addressed phone and ask for the CAO at 818.303.3900 or email to education@keycodemedia.com. Key Code Education is dedicated to assisting students to the best of the institution's ability to address academic or occupational needs. This ranges from providing information on transportation or dining, local public services, or arranging special and/or make-up training as needed. Referrals to appropriate community resources are available upon request for students with special needs that the institution is not qualified to address. All services are available for the duration of their program period as well as after graduation. Services include career counseling, additional events, and lab time. Services may be inquired about via correspondence or by using the institution's web portal

FACULTY AND OWNERSHIP Key Code Education may retain the services of one dozen or more freelance instructors, all of whom are experienced in their areas of specialty in digital media production, many of whom are software-certified trainers/experts and adhere to regulations set by BPPE. This includes completing train-the-trainer (T3) certification from the companies whose software and hardware offerings are the subject of the classes taught by Key Code Education. These classes are often developed and structured from the companies themselves. Key Code Education is a certified learning partner for Avid Technology and Blackmagic Design and instructors teaching these classes are certified through such companies to teach at Key Code Education. Instructors and faculty members hold either 1) three or more years of experience in education or 2) qualifications that satisfy the required experience. Continued learning and experience is mandated for the instructors and faculty members.

Key Code Education employs a Chief Academic Officer as well as an Education Manager. These faculty members develop and implement written policies and procedures providing for the participation by duly qualified faculty in the conducting of research, development of curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution's mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials.

Mike Cavanagh is President and Founder of Key Code Media and Key Code Education. Since establishing Key Code Media in 2001, Mr. Cavanagh has been focused on making Key Code Media the preferred resource for audiovisual equipment, installation, and aftermarket support. An avid supporter of education, he opened Key Code Education in 2018 to provide quality training solutions.

Johnathon Amayo is Chief Academic Officer of Key Code Education. With 30 years in the field of media production & technology along with 25 years in education, Mr. Amayo is dedicated to developing and delivering up-to-date curriculum in the ever-changing world of media technology.

Veronica Warner is the Education Manager of Key Code Education. Her decade of work in education and two decades of experience in the media & entertainment industry gives her the ability to give valuable guidance to students toward their career goals via Key Code Education's variety of courses.

Key Code Education shall not employ or continue to employ any faculty who were adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code; nor shall they employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Academic Freedom Policy Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

Key Code Education's Academic Freedom Policy is available upon request. This policy describes the latitude the institution allows faculty in the classroom so faculty will not inadvertently violate the principles of academic freedom. The institution shall not take adverse action based on a staff member's exercise of academic freedom consistent with the institution's policy.

Key Code Media, Inc.. (d.b.a. Key Code Education) is a privately-owned institution, a Delaware corporation owned by Mike Cavanagh. Mr. Cavanagh is the sole member of the board of directors.