Zoom Graphics School of Design

1800 Oak Street, Suite D, Bakersfield, CA 93301
Office: (661) 324-5739 Fax: (661) 324-3043
www.zoomgfx.com
Course Catalog
January 01, 2020 to December 31, 2020
BPPE School Code: 1501111

Post-Secondary Education (BPPE)

Mission and Objectives:
Our mission and Objectives are to provide an educational career program, which prepare students to succeed in a variety of professions. Students are provided with the opportunity to develop essential knowledge and skills, self-discipline, self-confidence, a professional attitude. We specialize in working with injured and displaced workers. We understand that for many of our students returning to school and learning a new profession is incredibly challenging, especially when they have injuries or lost their jobs. Our goal is to provide the necessary training in a professional and respectful manner. We tailor our programs to meet the unique needs necessary to provide quality retraining for our students.

A Brief History of the Institution:
Zoom Graphics School of Design began through its delivery of its instructional programs from its first location in Bakersfield. The first courses offered were Computer Aided Drafting. Since the school's inception, new programs were added in order to meet the changing demand in the workforce. Throughout its existence, the school has maintained its original mission of providing "Quality Education in a Small Classroom Setting," with reasonably priced vocational training programs.

School Location:
Zoom Graphics School of Design *(www.zoomgfx.com)*
1800 Oak Street, Suite D, Bakersfield, CA 93301
Office: (661) 324-5739 Fax: (661) 324-3043

Student Information:
At Zoom Graphics School of Design, we try our best to maintain a professional atmosphere, with an open line of communication with all our students. We understand that from time to time contact information may change. Please keep us updated through email or in writing of any changes for us to expedite your learning needs.

BPPE Approval:
Zoom Graphics School of Design is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE). "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, and Title 3 of the California Education Code.

Accreditation:
This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Questions:
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 1747 N. Market Boulevard, Suite 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

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

Complaints:
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 toll free, or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

Address of Instructional Location:
Zoom Graphics Design Center
1800 Oak Street, Suite D, Bakersfield, CA 93301

Financial Stability – Bankruptcy History:
This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

Requirements for Eligibility for Licensure:
None of the educational services offered lead to occupations that require licensure.

Admissions Policies
1. Student must have arrangements for payment in full, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school. If the student is making payment arrangements using an insurance voucher issued as the result of a worker's compensation claim, the school requires authorization for payment from the insurance carrier prior to actual enrollment in any program. At the student's option, an institution may accept payment in full.
2. Student must have graduated from high school or earned a GED.

Recognition of Credit Policies
1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
2. This institution has not entered into an articulation or transfer agreement with any other institution. Therefore, this institution does not accept and credit transfer units.
3. This institution does not award credit for experiential learning.

The Admission Process:
☐ The student is asked to show proof of age and provide documentation of a high school diploma or its equivalent.
☐ The applicant receives, and signs for, a copy of the current school catalog.
☐ The applicant is advised of the institution's refund and cancellation policies.
☐ The applicant receives, initials, and signs a current School Performance Fact Sheet.
☐ The applicant is asked to sign an enrollment agreement.

Student's Right to Cancel
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable application fee not to exceed two hundred fifty dollars ($250). Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the BPPE Regulations. If the institution delivered the first lesson and materials/equipment before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials/equipment.

How to Cancel
A notice of cancellation or withdrawal shall be in writing and the notice sent or delivered to the school administrative office at 1800 Oak Street, Suite D, Bakersfield, CA 93301. Student's conduct, including, but not necessarily limited to, a student's lack of attendance may also be grounds for cancellation or withdrawal.

Cancellation and Withdrawal Policies
The Student's right to cancel the enrollment agreement or withdraw from Zoom Graphics School of Design is subject to the following terms and conditions: cancellation and withdrawal must be in writing. Students are considered enrolled until written notice is received by the school but is effective from the date the notice is mailed or delivered to the school. No other form of cancellation or withdrawal will be accepted.
The student has the right to cancel the agreement and receive a full refund, minus any non-refundable fees (ie: registration fee) before the first lesson has been taught and before materials are shipped.
If the school sent the first lesson and materials before an effective cancellation notice was received, the school shall make a refund within 45 days after receipt of student's unused materials by the school, if returnable. Cancellation shall occur only when you give notice of cancellation or withdrawal to the School by mail or hand delivery. Written notice of cancellation or withdrawal sent by mail must be mailed to: 1800 Oak Street, Suite D, Bakersfield, CA 93301, and is effective on the date the written notice is sent. You should keep a record of the date, time and place of mailing of the notice of cancellation or withdrawal.
You will be provided with one of the School's "Notice of Cancellation" form which you may use to cancel your enrollment from the School. However, the written notice of cancellation need not take any particular form; however expressed in writing, is effective if it's signed and dated, and it indicates that you no longer desire to be bound by the enrollment agreement or attend class. Students are obligated to pay only for educational services rendered, including fees associated with those services and non-refundable charges. A student may withdraw from a course after instruction has started and receive a prorated refund. If you decide to withdraw from a program which has already started and the period allotted for cancellation has expired, you may receive a refund minus non-refundable charges as outlined below in the refund policy.

Refund Policy
NOTICE: If all fees were paid through a third party such as an insurance company, the refund will be forwarded to such third party. If the student has paid with cash, guaranteed student loans, or personal loans, the refund will be forwarded to the student.
The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. Clock hours are identified as the number of hours the student was scheduled to attend class from the time of the start of a program until the student withdraws. No refunds are due once the student has received 60% of the scheduled clock hours of instruction in any given period of attendance. If the student enrolled in a distance education program, paid in full, and has requested and received all lessons, materials and equipment, there is no refund due regardless of the amount of lessons completed.
All refunds will be forwarded no more than 45 days from the date the school receives your cancellation or withdrawal notice. In order to receive a refund of monies paid, minus any non-refundable charges, the cancellation or withdrawal notice must be in writing as noted above.
 If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.
If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
If the student's educational costs have been paid by a third party such as through a workers compensation insurance company, refunds shall be made to that third party first.
This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Attendance Policy
For in-residence programs, students are expected to attend school regularly and be on time. Students are expected to call the office when you will not be in attendance, so the instructor may be advised. Your instructor will submit regular attendance records to an administrator who will track each student's attendance. It is the responsibility of the student to communicate with the instructor for any make-up work. All assignments and assessments must be completed satisfactorily in order to receive a completion certificate.

Appeal Process
The student may submit a written appeal of his/her dismissal or other disciplinary action within five calendar days of receipt of the notice. The appeal should be addressed to the School Director. The appeal must be accompanied by evidence of mitigating circumstances that address the reasons for the dismissal or other disciplinary action.

The School Director will assess all appeals and determine whether the student may be permitted to continue in school. The student will be sent the written decision within ten days of the institution's receipt of the appeal. The decision of the School Director is final.

Leave of Absence

In the event a student has a personal need to suspend classes, the student may request a Leave of Absence. The student may contact their student coordinator or fill out a Leave of Absence request form indicating the dates and reason for the Leave of Absence.

Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less 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 money not paid from federal student financial aid program funds.

Career Services

The career services offered are to assist graduates with their job search efforts. This may include help with resume preparation and interview tips. If interested, students should inquire with the school's staff to help graduates prepare to look for employment using the internet and other methods. Zoom Graphics School of Design does not guarantee employment, nor does it guarantee a specific wage.

STRF Disclosure

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

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by

the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau of Private Postsecondary Education 1747 N. Market Boulevard, Suite 225, West Sacramento, CA 95798, (888) 370-7589 or (916) 263-1897.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS
AND CREDENTIALS EARNED AT OUR INSTITUTION
"The transferability of credits you earn at Zoom Graphics School of Design is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Zoom Graphics School of Design to determine if your certificate will transfer."

Visa Related Services
This institution does not offer any visa related services.

Language of Instruction
Instruction will be provided in English.

Financial Aid
The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Grades and Standards for Student Achievement
Grades are awarded on a pass/fail basis. Checklists are used by instructors to record student acquisition of required skills.

Maximum Time to Complete Program
To be considered an "on-time" completer, students must finish their coursework within the prescribed number of academic weeks for a program. If the student does not complete a program on time but does so within 150% of the prescribed program length, the student will be counted as a 150% completer. If the student does not complete the program within 150% of the prescribed program length, the school may administratively withdraw the student or allow the student to complete the program, if the student requests, at the school's discretion.

Graduation Requirements
To graduate and receive a certificate of completion you must complete the program and all prescribed courses/modules. You must complete all assignments/projects and earn a grade of "PASS". Additionally, you must have paid in full for any program fees.

Certificate upon Graduation
Upon graduation each student will receive a Certificate of Completion.

Description of the Facilities & Type of Equipment Used for Instruction
The school is located at 1800 Oak Street, Suite D, Bakersfield, CA 93301. There are administrative offices, classrooms, and clean restrooms. The facility is ADA compliant. All classrooms are equipped with computer workstations and good lighting.

Library Resources
Due to the nature of the programs offered, and the inclusion of all necessary training materials, books and supplies required to pass the courses, the school does not have a library on campus. However, students at enrolled in Zoom Graphics School of Design are welcome to utilize on line resources.

Student Services
This institution does not provide orientations, airport reception services, housing assistance or other services. This institution maintains a focus on the delivery of educational programs.

Student Housing
This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any resources to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Current rents for one and two-bedroom apartments are in the $1,800-$2,300 per month range.

Student Grievance Procedures

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or their student coordinator. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Zoom Graphics School of Design
1800 Oak Street, Suite D
Bakersfield, CA 93301

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading; the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting with the school director be held to resolve the matter. Each student file will contain student records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's original signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Grounds for Disciplinary Action

Zoom Graphics School of Design reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

☐ Academic dishonesty, giving false information to Zoom Graphics School of Design

☐ Disorderly, lewd, indecent, obscene or offensive behavior

☐ Obstruction or disruption of educational or business activities of this institution

☐ Theft or damage to property of Zoom Graphics School of Design, students, or personnel

☐ Failure to promptly and fully comply with directions from Zoom Graphics School of Design staff

☐ Possession or use of flammable materials, firearms, knives or any other items or substances that could be deemed weapons or weapon like

☐ Unauthorized entry into, or use of, Zoom Graphics School of Design property or facilities

☐ Smoking in areas where these activities are not allowed

☐ Verbal, physical, mental, emotional, sexual or any other type of harassment of any person on the premises

☐ Under the influence or in possession of any non-prescribed or non-prescription drugs or alcohol at any school activity or function

Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal. The order in which they are applied and what type of disciplinary action is taken is at the discretion of the school's President.

Start & End Dates

Zoom Graphics School of Design has open enrollment on a weekly basis. Most Classes begin every Monday, unless it falls on a holiday as specified above. However, Students must check with the school for the starting dates of any classes.

Nondiscrimination Policy

Zoom Graphics School of Design complies with the Equal Opportunity Act and is an Equal Opportunity Employer. This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who has the responsibility for assuring that this policy is followed.

Academic Freedom

Zoom Graphics School of Design is committed to assuring academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the campus encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those officially sanctioned by the institution.

Zoom Graphics School of Design encourages instructors and students to freely engage in discussion and dialog as it relates to the program, course, or module the student is enrolled in.

Sexual Harassment

This institution is committed to providing an educational and work environment that is free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students, as well as all faculty and staff, are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction
This institution does not provide ESL instruction.

Distribution of This Catalog
This institution makes its current catalog available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office or going to the website www.zoomgfx.com.

Renewal of Catalog
This institution publishes a revised catalog no later than January of each year.

SCHEDULE OF PROGRAM TUITION COSTS

ANIMATION

450 Clock Hours – Approximate Number of Weeks: Eighteen (18)

Class Hours: 8:30 a.m. to 1:00 P.M.

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 – Approximate Number of Weeks: Fourteen (14)

Class Hours: 8:30 a.m. to 1:00 P.M.

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 – Approximate Number of Weeks: Eighteen (18)

Class Hours: 8:30 a.m. to 1:00 P.M.

Total Cost of Program: $6500.00

Registration: $100.00 Tuition: $6200.00 Training Materials, Books & Supplies: $200.00

GRAPHIC DESIGN

450 Clock Hours – Approximate Number of Weeks: Eighteen (18)

Class Hours: 8:30 a.m. to 1:00 P.M.

Total Cost of Program: $6500.00

Registration: $100.00 Tuition: $6200.00 Training Materials, Books & Supplies: $200.00

MEDICAL INSURANCE BILLING - LEVEL I

315 Clock Hours – Approximate Number of Weeks: Fourteen (14)

Class Hours: 8:30 a.m. to 1:00 P.M.

Total Cost of Program: $5300.00

Registration: $100.00 Tuition: $5000.00 Training Materials, Books & Supplies: $200.00

MEDICAL INSURANCE BILLING - LEVEL II

450 Clock Hours – Approximate Number of Weeks: Eighteen (18)

Class Hours: 8:30 a.m. to 1:00 P.M.

Total Cost of Program: $6500.00

Registration: $100.00 Tuition: $6200.00 Training Materials, Books & Supplies: $200.00

WEB DESIGN

450 Clock Hours – Approximate Number of Weeks: Eighteen (18)

Class Hours: 8:30 a.m. to 1:00 P.M.

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"

PROGRAM DESCRIPTIONS

Animation
450 Clock Hours – Approximate Number of Weeks: Eighteen (18)
Class Hours: 8:30 a.m. to 1:00 P.M.
Total Cost of Program: $6500.00
Registration: $100.00 Tuition: $6200.00 Training Materials, Books & Supplies: $200.00

Welcome to the World of Animation. This course will teach you the skills 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.

Animate: 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.

3D Studio Max: 90 Clock Hours
Modeling, Materials, and Mapping:
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.

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 provides 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.

Designers 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.

Possible Fields of Employment
SOC-27-1013, 27-1014, 27-1021, 27-1029, 27-4032
3D Visualization, Architectural Design Visualization, Engineering Design Visualization, Corporate Presentations, Interactive Title and Development, Forensic or Medical Visualization, Games Development, Advertising and Marketing, Graphic Design, Web Development, Mechanical Design, Visualization, Television Broadcast, Film and Video Production, Postproduction

COMPUTER AIDED DRAFTING – LEVEL I
315 Clock Hours – Approximate Number of Weeks: Twelve (12)
Class Hours: 8:30 a.m. to 1:00 P.M.
Total Cost of Program: $5300.00
Registration: $100.00 Tuition: $5000.00 Training Materials, Books & Supplies: $200.00

The student will develop 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.

Possible Fields of Employment

SOC 17-3000, 17-3011, 17-3012, 17-3013, 17-3020

Architecture, Engineering, Construction, Electrical, Facilities 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

COMPUTER AIDED DRAFTING-LEVEL II
450 Clock Hours – Approximate Number of Weeks: Eighteen (18)
Class Hours: 8:30 a.m. to 1:00 P.M.
Total Cost of Program: $6500.00
Registration: $100.00 Tuition: $6200.00 Training Materials, Books & Supplies: $200.00

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 a proper understanding of the 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 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.

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: 90 Clock Hours
Learn to prepare grading, street, sewer, and water construction plans as applied to the subdivision process.

Record mapping (Survey Drafting) 90 Clock Hours
Learn to prepare topographical surveys and record mapping.

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

Possible Fields of Employment
SOC 17-3000, 17-3011, 17-3012, 17-3013, 17-3020
Architecture, Engineering, Construction, Electrical, Facilities 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

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GRAPHIC DESIGN
450 Clock Hours – Approximate Number of Weeks: Eighteen (18)
Class Hours: 8:30 a.m. to 1:00 P.M.
Total Cost of Program: $6500.00
Registration: $100.00 Tuition: $6200.00 Training Materials, Books & Supplies: $200.00

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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 Technology: 30 Clock Hours
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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 the publishing software 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.

Animate: 90 clock Hours
Animate is the new professional standard for producing high-impact Web experiences. Animate 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
SOC 27-1021, 27-1022, 27-1024, 27-1029
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

MEDICAL BILLING - LEVEL I
315 Clock Hours – Approximate Number of Weeks: Twelve (12)
Class Hours: 8:30 a.m. to 1:00 P.M.
Total Cost of Program: $5300.00
Registration: $100.00 Tuition: $5000.00 Training Materials, Books & Supplies: $200.00

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 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.

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.

MEDICAL BILLING - LEVEL II
450 Clock Hours – Approximate Number of Weeks: Eighteen (18)
Class Hours: 8:30 a.m. to 1:00 P.M.
Total Cost of Program: $6500.00
Registration: $100.00 Tuition: $6200.00 Training Materials, Books & Supplies: $200.00

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 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 professions. 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
SOC 11-9111, 29-2070, 29-2071, 29-2072, 31-9099
Medical Records Administrators, Medical & Health Service Managers, Medical Records and Health Information Technicians, Medical Records Specialist, Medical Records Technicians, Insurance Claims Clerks

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WEB DESIGN
450 Clock Hours – Approximate Number of Weeks: Eighteen (18)
Class Hours: 8:30 a.m. to 1:00 P.M.
Total Cost of Program: $6500.00
Registration: $100.00 Tuition: $6200.00 Training Materials, Books & Supplies: $200.00

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
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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 Dreamweaver: 90 Clock Hours
Whether you are creating websites 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
SOC Codes-15-1134, 27-1024, 27-1029
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

ADMINISTRATION
Rick R. Garcia, Director
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-McIntosh, 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. His accomplishments 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.

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

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