Education by Application...Learning By Applying
One on One Training In a Small Classroom Setting
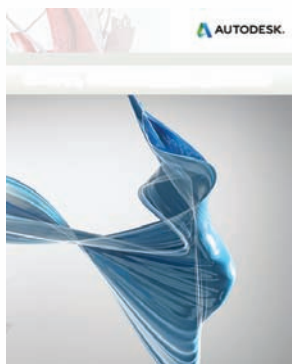*An Alternative to College and Large Classrooms*

Zoom Graphics

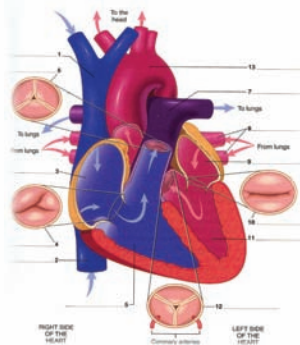1800 Oak Street, Suite D
Bakersfield, CA 93301

(661) 324-5739 Phone
(661) 324-3043 Fax

January 1 to December 31 2018

Course Catalog

and

VA Bulletin

Computer Aided Drafting
Level I & II

Medical Billing
Level I & II

Graphic Design

Web Design

Animation

SolidWorks

www.zoomgfx.com
zoomgfx@pacbell.net

SCHEDULE OF TUITION PAYMENTS

Zoom Graphics School of Design does not participate in federal and state financial aid programs

Animation
450 Clock hours - 18 Weeks
Total cost of program: $6500.00
Registration: $100.00 Tuition : $6200.00
Training Materials, Books & Supplies: $200.00

Computer Aided Drafting - Level I
315 Clock Hours - 12 Weeks
Total cost of program: $5300.00
Registration: $100.00 Tuition:$5000.00
Training Materials, Books & Supplies: $200.00

Computer Aided Drafting - Level II
450 Clock Hours - 18 Weeks
Total Cost of Program: $6500.00
Registration: $100.00 Tuition: $6200.00
Training Materials, Books & Supplies: $200.00

Graphic Design
450 Clock Hours - 18 Weeks
Total cost of program:$6500.00
Registration: $100.00 Tuition: $6200.00
Training Materials, Books & Supplies: $200.00

Medical Insurance Billing - Level I
450 Clock Hours - 18 Weeks
Total Cost of Program: $6100.00
Registration: $100.00 Tuition: $5800.00
Training Materials, Books & Supplies: $200.00

Medical Insurance Billing - Level II
315 Clock Hours - 12 weeks
Total cost of program: $4900.00
Registration: $100.00 Tuition: $4600.00
Training Materials, Books & Supplies: $200.00

Web Design
450 Clock Hours - 18 weeks
Total cost of program: $6500.00
Registration: $100.00 Tuition : $6200.00
Training Materials, Books & Supplies: $200.00

"TOTAL CHARGES FOR A PERIOD OF ATTENDANCE AND THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ARE THE SAME"

ENGLISH IS NOT OFFERED AS A SECOND LANGUAGE INSTRUCTION

GRAPHIC DESIGN
8:30 a.m. – 1:00 p.m.
Monday thru Friday
Certificate Program – 18 Credits
18 Weeks – 450 Clock Hours – Cost $6,500

Graphic Design is for the student pursuing a career in the field of Digital Pre-Press. The field of graphic arts encompasses a wide spectrum of sophisticated skills, methods, processes and techniques. All printed materials, regardless of the process, are produced in three operations: pre-press, on-press, and post-press. With the element of the world wide web upon us, the inspiration for creative graphics needs to be mastered. Hands-on instruction with instructor guidance will accomplish these skills. Upon successful completion of course requirements student will receive certification.

Eligibility for admission requires high school diploma or equivalent.

Computer & Internet Techology: 30 Clock Hours
During the last 15 years, we in education have moved at light speed in the area of educational technology. Whether you are involved in higher ed, or secondary ed, all of us find it difficult to catch up, keep up, and put up with fast-moving computer-based technology. Not since the introduction of the blackboard have we seen a piece of equipment make such a difference in how we learn. Today, not only do we use computers, but we also have laptops, wireless laptops, and tablet PCs. In addition, we have the World Wide Web.

Microsoft Word: 30 Clock Hours
Become familiar with Word for letter and report writing. students will learn the use of tool bars to edit, format, cut, paste and correct errors in Word.

Graphic Tools for Design: 30 Clock Hours
Learn the essential planning and reference guides for preparation and production of typography along with electronic prepress imaging, printing and digital media.

Photoshop: 90 Clock Hours
Students will learn the premiere image-creating and editing program to manipulate raster images. The student will also learn to apply retouching and special effects, along with additional tips and tricks.

Illustrator: 90 Clock Hours
Used by many graphic designers in today's digital world, Illustrator as become the industry's leading drawing program. The student will learn to master drawing tools and technique to combine creations with other Adobe programs.

InDesign: 90 Clock Hours
Rarely has the introduction of a publishing application caused as much excitement as Indesign. InDesign has revolutionary publishing features used in the publishing world today. The student will learn to utilize its powerful plug-ins well as its typographical technology as it applies to the Desktop Publishing Revolution.

Flash: 90 clock Hours
Flash is the professional standard for producing high-impact Web experiences. Flash delivers an intuitive, approachable authoring environment to enable both designers and developers to easily create next-generation Web sites and applications.

Possible Fields of Employment

Film and Video Production, Television Production, Corporate/Business Identity Packages, Advertising and Marketing, Animation, Architectural Presentations, Interior Design, Publishing (Magazine, Newspaper, Books, Brochures, Annual Reports, etc.), Education, Engineering, Scientific/Criminal Justice Image Analysis & Publication, Medical/Dental Photo Manipulation, Executive Management, Finance/Banking, Real Estate, Fine Art/Illustration, Graphic Design, Commercial Art, Manufacturing, Multimedia, Professional Photography, Print Shops, Sales, Technical Publications, Large Scale Imagery (Billboards, Signs, Bus Wraps, Structure Banners), E Commerce

WEB DESIGN
8:30 a.m. – 1:00 p.m.
Monday thru Friday
Certificate Program – 18 Credits
18 Weeks – 450 Clock Hours – Cost $6,500

Web Design is an indispensable source of practical advice and creative inspiration of web graphics tools and techniques. With the World Wide Web being the fastest-growing portion of the Internet, there's an ever-ever-growing thirst for knowledge of learning to create professional looking web sites. The student will combine graphic design skills and fuse them with web skills to produce media-rich content, creating stunning visual effects for web media.

Computer Basics: 30 Clock Hours
During the last 15 years, we in education have moved at light speed in the area of educational technology. Whether you are involved in higher ed, or secondary ed, all of us find it difficult to catch up, keep up, and put up with fast-moving computer-based technology. Not since the introduction of the blackboard have we seen a piece of equipment make such a difference in how we learn. Today, not only do we use computers, but we also have laptops, wireless laptops, and tablet PCs. In addition, we have the World Wide Web.

Microsoft Word: 30 Clock Hours
Become familiar with Word for letter and report writing. students will learn the use of tool bars to edit, format, cut, paste and correct errors in Word.

Graphic Tools for Design: 30 Clock Hours
Learn the essential planning aids, reference guides and graphic tools for estimating, preparation and production of typography, electronic prepress imaging, printing and digital media.

Photoshop: 90 Clock Hours
Students will learn the premiere image-creating and editing program to master raster images. The student will also learn to apply retouching and special effects, along with additional tips and tricks.

Illustrator: 90 Clock Hours
Used by many graphic designers in today's digital world, Illustrator as become the industry's leading drawing program. The student will master drawing tools and technique to combine creations with other Adobe programs.

Flash: 90 Clock Hours
Flash is the professional standard for producing high-impact Web experiences. Flash delivers an intuitive authoring environment to enable both designers and developers to easily create next-generation web sites and applications

Adobe Deamweaver: 90 Clock Hours
Whether you are creating website's for a living or your own business, Dreamweaver offers you the tools you need for professional quality results. Dreamweaver is a flexible design and production tool that offers unparalleled precision, control and seamless Smart Object integration.

Possible Fields of Employment
Film and Video Production, Television Production, Corporate/Business Identity Packages, Advertising and Marketing, Animation, Architectural Presentations, Interior Design, Education, Engineering, Scientific/Criminal Justice Image Analysis & Publication, Medical/Dental, Executive Management, Finance/Banking, Real Estate, Fine Art/Illustration, Graphic Design, Commercial Art, Manufacturing, Multimedia, Professional Photography, Sales, Technical Publications, Electronic Commerce

Animation
8:30 a.m. – 1:00 p.m.
Monday thru Friday
Certificate Program – 18 Credits
18 Weeks – 450 Clock Hours – Cost $6,500

Welcome to the World of Animation. This course will teach you the skills and knowledge necessary to make your mark in the professional 3-D graphics market. To days field of 3-D animation represents a new generation of sophisticated computer graphic technology. 3D Studio Max will sweep you into the land of 3D movie making. Whatever you can see with your mind's eye, you can bring to life using the skills learned in this program.

Photoshop: 90 Clock Hours
Students will learn the premiere image-creating and editing program to Master raster images. The student will apply retouching and special effects, along with additional tips and tricks.

Illustrator: 90 Clock Hours
Used by many graphic designers in today's digital world, Illustrator as become the industry's leading drawing program. The student will learn to master drawing tools and technique to combine creations with other Adobe programs.

Flash: 90 Clock Hours
Flash is the professional standard for producing high-impact Web experiences. Flash delivers an intuitive authoring environment to enable both designers and developers to easily create next-generation Web sites and applications.

Modeling, Materials, and Mapping: 90 Clock Hours
The education in this section will introduce you to modeling techniques using 3ds Max. 3D Modeling can be compared to sculpting. Many different techniques can be utilized to create the objects in your scene. The techniques are adaptable to any style of modeling.

For instance, building models incorporated into a game, will require low polygon modeling techniques. The same techniques will be equally beneficial when building detailed models for presentations or motion pictures. The level of education in this section is geared for the beginner to intermediate level modeler.
Learn to apply materials to objects in your scene. Familiarity with the Material Editor will help when you dive into the Introduction to Materials and Mapping tutorials.

Learn how to use 3ds Max for creating materials and maps and applying them to your models and scenes. You'll also learn about some of the new tools in 3ds Max for using materials and maps. Lighting and Animation Lights are a fundamental part of 3ds Max. They provide realism by casting shadows and indirect light, and help to illuminate or draw attention to different parts of your design.

In 3ds max, there are two types of lights: standard and photometric. Standard lights are useful for quick renderings, where accuracy and realism are not required. Photometric lights simulate real-world lights, and when used in conjunction with the radiosity system, provide a much more accurate way to light your scene.

The downside of photometric lights is that they require a much greater degree of precision (and completeness) in your models. Scenes with photometric lights (and radiosity) also take much longer to render than standard lights.

Animating: 90 Clock Hours
Learn the fundamentals of creating animation with 3ds max. The course will provide you with the expertise and understanding to animate using 3ds Max.

Rendering and Professional Gaming:
Introduction to Rendering, presents a variety of lessons for producing still images and animation. Rendering With Video Post, shows you how to use built-in post-processing tools for special effects.

Take advantage of the many features that are useful in the production of computer games and video games. Topics covered include vertex coloring, level design, modeling low-polygon characters and objects, and texture mapping.

Possible Fields of Employment
3D Visualization, Architectural Design Visualization, Engineering Design Visualization, Corporate Presentations, Interactive Title and Development, Forensic or Medical Visualization, Games Development, Advertizing and Marketing, Graphic Design, Web Development, Mechanical Design, Visualization, Television Broadcast, Film and Video Production, Post Production
COMPUTER AIDED DRAFTING-LEVEL II
8:30 a.m. – 1:00 p.m.
Monday thru Friday

It would be difficult to find an industry that does not utilize drawings. The design may be in the form of conventional production drawings, instructional booklets, charts, graphs, or maps. It typically takes 27,000 drawings to manufacture an automobile. The field of drafting provides employment for over one million men and women. The work of other millions requires them to be able to read and interpret these drawings. Job titles and duties vary from one company to another. However, the outcome in any industry is the same–create working and detailed drawings.

Drawings are prepared from specifications, sketches, notes or verbally. The drafter usually starts as a junior drafter where he or she correct, redraws or repairs damaged drawings. The junior drafter may revise engineering drawings or make simple detail drawings under the direction of the senior or supervising drafter.

The drafter eventually learns to prepare working and detail drawings from rough design drawings. The position may also require the preparation of assembly drawings, charts, or graphs. The junior drafter must be able to prepare simple calculations for accuracy. The junior drafter usually advances to senior or supervising drafter.

The drafter applies independent judgment in the preparation of original layouts with intricate details. He or she must have an understanding of proper use of materials, and be able to make extensive use of reference books and handbooks. With experience, the drafter will become a senior drafter and be expected to do complex original work. In time, the senior drafter can become a lead drafter or chief drafter. The position requires the person to be responsible for all work done by the department.

Drafters specialize in a particular field of technical drawing: aerospace, architectural, structural, etc. Regardless of the field of specialization, drafters should be able to draw rapidly and accurately. A few job titles include CAD drafter, CAD/CAM specialist, computer graphics specialist and computer graphics technician. These specialists seldom prepare drawings manually on "the board." Instead, their "drawings" are computer-generated with hard (paper) copy produced on a plotter or printer.

PROGRAM DESCRIPTION
Basic Drafting Principles: 30 Clock Hours
It is essential to understand basic drafting principles and how they apply to electronic drafting. Learn to utilize line weights, multi-views, dimensioning and use of scales.

Management, HAVC, Plumbing, Interior Design, Landscape Design, Process Plant Design, Site Planning, Structural Steel Detailing, Surveying, Utility Design Management Construction, Education, Mining, GIS, Mapping, Demographic Analysis, Emergency Services, Environmental Assessment and Remediation, Facilities and Network Management, Land Use Management, Map Production, Natural Resource Management, Photogrammetry, Surveying, Roadway Management, Transportation, Work Order Management, Mechanical, Assembly Modeling, Component Design and Drafting, Engineering Analysis, Mold Making, Motion Analysis, NC Manufacturing, Production Engineering, Sheet-Metal Layout, Chemical Engineering, Electronic Schematics, Printed Circuit Board Design, Scientific or Technical Research

SolidWorks: (Alternate Course of Study) 90 Clock Hours
When you think SolidWorks, what comes to mind? For most, it's a 3D mechanical computer aided drafting software. And while that may be what it's known for, that's not all there is to SolidWorks. SolidWorks is dedicated to providing engineers, designers and other creative professionals with the tools needed to design the world's greatest products.

Moving from 2D to 3D involves more than just learning a new software – Because your products are three dimensional SolidWorks requires you to think differently about how you approach the design process. You think in three dimensions. Your products are three-dimensional. So doesn't it make sense to design them in 3D?

Training in a new design platform is a major step in the right direction, and it's important to understand how it will affect your future. The good news is learning SolidWorks will likely enhance your ability to gain employment in a competitive field.

Many design companies are using SolidWorks. In fact, over 1,000,000 of them. You'll find SolidWorks in use at Fortune 500 companies, single proprietorships, and everywhere in between.

Designer's are making the switch to Solidworks. They know there are things to consider beyond product features. Companies everywhere–including their competitors–are moving to 3 dimensional design. If you want to take your knowledge to the next level, and be the leader in your market, now is the time to learn SolidWorks.

Computer & Internet Technology: 30 Clock Hours
During the last 15 years, we in education have moved at light speed in the area of educational technology. Whether you are involved in higher ed, or secondary ed, all of us find it difficult to catch up, keep up, and put up with fast-moving computer-based technology. Not since the introduction of the blackboard have we seen a piece of equipment make such a difference in how we learn. Today, not only do we use computers, but we also have laptops, wireless laptops, and tablet PCs. In addition, we have the World Wide Web.

Basic AutoCAD: 30 Clock hours
Learn basic AutoCAD drawing tools to develop technique for setting up a drawing, basic editing, and dimensioning techniques.

Geometric Construction: 90 Clock Hours
Geometric construction is designed to help the student understand the concepts of geometry as related to computer aided drafting. It is important to understand how AutoCAD performs and solves complex mathematical equations well as draw.

Isometric Drafting: 90 Clock Hours
Learn the fundamentals of isometric drawing and oblique dimensioning.

Architectural Drafting-Residential: 90 Clock Hours
Learn to prepare residential drawings as required by the California Building Code. Students will learn architectural and structural elements as applied to residential design including electrical single-line diagrams and drawings.

ALTERNATIVE COURSE OF STUDY

Architectural Drafting-Commercial: 90 Clock Hours
Learn to prepare commercial drawings as required by the California Building Code.

Process Pipe Drafting: 90 Clock Hours
Learn the process of oil and gas refineries, chemical plants, and process piping systems. 3-dimensional design techniques will also be applied.

Civil Drafting: (Alternate Course of Study) 90 Clock Hours
Learn to prepare grading, street, sewer, and water construction plans as applied to the subdivision process.

(Alternate Course of Study)
Survey Drafting: 90 Clock Hours
Learn to prepare topographical surveys and record mapping.

(Alternate Course of Study)
Site Planning: 90 Course Hours
Learn the fundamentals of site planning and community development, irrigation and landscaping.

Possible Fields of Employment
Architecture, Engineering, Construction, Electrical, Facilities

COMPUTER AIDED DRAFTING – LEVEL I

8:30 a.m. – 1:00 p.m.
Monday Thru Friday
Certificate Program – 12 Credits
12 Weeks – 315 Clock Hours – Cost $5,300

The student will learn fundamental AutoCAD drawing skills and technique for the preparation of technical drawings.

PROGRAM DESCRIPTION

Microsoft Word: 15 Clock Hours
Become familiar with Word for letter and report writing. Students will learn the use of tool bars to edit, format, cut, paste and correct errors in Word.

Basic AutoCAD: 30 Clock Hours
Basic AutoCAD drawing tools are essential in developing the technique necessary for setting up a drawing, basic editing, and dimensioning.

Geometric Construction: 90 Clock Hours
Geometric construction is designed to help the student understand the concepts of geometry as related to computer aided drafting. It is important to understand how AutoCAD performs and solves complex mathematical equations well as draw.

Isometric Drafting: 90 Clock Hours
Learn the fundamental technique for isometric drawing.

Architectural Drafting-Residential: 90 Clock Hours
Learn residential design techniques as required by the California Building Code well as electrical drafting.

(Alternate Course of Study)
Architectural Drafting-Commercial: 90 Clock Hours
Learn commercial design techniques as required by the California Building Code.

Process Pipe Drafting: 90 Clock Hours
Learn the process of oil and gas fields, refineries, chemical plants, and process piping systems. The student will prepare 2-dimensional well as 3-Dimensional piping plans.

Civil Drafting: 90 Clock Hours
Prepare grading, street, sewer, and water construction plans as applied to the subdivision process.

Survey Drafting: 90 Clock Hours
Learn to prepare topographical surveys and record mapping.

Site Planning: 90 Clock Hours
Learn the fundamentals of site planning and community development, irrigation and landscaping.

MEDICAL BILLING - LEVEL II
8:30 a.m. – 1:00 p.m.
Monday thru Friday
Certificate Program – 18 Credits
18 Weeks – 450 Clock Hours – Cost $6,500

The number of people seeking health care services has increased as a result of an aging population, technologic advances, and better access to health care. At the same time, there is an increase in the use of outpatient services. This increase is due in part to the government introduction to tighter controls over inpatient services. The government continues to increase its involvement in and control over health care through reimbursement of services for Medicare patients. Other insurance companies are following the governments lead and adopting reimbursement systems that proved effective in reducing third-party payer costs.

Health care in America has undergone tremendous change in the recent past, and more changes are promised for the future. These changes have resulted in an ever increasing demand for qualified medical coders. The government predicts a growth in the demand for medical coders of 49% during the year of 2000-2010 time periods, with all health services ranked as the third largest growth industry in America. The national shortage has increased the salary for the coding occupation, and salaries in general show a solid upward trend.

PROGRAM DESCRIPTION
Computer & Internet Technology: 30 Clock Hours
During the last 15 years, we in education have moved at light speed in the area of educational technology. Whether you are involved in higher ed, or secondary ed, all of us find it difficult to catch up, keep up, and put up with fast-moving computer-based technology. Not since the introduction of the blackboard have we seen a piece of equipment make such a difference in how we learn. Today, not only do we use computers, but we also have laptops, wireless laptops, and tablet PCs. In addition, we have the World Wide Web

Microsoft Word: 30 Clock Hours
The student will become familiar with the use of Word for letter and report writing. They will learn to apply the use of the tool bars to edit, format, cut, paste and correct errors.

Typing: 30 Clock Hours
Regardless of the student's typing skills, the application will be practiced throughout the course to enhance their typing skills.

Anatomy and Terminology: 90 Clock Hours
This is a basic overview of major systems of the human body. It will include not only identification, but also the location and the function of the systems covered, along with conditions and diseases that are common to those systems. The knowledge that you gain will jump-start your career in the medical workplace.

Understanding the Claim Cycle: 90 Clock Hours
This course teaches and explains each phase of the medical claim cycle, from the time the patient calls for an appointment until the financial transaction for the encounter is completed. Coverage includes types of insurance payers, basic coding, billing rules, and standard requirements for outpatient billing use of the CMS-1500 claim form. It also emphasizes legal aspects related to each level of the medical claim cycle and the importance of the medical office employee, showing their responsibility for successful reimbursement.

Computers in the Medical Office: 90 Clock Hours
Learn the concepts and skills needed for a successful career in medical office billing and electronic health records. Medical coding is one of the ten fastest-growing allied health occupations. This employment growth is the result of the increased medical needs of an aging population, advances in technology, and the growing number of health practitioners. Computers in the Medical Office prepare students for administrative tasks in health care practices. Simulate situations using NDC Medisoft Advanced, widely used medical administrative software. While progressing through NDC Medisoft's menus and windows, learn to input patient information, schedule appointments, and enter transactions. In addition, they produce various lists and reports, and learn to create insurance claims. These invaluable skills are important in effective electronic financial management of health care practices.

Case Studies for the Medical Office: 90 Clock Hours
This section of the course is an introduction to a simulated medical group. You will learn the purpose, the people, and the structure of the practice. In addition you will be introduced to topics of medical records and patient privacy. It is important to understand the proper use and disclosure of patient health information. Learn about your role and your specific responsibilities in a medical group, including activities such as scheduling, billing, and responding to patient inquiries.
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Possible Fields of Employment
Family Practice, General Medicine, Medical/Dental Practices, Physicians, Health Clinics, Hospitals, Orthopedic Groups, Eye Care Centers, Radiology Groups, Ear, Nose and Throat, Cosmetic Plastic Surgery, Family Medicine, Urgent Care, Surgical Practices, Neurology, Occupational Medicine, Pediatrics, Urology, Physical Therapy, Insurance Claim Processing, Clearing Houses

MEDICAL BILLING - LEVEL I
8:30 a.m. – 1:00 p.m.
Monday Thru Friday
Certificate Program – 12 Credits
12 Weeks – 315 Clock Hours – Cost $5000.00

Health care in America has undergone tremendous change in the recent past, and more changes are promised for the future. These changes have resulted in an ever increasing demand for qualified medical office staff. With the allied health services industry ranked as the third largest growth industry in America, the national shortage has increased the salary for this occupation, and salaries in general show a solid upward trend.

According to the 2015 Academy Salary Survey, U.S. Department of Labor projects a faster than average growth for the allied health field. The fastest employment growth is going to be in the physician's office, and hospitals. The increased demand for medical office staff is due to the increase in the number of medical tests, treatments, and procedures.

PROGRAM DESCRIPTION

Typing: 15 Clock Hours
Regardless of the student's typing skills, this tying application will be used throughout the course to enhance their typing speed.

Microsoft Word: 30 Clock Hours
The student will become familiar with the use of Microsoft Word for letter and report writing. Become familiar with tool bars to edit, format, cut, paste and correct errors in Word.

Anatomy and Terminology: 90 Clock Hours
This is an overview of major systems of the human body. It will include not only identification, but also the location and the function of systems along with conditions and diseases. The foundation of this knowledge is necessary to understand the coding process.

Computers in the Medical Office: 90 Clock Hours
Learn the concepts and skills needed for a successful career in medical office billing and electronic health records. Medical coding is one of the ten fastest-growing allied health occupations. This employment growth is the result of the increased medical needs of an aging population, advances in technology, and the growing number of health practitioners. Computers in the Medical Office prepare students for administrative tasks in health care practices. Simulate situations using NDC Medisoft Advanced, widely used medical administrative software. While progressing through NDC Medisoft's menus and windows, learn to input patient information, schedule appointments, and enter transactions.

Case Studies for the Medical Office: 90 Clock Hours
This section of the course is an introduction to a simulated medical group. You will learn the purpose, the people, and the structure of the practice. In addition you will be introduced to topics of medical records and patient privacy. It is important to understand the proper use and disclosure of patient health information. Learn about your role and your specific responsibilities in a medical group, including activities such as scheduling, billing, and responding to patient inquiries.

SCHOOL ADMINISTRATION
Rick R. Garcia
Director
COMPUTER-AIDED DRAFTING AND GRAPHICS INSTRUCTOR
Certification Number: NHAK-5BHUGP2002-EROO-4Z5LK22001

Rick R. Garcia, Director of Zoom Graphics School of Design. Graduate of Bakersfield Junior College with an Associate Arts Degree, studied Architecture, Graphic Design and Photography, continuing his education at Cal State Bakersfield.

Rick began his career in 1973 as a survey crew member with Kern County Public Works. In the following years he obtained professional work experience in the fields of architecture, civil, mechanical, electrical and Graphic Design. Working with local firms such as Tenneco West, Martin-Mclntosh, DeWalt, Land Concepts and Simpson Van Curren, Rick was in the supervisory position of the preparation of construction plans for over thirty years.

In 1988 Rick created Zoom Graphics Design Center providing computer aided design services to the San Joaquin Valley. In the following years Rick saw the need for a training facility, specializing in the field of computer aided design and acquired approval from the State of California Consumer Affairs to operate.

Rick's experience includes extensive knowledge working with computer aided drafting systems, specializing in AutoCAD, 3D Studio Max and Solidworks.

Rick's responsibilities include the design and plan preparation of residential, commercial and industrial subdivisions, mobile-home parks, commercial and residential structures as related to land planning and facilitation of permit approvals, through negotiations with representatives of public agencies. Not to mention hands on experience with Electronic Health Record systems as related to the allied healthcare.

Rick's achievements include Businessman of the Year and Small Business of Year awarded by the Small Business Development Center**.**

Rick R. Garcia
Director of Animation, Graphic and Web Instruction
Certification Number: EROO-4Z5LK22001

Director of the Zoom Graphics art department, Rick has merged his graphic, web and animation skills to create a competitive training program. Rick's accomplishment's also include a variety of published web and graphic projects.

Director of Medical Billing and Coding Instruction
Certification Number: NHAK-5BHUGP2002

Rick has directed the Medical Billing and Coding program since 1995. Training under the direction of a nationally certified coding specialist has allowed him to merge technology with healthcare. Rick is an enthusiastic and passionate educator with real-world experience.

AUTHORIZATIONS

Zoom Graphics School of Design is a private institution that is authorized to operate by the Bureau for Private Postsecondary Education. Authorization to operate means compliance with state standards.

ACCREDITATIONS

Zoom Graphics School of Design or any of its programs are not accredited by an accrediting agency or recognized by the United States Department of Education.

What You Should Know About
Our Pending Application for State Approval

The institution's application for approval to operate is pending and has not yet been approved by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720. or toll free at (888) 370-7589. Or visit its website at www.bppe.ca.gov

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"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (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 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website
www.bppe.ca.gov

OBSERVED SCHOOL HOLIDAYS
Martin Luther King Jr. Day
Presidents' Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Veterans' Day
Thanksgiving Day & Day After
Christmas Week
New Year's Eve and New Year's Day

SCHOOL POLICIES

SCHOOL FACILITIES
Zoom Graphics School of Design is located at 1800 Oak Street, Suite D, Bakersfield, CA 93301. The site consists of approximately 1200 square feet including classrooms, conference room and break area and is fully ADA compliant.

Zoom Graphics School of Design provides individualized training in a small classroom setting. Students are equipped with individual computer workstations with program software and internet access for online research and learning resources.

PROGRAM START AND END DATES
January 1, 2015 through December 31, 201. Individual start dates are on first Monday following enrollment.

ENROLLMENT REQUIREMENTS
A student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

Zoom Graphics will except students from other countries if they demonstrate ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. (No visa services will be provided.)

Zoom Graphics School of Design does not accept ability-to-benefit (ATB) students.

CONDITIONS FOR RE-ENROLLMENT
Re-enrollment or Re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions, which caused the interruption for unsatisfactory progress, have been rectified.

CREDIT EVALUATION POLICY
Students with previous experience or training will be evaluated and given proper credit. Evaluation is based on transcripts, resume or oral exam. (All prior training experience must be evaluated)

ATTENDANCE
Students are expected to attend class as expected to be present for work. The school recognizes that some absences are inevitable. In such cases, it is imperative the student notify the school each day of the absence.

If student fails to maintain satisfactory attendance, defined as three un-excused absences, the student, will be placed on 30-day probation. If attendance does not improve, the student will be interrupted or terminated from the school. Consistent tardiness will be also be cause for termination.

TARDINESS is defined as 15 minutes after the start of class, or leaving 15 minutes before end of class. Five late arrivals will be counted as one absence. **Cutting Class** will be considered as an un-excused absence. Student is required to make-up work for any absence. Additional course hours will not be granted for missed class time.

LEAVE OF ABSENCE
It is the policy of the school to grant a **Leave of Absence** only in an emergency situations such as illness, family death or legal matters. In order to be granted a leave, the student must have a written request to the director. A leave must not exceed 60 days and only one leave will be granted during an enrollment period.

BREAK TIME
Breaks are at the discretion of the student, as long as the break time doesn't exceed thirty minutes of course of instruction.

PROGRESS AND GRADING SYSTEM
To remain in good standing and graduate, a student must maintain a C average. If student falls below a 2.0 GPA, the student will be placed on a 30-day probation. If, during the next 30 days, the student's grade average is still unsatisfactory, the student's program can be interrupted and the funding source will be promptly notified.
The grading system:

- A   Outstanding
- B   Above average
- C   Average
- D   Below average
- F   Failing

GRADUATION REQUIREMENTS
Upon satisfactory completion of course requirements student will receive certification, certifying completion of program. Student must complete 80 percent of course hours and all assignments to graduate before end date. However, no monetary credit or discounted tuition will be refunded to student.

SCHOOL CONDUCT POLICY
Student's shall conduct themselves in a proper manner during enrollment period. Inadequate behavior or the use of offensive language may be subject to interruption of program or dismissal.

STUDENT RECORD RETENTION
The school shall maintain permanent student records for a period of five years, retaining a permanent transcript, along with a copy of certificate and graded progress reports of courses and units which the certificate was based.

Cancellation of Agreement

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or seventh day after enrollment, whichever is later.

Withdrawal from Course of Study

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction the school will remit a refund less the registration fee, within 30 days following your withdrawal date.

REFUND POLICY

You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction that you have received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of withdrawal, the school shall refund the charge for the equipment paid by the student. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the document cost to the school of that equipment.

You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment charges stated in the contract. For a list of charges, see the Schedule of Tuition, Fees and Training Materials.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you have previously paid, then you will have to make arrangements to pay it.

If a student obtains a loan to pay for an educational program, the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

REIMBURSEMENT FOR VETERANS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

(Note: The maximum non-refundable registration fee allowed by VA is $10 for non-accredited schools.)

FINANCIAL AID POLICIES

Zoom Graphics School of Design does not participate in federal and state financial aid programs

REFUND POLICY
This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion.

The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate prorate portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

(Note: The maximum non-refundable registration fee allowed by VA is $10 for non-accredited schools.)

REIMBURSEMENT FOR VETERANS
For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

SCHEDULE CHANGES
Due to circumstances often beyond our control, Zoom Graphics reserves the right to change, cancel, postpone classes, or instructors or class times. Every effort will be made to accommodate students who are inconvenienced by such changes.

NOTICE OF STUDENTS RIGHTS

You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class sessions described in the **NOTICE OF CANCELLATION** form that will be given to you at the first class you go to. A different cancellation policy applies for home study or correspondence courses.

Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your notice of cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact **The Bureau For Private Postsecondary Education** at the address and telephone number printed below for information.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Dr., Suite 400, Sacramento, CA. 95833
(916) 431-6959 Fax (916) 263-1897 www.bppe.ca.gov

STRF
Student Tuition Recovery Fund

You must pay a state-imposed fee for the Student Tuition Recovery Fund **(STRF)** if all of the following applies to you:

1.   You are a student in an education program, who is a California resident, or enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed loans, or personal loans, and

2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the **STRF** and you are not required to pay the **STRF** fee if either of the following applies:

1.   You are not a California resident, or enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (**STRF**) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for **STRF** if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the **STRF** assessment, and suffered an economic loss as a result of the following:

1. The school closed before the course of instruction was completed.

2. The schools failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.
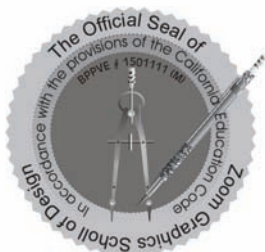
Message from the Director

***Education by Application ...
      Learning by Applying...***

Zoom Graphics School of Design has
provided quality education in a small
classroom setting for over 25 years.

If you're looking for an exciting
career, then Zoom Graphics School
of Design is training your training
resource.

Rick R. Garcia
Director

Authorized Career Training
for
Vocational Rehabilitation
Department of Rehabilitation
Employment Development Department
Employment Connection-Tulare County
Employers' Training Resource-Kern County
Department of Veteran Affairs
Department of Labor

In Accordance with the provisions of the
California Educational Code
BPPE School Code 1501111