



Student Information Catalog

American Graphics Institute
agitraining.com
(781) 376-6044



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ABOUT AMERICAN GRAPHICS INSTITUTE

American Graphics Institute provides organizations and individuals with training and support for design, marketing, and publishing technologies. Our clients include many of the most prominent companies in technology, publishing, financial services, advertising, creative services, and retail sectors.

Our instructors

Our instructors have direct industry experience and have been teaching design and development classes for over a decade. They undergo extensive testing, continuing education, and are subject to quality control processes to ensure that your expectations are exceeded. The instructors at American Graphics Institute have authored more than 50 books on design, development, and publishing tools. We publish the Digital Classroom series of books.

Staying ahead

American Graphics Institute promotes continuing education among all of our instructors. To insure that you will receive the best possible training, we are constantly updating our skills for software, hardware and teaching skills. Our instructors spend weeks each year learning new tools and technologies.

Hands-on learning

American Graphics Institute classes provide students with practical hands-on experience in small class settings. We limit enrollment to better serve our students with the average class size being six students or less. To allow for hands-on instruction and practice, a Mac or Windows computer is available for each student.

Admissions

Anyone who has completed high school or its equivalent, is proficient in English, has basic computer literacy, and has a desire to learn is invited to enroll in American Graphics Institute's programs.

All courses in the programs may be attended either in-person or online. It is possible to participate using different attendance modes within the same program, attending some classes in-person and others online. Participants may also choose to attend entirely online or in-person.

Program participants attending in-person have access to the computers and software provided within the classroom and labs at American Graphics Institute.

Participants attending remotely are required to have a computer and access to the Adobe Creative Cloud software applications. Participants can attest they have access to the software and computer, or may opt to use a computer and software provided by the school for an additional fee of \$375.00 for a period of 90 days. The school uses the Zoom platform for online courses. This allows participants to join from desktop computers (Windows or Mac), iPad, mobile device, or a web browser.

Location

American Graphics Institute is located just outside Boston in Woburn, Massachusetts.

AGI Training

8 Cabot Road, Suite 1100

Woburn, MA 01801

(781) 376-6044

Our office is located within walking distance to the Woburn Anderson MBTA stop with regular service from Boston's North Station.

American Graphics Institute offers eight programs:

- AI certificate program
- Digital marketing certificate program
- Graphic design certificate program
- Social media certificate program
- User experience design certificate program
- UI design certificate program
- Video editing certificate program
- Web design certificate program

WEB DESIGN CERTIFICATE

Clock hours: 78 | Tuition: \$3,995.00

The Web Design Certificate program prepares participants for professional web design positions. The classes teach web design principles, modern web design tools, and fundamental coding skills essential for a modern-day web designer. Program participants conclude their work with a project showcasing skills gained in the program, gain assistance creating a compelling portfolio, and work with AGI's dedicated career counselor to assist with career advancement or job placement. You can start your Web Design certification program at any time with the rolling-admission program, as new classes start monthly.

The web design certificate at American Graphics Institute is a hands-on program that teaches tactical skills to efficiently create, deploy, and maintain websites and landing pages using modern technologies. All classes include significant hands-on work. Classes are small, with a limit of 10 per course section, allowing for individualized attention.

Why attend the Web Design Certificate at AGI

- **Hands-on learning:** Learn in the Web Design Certificate by doing, using our proven method of explanations, demonstrations, and exercises help you quickly gain skills.
- **Proven curriculum:** We have delivered courses from the Web Design Certificate program to thousands over 25 years.
- **Expert instructors:** Our instructors in the Web Design Certificate are the best-in-class who are skilled technically and are also exceptional educators.
- **Small class sizes:** Receive personalized attention with 10 or fewer participants per class.
- **Repeat for Free:** If you need a refresher or miss a class day, retake the class at no cost.
- **Discounted classes:** The Web Design Certificate tuition includes more than a 20% discount compared to individual class fees.

Web Design Certificate - Courses

UX Design: Intro. to UX design principles

14 hours

In this course you'll gain the knowledge necessary to create outstanding user experiences. From brainstorming a UX strategy, to structuring an application based upon scenarios, to testing your UI, and incorporating feedback. In this class you'll discover how to ensure that your users have a great experience, whether they use your application on the web, tablet, or smartphone.

Web development - HTML Introduction

14 hours

Discover the nuts and bolts of how websites work and how to create one yourself in this HTML course. You'll learn how to plan, design, and create your website using HTML, XHTML, and CSS - the building blocks of web pages. This class combines practical hands-on exercises with an overview of design tools for building and maintaining websites. Best practices such as commenting code and cross-browser compatibility are emphasized.

Web development - Advanced HTML

This advanced HTML training course combines learning new techniques with practicing them using hands-on exercises for building and maintaining websites with modern HTML5 and CSS3. This advanced HTML course covers sectioning elements

and styling with CSS3. Some supporting technologies related to CSS3, such as Local Storage and Geolocation, are also covered.

WordPress - Introduction

14 hours

Topics covered in this WordPress class include installing, administering, and designing a WordPress site. You'll learn to efficiently and effectively use WordPress as a content management system for a website.

WordPress - Advanced

14 hours

This class covers WordPress themes, template files, and overall site management. Concepts covered in this course include: understanding WordPress themes, creating child themes, building WordPress themes from static HTML and CSS, using a local WordPress development environment, and moving a WordPress install. The essentials of PHP are also covered.

HTML email class - Introduction

7 hours

In this email marketing training class, learn to create eye-catching HTML emails that work consistently across multiple email clients and platforms. Beginning with an introduction that covers how HTML email design differs from web design, you'll explore the anatomy of an HTML email. In this HTML email class, you'll learn how to plan, design, and build HTML email designs that look great in every email program. You'll also learn about legal

requirements, testing, spam compliance, and known workarounds to reach as many viewers as possible.

AI graphic design

This graphic design course introduces graphic designers, marketing professionals, and creative professionals to the transformative power of artificial intelligence in design and marketing campaigns. Find out how to create exciting designs from start to finish using various AI design tools. Discover how to use AI-enabled tools, including Adobe Firefly, Creative Cloud applications, and Figma Design and Make, along with dedicated AI tools such as MidJourney, Runway ML, Leonardo AI, Krea, and more.

This course focuses on the practical application of AI for professional designers and marketers, incorporating hands-on projects and exercises that utilize a range of AI tools. Discover how to integrate AI

into your daily design processes while understanding the ethical and legal considerations of AI-generated content.

Web design project

This course consists of a practical project in which students apply the skills they have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Web design portfolio

Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

AI CERTIFICATE

Hours: 84 | Tuition: \$2995

The professional AI Certificate prepares you to use artificial intelligence as a practical, daily tool to increase business productivity. Over nine courses and 70 hours of instruction, you build proficiency across the leading AI platforms used in business today: ChatGPT, Copilot, Gemini, and Claude through hands-on coursework and projects. You develop additional capabilities with AI-powered graphic design, data analysis, and Excel, and deepen your expertise through advanced courses that help you customize AI systems.

This program is suitable for anyone working in a professional function, whether marketing, operations, finance, design, communications, or technology, this program helps you use AI tools to work faster, produce better outputs, and make smarter decisions.

Why Attend the AI Certificate program

- AI skills are becoming an expectation in the workplace.
- Professionals who know how to use AI tools effectively are faster, more productive, and more valuable to their organizations.
- This program gives you a structured, practical education that develops your skills to work with AI.
- You learn what each tool can do, and how to make it work reliably for your specific tasks.
- You understand how platforms differ from each other, how to integrate AI into existing workflows, and how to evaluate and improve AI outputs.
- Every course includes hands-on practice. By the time you earn your certificate, you've already applied what you've learned to real work.

AI Certificate - Courses

Tuition \$2995

84 hours

Copilot: AI for business productivity

7 hours

This Microsoft Copilot training course provides hands-on instruction on how to utilize artificial intelligence across the full suite of Microsoft 365 applications, including Word, Excel, Outlook, PowerPoint, and Teams. Learn to use Microsoft Copilot and integrated AI tools like OpenAI's ChatGPT to draft content, summarize meetings, automate tasks, and analyze data. You'll discover how to work faster, write smarter, and collaborate more effectively with AI. This course also covers responsible AI use, prompt writing techniques, and real-world workflows to

help you use AI confidently and productively in your daily work.while working with AI responsibly.

Advanced Copilot

7 hours

Find out how to create AI agents using Copilot to create automation and workflows in this advanced Copilot training. Learn how to ground your custom agents using your own business documents and sources, enforce guardrails, and integrate agents into real-world workflows. This course is focused on practical use cases of AI automation. Whether you are seeking an AI assistant to provide document review, deliver analysis,

help with document intake and processing, or provide executive summaries, you'll find this course teaches you how to put AI to work in a way that is customized for your business or organization. This course is ideal for organizations looking to move from experimenting with AI to operationalizing Copilot at scale.

Chat GPT

7 hours

This ChatGPT course is focused on improving productivity and creativity. Learn to use AI with this hands-on training that teaches you how to streamline tasks and work more creatively using artificial intelligence. In this AI course you learn to use ChatGPT to for writing, summarizing lengthy documents and meeting notes. You also learn to use AI for generating outlines and reports, as well as organizing tasks, plans, and project documentation. You'll also learn to use ChatGPT for image generation, and to provide feedback and collaboration while you understand how to create effective prompts.

Claude

7 hours

This Claude AI course provides practical training in using Anthropic's Claude AI for tasks that require deep reasoning, long-form context, and careful analysis across complex or sensitive material. Discover how to use Claude at working with lengthy documents, maintaining consistency across extended conversations, and producing structured, well-reasoned responses. Find out how to use Claude for policy analysis, technical

documentation, legal or regulatory review, and research-heavy workflows. Discover how Claude can be used to help develop or review code, even if you have limited or no coding experience. Find out how it can explain unfamiliar technical workflow or code, identify logical errors, suggesting refactors, and evaluating readability, maintainability, and edge cases within workflows and processes.

Gemini

7 hours

This Gemini AI course provides a hands-on, practical introduction to Google's generative AI tools within the Google Workspace ecosystem. Participants will learn how to use Gemini in Gmail, Docs, Sheets, and other Workspace tools for writing, summarizing, analyzing, and automating tasks. The course also explores how Gemini compares to other AI models like ChatGPT and Claude, offering insight into the strengths and limitations of each. Learners will develop skills in effective prompting, task automation, project organization, and responsible AI use, all tailored to the needs of modern business professionals.

Advanced Gemini

7 hours

This Advanced Gemini AI course is designed for professionals ready to transition from basic AI assistance to sophisticated automation. Go beyond simple prompting and find ways to reliably build automated systems, mitigate hallucinations, create custom Gems grounded in your own data, and create organization-wide adoption of

Gemini AI. Learn to build AI workflows that can be scaled across Google Workspace tools and other systems.

AI graphic design

14 hours

This graphic design course introduces graphic designers, marketing professionals, and creative professionals to the transformative power of artificial intelligence in design and marketing campaigns. Find out how to create exciting designs from start to finish using various AI design tools. Discover how to use AI-enabled tools, including Adobe Firefly, Creative Cloud applications, and Figma Design and Make, along with dedicated AI tools such as MidJourney, Runway ML, Leonardo AI, Krea, and more.

AI data analysis

14 hours

This AI data analysis course teaches professionals to use AI tools to analyze data from common file sources including Excel, PowerPoint, and PDF. It also teaches how to extend these skills to Excel and Power BI for deeper insights. The emphasis is on building effective prompts that maximize AI capabilities for real-world business analysis. In this AI data analysis course you learn to:

Excel Copilot AI

7 hours

Excel artificial intelligence course with Copilot

This Excel AI Course provides hands-on training using the artificial intelligence capabilities of Microsoft Excel. Learn to use Microsoft Copilot and other AI tools that integrate with Excel. Find out how to automate tasks, analyze data using natural language prompts, create advanced formulas, generate charts and visualizations, and perform statistical analysis with the help of AI. This Excel Copilot training also teaches how to responsibly and effectively collaborate with AI tools, making Excel more intuitive, efficient, and powerful for your work.

Project

14 hours

Work on a project in which you apply the skills you have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, creating a brief, developing the output, client review and feedback, final delivery, and review by the instructor.

UX DESIGN CERTIFICATE

Clock Hours: 96 | Tuition: \$2995

The user experience design certificate at American Graphics Institute prepares participants for user experience positions designing websites and apps. Program participants discover how to organize and present information and navigation in a way that helps others to more easily use an app or website. This program addresses design for a variety of devices and form factors, including desktop, tablet, and mobile, including designing for touch-sensitive devices. Course Dates are available on the AGI website.

Why attend the UX Design Certificate at AGI

- Hands-on learning: Learn in the UX Design Certificate by doing, using our proven method of explanations, demonstrations, and exercises help you quickly gain skills.
- Proven curriculum: We have delivered courses from the UX Design Certificate program to thousands over 25 years.
- Expert instructors: Our instructors in the UX Design Certificate are the best-in-class who are skilled technically and are also exceptional educators.
- Small class sizes: Receive personalized attention with 10 or fewer participants per class.
- Repeat for Free: If you need a refresher or miss a class day, retake the class at no cost.
- Discounted classes: The UX Design Certificate tuition includes more than a 20% discount compared to individual class fees.

UX Design Certificate - Courses

Introduction to UX design principles

14 hours

In this Introduction to UX Design class, students gain the knowledge necessary to create outstanding user experiences. From brainstorming a UX strategy, to structuring an application based upon scenarios, to testing user interfaces (UI), and incorporating feedback. In this class students discover how to ensure that their

users have a great experience, whether they use your application on the web, tablet, or smartphone.

Information architecture for UX

7 hours

The Information architecture (IA) refers to the structure or organization of an application or website. In this class, students discover the ways in which the different pages of their application or site relate to one another,

and find out how to ensure information is organized in a consistent and predictable way. Students discover how to take steps to:

- Assess existing and needed content
- Organize pages
- Provide clues to help use the site efficiently
- Develop navigational structure

UX Class: User experience for mobile devices and touch screens

7 hours

Touch devices are now a part of everyday life. This means that designers need to be aware of factors that can affect their final visual design. These factors include, scrolling, finger size, touch targets, as well as methods of communication when hover is not an option. In this class students discover how to recognize these needs and resolve them by designing more “touch-friendly” designs.

UX prototyping

7 hours

In this class, students discover how to build a prototype of their application or website. Starting with a paper prototype, and progressing through to an interactive application, students can share and test their ideas before spending an inordinate amount of time in the common design tools.

UX research

7 hours

This UX research training course guides attendees through various UX research methodologies, enabling them to gather information, code, and analyze results to

help build more successful experiences. It also teaches the role UX research plays in the overall UX design process and how to integrate research findings into the final visual design.

AI graphic design

14 hours

This graphic design course introduces graphic designers, marketing professionals, and creative professionals to the transformative power of artificial intelligence in design and marketing campaigns. Find out how to create exciting designs from start to finish using various AI design tools. Discover how to use AI-enabled tools, including Adobe Firefly, Creative Cloud applications, and Figma Design and Make, along with dedicated AI tools such as MidJourney, Runway ML, Leonardo AI, Krea, and more.

Figma - Introduction

7 hours

Learn to use Figma’s comprehensive prototyping tools to turn your design ideas into reality. Learn to build your designs completely in Figma or import designs and apply interactivity to create functional projects that are clickable. This Figma course helps you to understand and use auto-layout, masking, components, variables, design libraries, and more. This is the perfect Figma course with certificate for beginners and those with experience using Figma but who have never received formal training.

Advanced Figma course

7 hours

Take your Figma skills to the next level with our Advanced Figma course with certificate. This live Figma course is for those who know how to use Figma to create basic user interfaces and prototypes and want to focus on building responsive and reusable components. You learn to create and build UI patterns and add them to a design library through live instruction and multiple in-class projects. You'll also discover best practices for structuring and organizing styles, variables, and components.

Web development course - HTML introduction

7 hours

This is the introductory HTML course is for those who want to build and maintain websites using HTML and CSS. This is the best place to start if you are new to web design or development. This two-day HTML course combines practical hands-on exercises with an overview of the HTML and CSS code and tools necessary for building and maintaining

websites. Best practices, including understanding how to develop multiple browsers and devices, are emphasized.

UX design portfolio

7 hours

Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities. This course is for participants in the UX Certificate program.

UX Design project course

7 hours

Work on a project in which you apply the skills you have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

DIGITAL MARKETING CERTIFICATE

Clock hours: 133 | Tuition: \$5,700

The Digital Marketing program at American Graphics Institute prepares participants for marketing positions that carry digital design responsibilities. The classes teach students using modern design tools essential for a modern-day marketer. Program participants conclude their work with a project that showcases skills gained in the program, and gain assistance creating a compelling portfolio. Course Dates are available on the AGI website.

The Digital Marketing Certificate is a hands-on program that teaches digital marketing principles and practical skills using modern digital marketing tools such as Google Analytics and HTML Emails. Participants learn to apply their knowledge through hands-on work in small group classes.

Why attend the Digital Marketing Certificate at AGI

- Hands-on learning: Learn in the Digital Marketing Certificate by doing, using our proven method of explanations, demonstrations, and exercises help you quickly gain skills.
- Proven curriculum: We have delivered courses from the Digital Marketing Certificate program to thousands over 25 years.
- Expert instructors: Our instructors in the Digital Marketing Certificate are the best-in-class who are skilled technically and are also exceptional educators.
- Small class sizes: Receive personalized attention with 10 or fewer participants per class.
- Repeat for Free: If you need a refresher or miss a class day, retake the class at no cost.
- Discounted classes: The Digital Marketing Certificate tuition includes more than a 20% discount compared to individual class fees.

Digital Marketing Certificate - Courses

Google analytics course for beginners

7 hours

Learn Google Analytics in this full-day course for beginners. This is the foundation of our Google Analytics Training, which has been fully updated for Google Analytics 4 (GA4), the most current version of Google Analytics. This Google Analytics course provides you with a solid understanding of the most useful reports and information you can generate from Google Analytics. In this course, you will understand how to use Google Analytics reporting to determine:

- Who is visiting a website through Google Analytics audience reporting?

- How visitors found the site via Google Analytics acquisition reports.
- What did visitors do on the site with Google Analytics behavior reporting?

AI graphic design

14 hours

This graphic design course introduces graphic designers, marketing professionals, and creative professionals to the transformative power of artificial intelligence in design and marketing campaigns. Find out how to create exciting designs from start to finish using various AI design tools. Discover how to use AI-enabled tools, including Adobe Firefly, Creative Cloud applications,

and Figma Design and Make, along with dedicated AI tools such as MidJourney, Runway ML, Leonardo AI, Krea, and more.

HTML email - Introduction

7 hours

In this one-day email marketing training class, learn to create eye-catching HTML emails that work consistently across multiple email clients and platforms. Beginning with an introduction that covers how HTML email design differs from web design, you'll explore the anatomy of an HTML email. In this HTML email class, you'll learn how to plan, design, and build HTML email designs that look great in every email program. You'll also learn about legal requirements, testing, spam compliance, and known workarounds to reach as many viewers as possible.

Responsive HTML email

7 hours

In this one-day class, you'll discover how to create responsive HTML email marketing that is functional and well-designed across mobile, tablet, and desktop email clients. This email marketing course builds off the foundational skills taught in our introductory HTML Email class. It covers more advanced topics such as coding, using media queries, and optimizing images for mobile and mobile forms.

Web Development Course - HTML Introduction

7 hours

This is the introductory HTML course from our offering of Web design classes for those wanting to build and maintain websites using

HTML and CSS. This is the best place to start if you are new to web design or development. This two-day HTML course combines practical hands-on exercises with an overview of the HTML and CSS code and tools necessary for building and maintaining websites. Best practices, including understanding how to develop multiple browsers and devices, are emphasized

WordPress training course - Introduction

14 hours

This two-day introductory WordPress course is for those who need to maintain or manage WordPress sites. This WordPress course starts at the foundation level, teaching the setup processes for managing a WordPress site and adding content, including text, images, and multimedia. Formatting and organizing content and creating links are also covered. The course also teaches adding pages and allowing user-generated content via comments if desired. Fundamentals of a WordPress site administration are also covered, including how to define user roles, adding users, and permissions. Participants also learn WordPress theme basics, understanding how to modify the standard theme or appearance. A complete list of WordPress course topics is available below the course dates. This WordPress course is helpful for those with no previous WordPress training who may already be working in WordPress and also for those just starting with WordPress.

Digital marketing project

7 hours

This course consists of a practical project in which students apply the skills they have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Digital marketing portfolio

7 hours

Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

GRAPHIC DESIGN CERTIFICATE

Clock Hours: 119 | Tuition: \$2995

The Graphic Design Certificate provides a foundation in graphic design skills using digital tools. This certificate prepares you for creating illustrations, retouching images, and creating layouts for digital and print. You can start your graphic design certificate program at any time with the rolling-admission program, with new classes starting monthly. The graphic design certificate is available either online or in-person. Certificate courses in both formats are led by live instructors with personalized attention from our instructors and staff. Course Dates are available on the AGI website.

Why attend the Graphic Design Certificate at AGI

- Hands-on learning: Learn in the Graphic Design Certificate by doing, using our proven method of explanations, demonstrations, and exercises help you quickly gain skills.
- Proven curriculum: We have delivered courses from the Graphic Design Certificate program to thousands over 25 years.
- Expert instructors: Our instructors in the Graphic Design Certificate are the best-in-class who are skilled technically and are also exceptional educators.
- Small class sizes: Receive personalized attention with 10 or fewer participants per class.
- Repeat for Free: If you need a refresher or miss a class day, retake the class at no cost.
- Discounted classes: The Graphic Design Certificate tuition includes more than a 20% discount compared to individual class fees.

Graphic Design Certificate - Courses

Graphic design course

7 hours

Learn design concepts and principles to increase your confidence in designs that you create while making certain they follow best practices and principles. Discover how guidelines and theories impact layout, type and color in this one-day graphic design course that teaches fundamental skills that are practical for users across various roles and functions.

AI graphic design course

14 hours

This graphic design course introduces graphic designers, marketing professionals, and creative professionals to the transformative power of artificial intelligence in design and marketing campaigns. Find out how to create exciting designs from start to finish using various AI design tools. Discover how to use AI-enabled tools, including Adobe Firefly, Creative Cloud applications, and Figma Design and Make, along with dedicated AI tools such as MidJourney, Runway ML, Leonardo AI, Krea, and more.

Photoshop course - Introduction

14 hours

This two-day introductory Photoshop class is the foundation course in our series of Photoshop classes and is recommended for Photoshop users who have never had formal training in Photoshop. In this

Photoshop course, you learn how to use Photoshop's tools properly, discover how to retouch and color-correct images, and learn professional image editing workflows. Even experienced Photoshop users without formal training benefit from this class as it includes tips, tricks, keyboard shortcuts, and essential foundation skills. This is the perfect Photoshop course for beginners or for those who use Photoshop but have never had formal training.

Photoshop course - Intermediate

14 hours

This two-day intermediate Photoshop class is the mid-level of our Photoshop classes and builds on the information covered in the introductory course. Learn to create complex selections and paths. Discover creative uses for Photoshop filters, and learn to use adjustment layers. Adobe Photoshop automation features are covered for working efficiently with repeated tasks, handling large batches of images, and speeding up production tasks through automation and buttons.

InDesign course - Introduction

14 hours

In this entry-level InDesign class, you'll learn to create professional-looking flyers, brochures, and publications. Discover how to work effectively with text and type by creating reusable styles, integrating and formatting graphics, and using time-saving

techniques that keep designs consistent using parent pages. You'll also find how to share completed InDesign documents in digital and print formats. Learn from InDesign instructors who are Adobe Certified Experts, who have written Adobe's official training books for InDesign and are the authors of the Adobe InDesign Digital Classroom book. This is the perfect InDesign course for beginners or for those using InDesign who have never had formal training.

InDesign course - Intermediate

14 hours

This two-day Adobe InDesign course is designed for individuals who already know the fundamentals of InDesign and want to learn more advanced functions to improve speed and productivity. This advanced InDesign training class will teach you advanced styles, text formatting, graphics controls, and output options. This class helps you create and edit complex documents using consistent styling methods to automate repetitive work. If you are looking for an InDesign class for books, magazines, or catalogs or working more efficiently with complex documents, this course is for you.

Illustrator course - Introduction

14 hours

In this two-day or four-evening Adobe Illustrator course, you learn how to use Illustrator to create high-quality illustrations, logos, icons, UI elements, and other custom artwork. Our entry-level Illustrator class is perfect for beginners or those with no formal Illustrator training. It introduces you to the powerful Pen tool and shows how to create

and transform existing shapes and build scalable graphics. You'll also discover the power of layers to organize your artwork and explore the options for exporting Illustrator files.

Illustrator course - Advanced

14 hours

In this two-day (or four-evening) advanced Illustrator course, you discover the power and versatility of vector artwork. This advanced course takes you beyond the basics to explore the numerous capabilities available in Illustrator. This two-day course also covers troubleshooting for production personnel and advanced techniques for interesting design effects.

Graphic design project

7 hours

This graphic design course consists of a practical project in which students apply the skills they have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Graphic design portfolio

6 hours

Create a projects to include in your portfolio showcasing your design talents. Participants discuss which works to show, as well as how to best present them. This workshop is designed to help create the best possible online graphic design portfolio to showcase skills, capabilities, and previous work.

VIDEO EDITING CERTIFICATE

Clock Hours: 98 | Tuition:\$2995

The Video Editing Certificate program provides a foundation in digital video editing, effects, and motion graphics for digital artists who need to gain expert-level skills in editing videos and applying effects. This series of courses prepares you for using Premiere Pro and After Effects in video, television and broadcast fields. You can start your video editing certificate program at any time with the rolling-admission program, with new classes starting monthly. The video editing certificate is available either online or in-person. All video editing certificate courses in both formats are led by live instructors. Course Dates are available on the AGI website.

About the Video Editing Certificate

The Video Editing Certificate at American Graphics Institute is a hands-on program that teaches both video editing principles along with practical skills using modern video editing tools such as Premiere Pro and After Effects. Participants learn the process of video editing and apply their knowledge through hands-on work as part of small group classes. With each course section limited to 10, students receive individualized attention and work collaboratively with their instructors through the video editing certificate program. Program participants attend live sessions online, or travel to Boston for in-person courses. Regardless of the location, all courses include hands-on projects and mentoring from live instructors.

Why attend the video editing certificate

- Learning video editing skills helps you work more efficiently when producing design, marketing, and communication projects.
- Along with general design skills, a Video Editing Certificate helps you stand out when considering projects and assignments.
- You can use your newly learned skills to define the aesthetics of visual projects through the effective use of motion, video, space, and typography.
- You become a digital storyteller using video and motion graphics through video editing classes.
- Learn planning, lighting, editing, and delivery techniques through courses and boot camps.

- Video editing is used in video and creative roles across many industries and in various job roles. Broadcast news, post-production houses, creative service firms, digital agencies, and in-house marketing departments all hire professionals skilled in Video Editing.
- Skills with video editing are easily transferable between roles. Those with strong video editing skills may start within one field, such as broadcast, and move into streaming or effects. All these are growing fields nationally, with job growth of 5% expected over the next decade, according to national projections.
- With specialized skills and a growing need for video editing professionals, there are opportunities for a rewarding career as a video editor or motion graphics professional.

Video Editing Certificate - Courses

Video production course

14 hours

In this video production course, you will learn the planning and production process for capturing professional video. Whether creating video for business marketing, social media, or cinematic purposes, this course provides an understanding of how to efficiently plan, capture, edit, and deliver video through a creative and efficient production process.

Premiere Pro course - Introduction

14 hours

In this comprehensive two-day Adobe Premiere Pro training course, AGI's expert instructors ensure that you have a solid foundation in video editing using Adobe Premiere, an industry standard for video editing. This Premiere class covers using the Adobe Premiere workspace, transitions, effects and filters, editing audio, exporting

your work, and more. This Adobe Premiere class gets you up and running quickly in video editing and video production.

Premiere Pro course - Advanced

14 hours

Improve your video editing skills in this advanced-level Premiere Pro course, and discover the tools to take your creative work to its fullest potential. Learn how to integrate Photoshop, After Effects, and Audition, how to perform precision color-correction, and multiple masking techniques to refine your work. This Premiere Pro training class includes a detailed training manual for reference outside the classroom.

After Effects course - Introduction

14 hours

In this two-day After Effects class you will learn the foundation skills needed to create exciting visual effects and motion graphics. This After Effects course is taught by the team behind the comprehensive book, After

Effects Digital Classroom. In this After Effects class, you'll cover topics starting with the use of the interface, using layers, keyframes, and masking, and media management. You will also have the opportunity to explore the depth of the After Effects tools, including 3D effects and rendering your project for output.

After Effects course - Advanced

14 hours

In this two-day Advanced After Effects Class you will discover advanced skills needed for creating visual effects and motion graphics. Our After Effects courses are led by the team that writes the best-selling After Effects Digital Classroom. In this course you learn advanced compositing, the timeline, selections, color correction, color keying, motion tracking, expressions, environmental effects, and more.

AI motion graphics

14 hours

This AI for Motion Graphics course provides a hands-on workshop for experienced motion designers, art directors, and post-production professionals who want to integrate AI into professional creative workflows without compromising quality, control, or brand

standards. Learn how to use AI tools to support storyboarding, style development, asset generation, animation, compositing, and final polish within a motion graphics pipeline. This course teaches you to integrate tools like Firefly, Runway, Midjourney, Leonardo, and Topaz into your motion graphics workflow.

Digital imaging project

7 hours

This course consists of a practical project in which students apply the skills they have learned into a project that is selected by the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

Digital Imaging Portfolio

7 hours

Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities.

UI DESIGN CERTIFICATE

Clock hours: 133 | Tuition: \$3496

The UI Design Certificate prepares you to design compelling digital experiences. Learn to design from concept through production using modern tools and professional processes. Developed and taught by instructors with advanced degrees in human factors information design, this program gives you a rigorous foundation in why good design works and how to execute it.

Build skills across the full set of UI and UX design tools, learn UX research and strategy, understand wireframing and prototyping. You'll work with Figma, Adobe Creative Cloud tools including Photoshop and Illustrator, and AI-powered design tools. You'll demonstrate your mastery through a real-world project and a professional portfolio over 11 courses and 133 hours of instruction.

Whether you are starting a career in design, expanding your skills as a developer or product manager, or transitioning into UI from another field, this program gives you the depth and the credentials to work in UI design at a professional level.

Why attend the UI Design Certificate

- Learn both design and design tools. Understand the principles of human-centered design: why users behave the way they do, how information hierarchy guides attention, and how to test and refine an experience based on real feedback. Learn to design effectively across a range of tools.
- This program was built by experts with advanced degrees in human factors and information design. The UX courses go deeper as you learn research and validation, and the tool-specific training for Figma, Photoshop, and Illustrator connects back to design principles and outcomes.
- Learn to think like a designer, work like a professional, and contribute immediately to a product team, agency, or client project.

UI Design Certificate - Courses

Introduction to UX design principles

14 hours

In this Introduction to UX Design class, students gain the knowledge necessary to create outstanding user experiences. From brainstorming a UX strategy, to structuring an application based upon scenarios, to testing user interfaces (UI), and incorporating feedback. In this class students discover how to ensure that their users have a great experience, whether they use your application on the web, tablet, or smartphone.

AI graphic design course

14 hours

This graphic design course introduces graphic designers, marketing professionals, and creative professionals to the transformative power of artificial intelligence in design and marketing campaigns. Find out how to create exciting designs from start to finish using various AI design tools. Discover how to use AI-enabled tools, including Adobe Firefly, Creative Cloud applications, and Figma Design and Make, along with dedicated AI tools such as MidJourney, Runway ML, Leonardo AI, Krea, and more.

Figma course - Introduction

7 hours

Learn to use Figma's comprehensive prototyping tools to turn your design ideas into reality. Learn to build your designs

completely in Figma or import designs and apply interactivity to create functional projects that are clickable. This Figma course helps you to understand and use auto-layout, masking, components, variables, design libraries, and more. This is the perfect Figma course with certificate for beginners and those with experience using Figma but who have never received formal training.

Advanced Figma course

7 hours

Take your Figma skills to the next level with our Advanced Figma course with certificate. This live Figma course is for those who know how to use Figma to create basic user interfaces and prototypes and want to focus on building responsive and reusable components. You learn to create and build UI patterns and add them to a design library through live instruction and multiple in-class projects. You'll also discover best practices for structuring and organizing styles, variables, and components.

Figma design systems

7 hours

In this Figma design system course, you discover how to build a design system and the benefits of using a design system in Figma. In this course, you create a design system that includes components, styles, variables, and more. Along the way, you learn how to build components with exposed properties to make design elements more accessible and how to use advanced auto-

layout features to build responsive designs. You also learn about design tokens and their place in a design system.

Photoshop course - Introduction

14 hours

This two-day introductory Photoshop class is the foundation course in our series of Photoshop classes and is recommended for Photoshop users who have never had formal training in Photoshop. In this Photoshop course, you learn how to use Photoshop's tools properly, discover how to retouch and color-correct images, and learn professional image editing workflows. Even experienced Photoshop users without formal training benefit from this class as it includes tips, tricks, keyboard shortcuts, and essential foundation skills. This is the perfect Photoshop course for beginners or for those who use Photoshop but have never had formal training.

Photoshop course - Intermediate

14 hours

This intermediate Photoshop class is the mid-level of our Photoshop classes and builds on the information covered in the introductory course. Learn to create complex selections and paths. Discover creative uses for Photoshop filters, and learn to use adjustment layers. Adobe Photoshop automation features are covered for working efficiently with repeated tasks, handling

large batches of images, and speeding up production tasks through automation and buttons.

Illustrator course - Introduction

14 hours

In this course, you learn how to use Illustrator to create high-quality illustrations, logos, icons, UI elements, and other custom artwork. Our entry-level Illustrator class is perfect for beginners or those with no formal Illustrator training. It introduces you to the powerful Pen tool and shows how to create and transform existing shapes and build scalable graphics. You'll also discover the power of layers to organize your artwork and explore the options for exporting Illustrator files.

Illustrator course - Advanced

14 hours

In this advanced Illustrator course, you discover the power and versatility of vector artwork. This advanced course takes you beyond the basics to explore the numerous capabilities available in Illustrator. This two-day course also covers troubleshooting for production personnel and advanced techniques for interesting design effects.

UX design portfolio

7 hours

Students work with their instructor to select projects to showcase, create an online portfolio showcasing their talents, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio

to showcase your skills and capabilities. This course is for participants in the UX Certificate program.

UX design project

7 hours

This UX class incorporates a practical project in which participants apply the skills they have learned into a project that is selected by

the student and reviewed by their instructor. The project starts with planning, meeting with the client, creating a creative brief, developing the product, client review and feedback, final delivery, and project review by the instructor.

SOCIAL MEDIA MARKETING CERTIFICATE

Clock hours: 91 | Tuition: \$2295

The Social Media Marketing Certificate prepares you to plan, execute, and measure marketing programs across all major social platforms. Learn to develop cohesive strategies that drive business results. Over nine courses and more than 90 hours of instruction you gain a solid understanding of organic content, paid advertising, video, streaming, and content marketing. You'll demonstrate your mastery through hands-on project and a professional portfolio you complete as part of your program.

Whether you work in-house, at an agency, or run your own business, this program gives you the skills and confidence to execute effective social media marketing campaigns.

Why attend the Social Media Marketing Certificate

- Social media is where your audience lives, where purchase decisions begin, and where brand relationships are built or lost.
- This program gives you a structured, practical education that goes beyond platform basics.
- You leave knowing how each platform works for specific business goal. Understand how platforms connect to each other, how paid and organic strategies complement each other, and how to measure what's actually working.
- By the time you earn your certificate, you've already started applying what you've learned.

Social Media Marketing Certificate - Courses

LinkedIn marketing

7 hours

This one-day course prepares you to use LinkedIn effectively as a marketing and advertising platform. Topics include building and optimizing a LinkedIn presence across both personal profiles and Company Pages, developing a thought leadership and content strategy, using LinkedIn's unique community and publishing tools, and running paid advertising campaigns through LinkedIn Campaign Manager. You will learn to identify the right content formats, set campaign objectives, reach professional audiences with precision, manage budgets, and measure performance for both organic and paid activity. The course includes hands-on exercises and projects throughout the day, giving you practical experience you can apply immediately.

TikTok marketing

7 hours

This one-day course prepares you to use TikTok effectively as a marketing and advertising platform. Topics include building and optimizing a TikTok business presence, understanding the For You Page algorithm, planning and producing short-form video content, using TikTok's unique discovery and community features, and running paid advertising campaigns through TikTok Ads Manager. You will learn how the platform rewards authenticity and entertainment, how to work with trends and sounds strategically, how to collaborate with creators, and

how to use TikTok Shop for product-based marketing. The course includes hands-on exercises and projects throughout the day, giving you practical experience you can apply immediately.

Instagram marketing

14 hours

This one-day course prepares you to use Instagram effectively as a marketing and advertising platform. Topics include building and optimizing an Instagram presence, planning and executing organic content strategies, and running paid advertising campaigns through Meta Ads Manager. You will learn to select the right content formats, set campaign objectives, target audiences precisely, manage budgets, and measure performance, both organic and paid. The course includes hands-on exercises and projects throughout the day, giving you practical experience you can apply immediately.

Facebook marketing and advertising

14 hours

Learn Facebook marketing and advertising in this two-day course. Discover how to build and optimize your Facebook presence, plan and execute organic content strategies, leverage Facebook Groups and Events, and manage paid advertising campaigns through Meta Ads Manager. Find out how to select the right content formats, set campaign objectives, target audiences precisely,

manage budgets, and measure performance, both organic and paid. The course includes exercises and projects, giving you practical experience you can apply immediately.

YouTube marketing and advertising

7 hours

This one-day course prepares you to use YouTube as a marketing and advertising platform. Topics include building and optimizing a YouTube channel, developing a content strategy for long-form video, Shorts, and live broadcasts, applying YouTube SEO to grow organic reach, and running paid advertising campaigns through Google Ads. You will learn to produce and structure video content that holds attention, optimize titles, thumbnails, and descriptions for search and click-through, set campaign objectives, target audiences precisely, manage budgets, and measure performance for both organic and paid activity. The course includes hands-on exercises and projects throughout the day, giving you practical experience you can apply immediately.

Content marketing

7 hours

This course prepares you to build and execute a content marketing strategy that attracts, engages, and converts your target audience. Topics include developing a content strategy rooted in audience insight, producing on-site content that ranks in search and drives inbound leads, amplifying content across social media channels, building a content-driven email and lead nurture program, and measuring the performance of content at

every stage of the funnel. You will leave with a practical framework you can apply to your own organization, along with a working content plan and action steps for immediate implementation.

Live Streaming marketing & strategy

7 hours

This one-day course prepares you to use live streaming as a strategic marketing, brand-building, and audience development tool. Topics include the live streaming platform landscape, broadcast planning and production, audience engagement and community development, monetization models, brand sponsorship and partnership strategy, and performance measurement. Whether you are a corporate marketer integrating live video into a broader marketing strategy, a brand marketer activating on streaming platforms, or an influencer building a live audience and working with brand partners, this course gives you the frameworks, tools, and practical knowledge to stream with purpose and

Social media project

14 hours

The capstone project brings together the skills developed throughout the Social Media Marketing Certificate program into a single, portfolio-ready deliverable. Working with a real or simulated brand, you develop a complete social media strategy that includes audience research, platform selection, a content calendar, original creative assets, a paid promotion plan, and a measurement framework.

Social media portfolio

14 hours

Work with your instructor to select projects to showcase, create an online portfolio showcasing their talents and skills, and discuss which works to show and how to present them. This workshop is designed to help you best create your online portfolio to showcase your skills and capabilities. This course is for participants in the Social Media Certificate program. You leave with a professional work sample you can share with prospective employers or clients.

POLICIES & PROCEDURES

Student conduct

Students are expected to conduct themselves as responsible adults and to have respect and consideration for instructors, staff, fellow students and property. Consequences for improper behavior will vary depending on the severity of the infraction. Dismissal from the program is possible.

Attendance

Attendance is important in gaining the skills taught through the programs at American Graphics Institute.

Students who fail to attend at least 80% of classes in a program will not be issued a certificate of completion. If students are unable to participate in courses due to medical or bereavement reasons, they must contact American Graphics Institute in writing before the end of their scheduled certificate program to arrange alternate dates for their course work. Attendance records for all students will be kept on file for seven years.

Students will be personally contacted by phone and email if an unexcused absence occurs.

Students who do not meet the required attendance policy for a course will receive a failing grade, and be required to retake the class. It is the student's responsibility to contact the school to reschedule any missed classes. Requests should be received in writing. If a student has more than two unexcused absences, AGI reserves the right to remove the student from the program.

Withdrawals

Students who wish to terminate their enrollment must notify the School in writing, schedule an appointment with the President or an appointed designee for an exit interview, and resolve any outstanding financial obligations.

If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall, Per 230 CMR 15.04(7) and (8):

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

Leave of absence

Students may request a leave of absence while attending American Graphics Institute. Requests to leave or return from a leave must be made in writing. All requests must be kept on file and are subject to approval of the President of American Graphics Institute. A student must return from a leave of absence during the next enrollment period and will start at the same point in the program as they left. Students who do not return from a leave of absence within 1 year of the leave will be dismissed from the program. Refunds due will be determined in accordance with our refund law (as per M.G.L. Chapter 255, Section 13K).

Refund law (as per M.G.L. Chapter 255, Section 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable

administrative costs described in paragraph 7.

7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Advanced standing policy

American Graphics Institute may recognize courses that students have completed at other licensed or accredited schools prior to enrollment. Students must provide an official transcript or written record verifying successful course completion along with a course syllabus to request transfer credit. The school director will review requests and make a determination on the applicability of transfer credit for courses that have been successfully completed. A maximum of 25% of any credits may be transferred from outside schools.

Grading and satisfactory progress

All courses are offered as pass/fail. All courses include an examination or project-based evaluation to be reviewed by the instructor. The results of all examinations and evaluations for enrolled students will be recorded and shared with the student. A written progress report at the mid-point of the program will be shared with the student, indicating whether the student is passing or failing. Upon completion, students will be provided with final reports which will be recorded on the student's permanent record.

Academic probation

A student with two or more unexcused absences, tardy more than three times, or who fails to complete assigned course work will be placed on academic probation. The school allows a 20 minute grace period before a student is marked as tardy. Any student that arrives to class over an hour late without an exempt reason will receive an unexcused absence and will be dismissed from class. Academic probation remains in effect until the student completes their curriculum. Any additional offenses while on academic probation may result in suspension or termination from the program.

Job placement and guidance counseling

American Graphic Institute's Placement Assistance Department supports enrollees throughout the course of their program and for one year beyond the completion of the program. Services provided by our career counselor include active job search, assisting to secure job interviews, effective networking strategies, preliminary interview preparation, mock interviews and evaluations, coaching, and salary negotiation assistance. All job services remain accessible to students for up to one year after completing a certificate program at the school. American Graphics Institute does not guarantee employment of graduates. American Graphics Institute solicits requests from employers via its website. The school will make an effort to maintain a list of prospective employers for the use of students, and provide outreach to area businesses in efforts to place interested students into internships while in the program, or full-time roles following their completion of a program. The school will endeavor to help students who have completed its programs for the duration of the school's operation.

School calendar, weather and religious absences

Classes are held 5 days a week, Monday – Friday, 10:00 am to 5:00 pm EST. Course Dates are available on the AGI website.

American Graphics Institute is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving and Christmas Day

In the event of a cancellation or delay due to inclement weather or an emergency, American Graphics Institute will contact students as soon as possible via email and phone. If a cancellation occurs, the class will be rescheduled as soon as possible.

Students who are unable to attend a course date due to religious observances may attend the next scheduled date for the course without penalty. Advise the Director of Operations or Director of Client Services if any course dates present a conflict, and accommodations will be made to your course schedule.

Course dates for individual courses can be found at agitraining.com/classes/all-classes

Course content

Course content may be updated and modified to meet current industry needs, and to adapt to changes in digital tools and technology.

Smoking

Smoking and tobacco use is prohibited in all school buildings and within 50 feet of the building entrance.

Mobile phones, personal email, and messaging

Mobile phones, personal email, messaging apps, and social media should not be used for personal use during class hours. Students should refrain from use of these during learning time, and should use these during breaks, as well as before or after class.

Class preparations

Students are expected to arrive prepared and ready to learn. This includes completing any homework, assignments, or projects assigned as part of the program.

Complaint resolution

If there are concerns about the instruction, content of a class, performance within a class, speak first with the instructor. If the instructor does not respond, or the situation remains unresolved after seven (7) days, you may address your concern through a formal written complaint to the Director of Operations, Andrea Bottiggi. To facilitate timely resolution of problems, students should submit complaints within 10 days of the issue being discovered. American Graphics Institute will respond to student complaints within 10 days from the written submission. A written record of student complaints will be maintained for a period of one year following the graduation or withdrawal of the student.

A student may contact the Division of Occupational Licensure, Office of Private Occupational Schools: One Federal Street, Suite 600, Boston, MA 02110; Phone: 617-701-8719?; Email: occupational.schools@mass.gov; Website: www.mass.gov/dpl/schools.

Per 230 CMR 15.07(2) a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.

Dismissals/terminations and appeals process

American Graphics Institute may dismiss, terminate or suspend a student for any of the following reasons:

1. Failure to attend over 80% of classes in the Program without justifiable reasons.
2. Social behavior that disrupts other students and/or the instructor or prevents the student from performing satisfactorily within the program.
3. Discrimination. American Graphics Institute does not discriminate or tolerate discrimination regarding race, gender, religion, age, sexual orientation, national origin or disability.
4. Sexual harassment of any degree will not be tolerated.
5. Civil or criminal actions against the Student that reflect negatively on the school.
6. Any acts of violence, vandalism or abuse of school equipment, facilities or American

Graphics Institute personnel.

7. Failure of a student to meet financial obligations for tuition, books and other supplies with the prescribed periods set forth by American Graphics Institute. In no event will a certificate, student transcript and/or other information be released until all financial or legal obligations have been met.
8. Being under the influence or in the possession of intoxicating substances while on school property or during field practicum.
9. Gambling on school property.
10. Committing fraud or forgery. This includes, but is not limited to, providing false information, misrepresentation of identification, qualifications for admissions, and forgery, alteration, or misuse of school documents.
11. Insubordination and/or intolerable conduct, which disrupts the learning program of the students or the instructor.
12. Willful abuse of equipment.
13. Excessive absenteeism.

Students suspended are not permitted to re-enter class until the school administration have lifted their suspension, which shall occur if students have completed all assigned corrective actions, makeup hours, or remediation within the timeframe specified by the program. Failure to comply with disciplinary requirements may result in further action, including escalation to probation or dismissal.

Appeal of dismissal, suspension or termination: Any student subject to dismissal, suspension, or termination has the right to a hearing upon request. A hearing will be held within 10 days of request by a suspended student. Requests for a hearing should be directed to the school operations director, and will be held by the school Vice President, or in their absence, the school President. A suspension will be terminated if a student is found to have not been in violation of school rules, or if the infractions have been remedied to the satisfaction of the administration.

Statement of Non-Discrimination

American Graphics Institute does not discriminate against any individual on the basis of race, color, religion, sex, age, national origin, disability, or sexual orientation, nor does it tolerate any such discrimination by its students.

Financial aid

If you begin participation in a Program, while an initial award for financial aid, including student loans, is pending, and are subsequently denied some or all of that loan or financial aid amount, American Graphics Institute shall offer that you in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

FACULTY

Administrators

Christopher Smith, President

Jennifer Smith, Vice President

Kerri Olson-Wenson, Director of Client Services

Anna Lees, Client Services Representative

Chris Todisco, Finance Manager

Andrea Bottiggi, Operations Director

Tamika Doolan, Career Counselor

A list of course instructors for your selected program is provided upon enrollment

HOLIDAYS

AGI is closed during the following dates:

New Year's

Memorial Day

Independence Day

Labor Day

Thanksgiving

Day After Thanksgiving

Christmas

For information about schedules for individual courses that are part of a certificate program, please visit our website at: <https://www.agitraining.com/classes/all-classes>

Religious accomodations

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses."