2027
Zoom Graphics

680 E Colorado Blvd Suite 180, Pasadena, CA 91101
Office: (805) 457-2882
Fax: (805) 210-8096

www.zoomgfx.com

Course Catalog
January 01, 2027 to December 31, 2027
BPPE School Code: 1501111

Post-Secondary Education (BPPE)

This institution is approved to operate by the California Bureau for Post Secondary Education (BPPE). www.bppe.ca.gov. Our BPPE school code is 1501111. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

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ABOUT ZOOM GRAPHICS

Mission and Objectives

Zoom Graphics is dedicated to delivering accessible, high-quality vocational education through 100% online distance learning. Our mission is to prepare students to succeed in today's competitive workforce by providing practical, skills-based training in design, technology, and healthcare administration. We are committed to serving a diverse student population — including displaced workers, career changers, and individuals seeking workforce development opportunities — in a professional, supportive, and accessible learning environment. All programs are designed to align with current labor market demands and are offered entirely online, allowing students to complete their training at their own pace.

A Brief History of the Institution

Zoom Graphics was founded in Bakersfield, California, where it began offering Computer Aided Drafting instruction. Since its founding, the school has expanded its program offerings to meet the evolving demands of the workforce and has transitioned to a fully online distance education model. Zoom Graphics is committed to providing quality vocational training at an accessible price point, serving students throughout California and beyond.

School Location — Administrative Office

Zoom Graphics operates as a distance education institution. All instructional programs are delivered 100% online. The following address serves as the school's administrative office for student records, correspondence, and regulatory purposes only. No in-person instruction is conducted at this location.

Zoom Graphics (www.zoomgfx.com)
680 E. Colorado Blvd., Suite 180, Pasadena, CA 91101
Office: (805) 457-2882 | Fax: (805) 210-8096
Email: info@zoomschoolonline.com

BPPE Approval

Zoom Graphics is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). BPPE School Code: 1501111. Approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and Title 5, California Code of Regulations (CCR). An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

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 any other state. A degree or certificate 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:

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov | Phone: (888) 370-7589 | Fax: (916) 263-1897

Review of 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 (SPFS), which must be provided to you prior to signing an Enrollment Agreement. The SPFS contains program-specific completion and employment outcome data.

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 available at www.bppe.ca.gov.

Address of Instructional Location

All instruction is delivered online. Students access all coursework, instructional materials, and instructor support through the school's Learning Management System (LMS). No in-person attendance is required or available for any enrolled program.

Administrative correspondence address: Zoom Graphics, 680 E. Colorado Blvd., Suite 180, Pasadena, CA 91101.

Office of Student Assistance and Relief (OSAR)

The Office of Student Assistance and Relief (OSAR) is available to support prospective and past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. OSAR may be reached by calling (888) 370-7589 or by visiting www.bppe.ca.gov.

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 by Zoom Graphics lead to occupations that require licensure.

ADMISSIONS POLICIES

Admission Requirements

Applicants for admission to any Zoom Graphics program must meet the following requirements:

- Applicants must have graduated from high school, earned a GED, or hold a recognized equivalent. Zoom Graphics does not admit ability-to-benefit (ATB) students.
- Applicants must establish an approved method of payment prior to enrollment. Accepted methods include direct payment, verified third-party funding, WIOA Individual Training Account (ITA) vouchers, workers' compensation vouchers, and other approved workforce development funding arrangements.
- Applicants must receive, review, initial, and sign the current School Catalog, School Performance Fact Sheet (SPFS), and Enrollment Agreement prior to the start of their program.

Applicants who do not hold a high school diploma or GED equivalent are not eligible for admission. Such applicants may contact the school at info@zoomschoolonline.com for a referral to a GED preparation program and are welcome to reapply upon meeting the educational requirement.

Minimum enrollment age: Students must be at least 18 years of age at the time of enrollment.

Recognition of Credit Policies

- Zoom Graphics does not award credit for satisfactory completion of CLEP examinations or other comparable standardized examinations.
- This institution has not entered into an articulation or transfer agreement with any other institution and does not accept transfer credit units.
- This institution does not award credit for prior experiential learning.

The Admission Process

- The applicant demonstrates proof of age (minimum 18 years) and provides documentation of a high school diploma, GED, or recognized equivalent.
- The applicant receives and acknowledges the current School Catalog.
- The applicant is informed of the institution's refund and cancellation policies.
- The applicant receives, initials, and signs the current School Performance Fact Sheet (SPFS).
- The applicant signs an Enrollment Agreement.
- An approved method of payment or funding authorization is confirmed.

Student's Right to Cancel

The student shall have the right to cancel the Enrollment Agreement and receive a full refund of all monies paid, less any non-refundable application fee not to exceed $250, before the student’s receipt of the first lesson and any instructional materials, or the seventh (7th) calendar day after enrollment, whichever is later.

For distance education programs, the cancellation period is based on the student’s receipt of the first lesson and instructional materials, not attendance at a class session.

Cancellation is effective on the date written notice of cancellation is sent by the student to info@zoomschoolonline.com. Written notices may also be delivered in person to Zoom Graphics, or mailed to the school’s administrative office, care of Zoom Graphics, 680 E. Colorado Blvd., Suite 180, Pasadena, CA 91101.

Notice of cancellation must be in writing and include the student’s signature and date. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records pertaining to the student’s cancellation and refund issuance will be retained in the student’s file, and the student will be added to the institution’s cancellation log records, to include the student’s name, address, telephone number, personal email address, date of cancellation and refund amount.

WITHDRAWAL POLICY

Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to info@zoomschoolonline.com. Written notices may also be delivered in person to Zoom Graphics, or mailed to the school's administrative office, care of Zoom Graphics, at 680 E. Colorado Blvd., Suite 180, Pasadena, CA 91101. Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date the written notice is sent by the student.

Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Disruptive, inappropriate, or abusive behavior toward other students, faculty, or staff, including conduct via email, messaging platforms, or the LMS.
- Students who do not log in to the LMS, submit coursework, or otherwise participate in their program for twelve (12) consecutive months, and who provide no communication or request for a leave of absence during that time, shall be considered inactive and may be administratively withdrawn, following reasonable attempts by the institution to contact the student, and provided the 12-month inactivity period does not exceed the maximum enrollment period stated in this catalog.
- Misuse or unauthorized access of school platforms or instructional materials, including attempting to bypass system controls or sharing restricted materials.
- Confirmed plagiarism, cheating, or submission of non-original work, including misuse of AI-generated content in violation of academic integrity standards.
- Failure to complete required academic activities resulting in lack of measurable progress after reasonable outreach by the institution.

The institution will provide written notice to the student of any administrative withdrawal, including the reasons and effective date. For administrative withdrawals due to inactivity, the effective date is the student's last documented date of participation.

All records pertaining to student withdrawals and refund issuance will be retained in the student's file and added to the institution's withdrawal log.

REFUND POLICY

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student

was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars ($250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as nonrefundable shall also be refunded.

How Refunds are Calculated in the Event of a Withdrawal

(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non refundable deposit or application fee, not to exceed two hundred fifty dollars ($250), or non-refundable amounts paid for educational materials, or both. This institution does charge both a non-refundable deposit as well as non-refundable amounts paid for educational materials; these amounts are specified in our Charges and Fees section in the catalog and on the student's enrollment agreement. Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable (for example only: fees for hard-copy textbooks could be deemed refundable on a case-by-case basis if the materials are returned in a reusable and unsullied state).

Refunds to 3rd Parties, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

Refund Payments Collected and Payable to 3rd Party Entities, as applicable

If this institution has collected money from, or on behalf of, 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 or has not yet been billed or invoiced by the third party at the time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

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.

Distance Education Cancellation and Refund Rights

Students enrolled in distance education programs have the right to cancel their Enrollment Agreement and receive a full refund before receipt of the first lesson and any instructional materials have been received.

If the institution transmitted the first lesson and materials before receiving valid cancellation notice, the student is entitled to a full refund upon return of all materials in good condition. Refunds are issued within 45 days of cancellation or return of materials, whichever applies.

INSTRUCTIONAL METHODS AND DISTANCE EDUCATION

Delivery Method

All programs offered by Zoom Graphics are delivered through 100% Online Distance Education. All instruction is asynchronous — students are not required to attend live classes or log in at any scheduled time. Coursework may be completed according to the student's own schedule, subject to assignment deadlines and the maximum program completion period.

Distance Education — How It Works

The school will transmit the first lesson and initial materials to the student within seven (7) calendar days after admission. After receiving the first lesson and initial materials, the student may request in writing that all remaining lessons and materials be provided. If the institution provides all materials at once upon student request, the institution remains obligated to provide all instructional services including:

- Timely instructor responses to student inquiries
- Evaluation and feedback on submitted assignments
- Academic support services and guidance
- Documentation of student progress

Transmission of all lessons or materials does not eliminate the institution's obligation to calculate and issue refunds in accordance with applicable pro rata refund policies.

Instruction Is Not Offered in Real Time

Distance education programs at Zoom Graphics are asynchronous and not offered in real time. Students may complete lessons and assignments at their own convenience, subject to assignment deadlines and the total program length.

Instructor Response Time

Instructors will respond to student questions, evaluate submitted work, and provide academic feedback within seven (7) calendar days of receipt. The maximum response time is fourteen (14) calendar days. Students are encouraged to contact their instructor promptly with any questions or concerns.

Online Participation Requirements

Although distance education does not require physical attendance, students must meet the following participation requirements to remain in good standing:

- Log in to the LMS regularly and maintain a consistent participation pattern
- Complete coursework, assignments, and assessments by stated deadlines
- Communicate with the instructor when questions arise or when the student anticipates a delay in completing work
- Maintain satisfactory academic progress as defined in this catalog

Failure to participate may result in administrative withdrawal from the program.

Technology Requirements

Students enrolling in online programs must have the following minimum technical requirements:

- A computer or laptop (Windows or Mac) with current operating system
- Stable broadband internet connection
- Modern web browser (Chrome, Firefox, Safari, or Edge — current version)
- Ability to access and install program-required software as specified in program materials

Students are responsible for ensuring their equipment meets these minimum requirements. The institution does not provide computer hardware or internet service to students.

Learning Management System (LMS)

All coursework, lesson materials, assignments, and instructor communications are delivered and managed through the school's online Learning Management System. Students will receive unique login credentials upon enrollment. Student identity is verified through unique login credentials, monitoring of LMS activity, instructor evaluation of submitted work quality, and review of student participation patterns throughout the program.

Attendance Policy for Online Programs

Attendance in online programs is measured by regular login activity, coursework submission, assignment completion, and active communication with instructors — not physical presence. Students who do not log in or submit work for an extended period may be subject to administrative withdrawal as described in the Withdrawal Policy. All assignments and assessments must be completed satisfactorily to receive a Certificate of Completion.

ACADEMIC AND STUDENT POLICIES

Appeal Process

A student may submit a written appeal of a dismissal or disciplinary action within five (5) calendar days of receipt of the notice. The appeal must be addressed to the School Director and include evidence of mitigating circumstances that address the reasons for the dismissal or disciplinary action. The School Director will assess all appeals and notify the student of the decision in writing within ten (10) calendar days of receiving the appeal. The decision of the School Director is final.

Leave of Absence

A student who needs to temporarily suspend coursework may request a Leave of Absence (LOA) by contacting the institution in writing at info@zoomschoolonline.com or by submitting a Leave of Absence Request form indicating the dates and reason for the leave. Approval is at the discretion of the institution. Students must resume coursework on or before the approved return date to remain in good standing. Approved LOA periods will not be counted against the student's maximum enrollment period.

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. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. Zoom Graphics does not participate in federal student aid programs and does not originate, recommend, or manage private loans.

Career Services

Zoom Graphics offers career support services to assist graduates with their job search efforts. These services may include guidance on resume development, general job search strategies, and interview preparation techniques. Graduates interested in career services should contact the school's administrative staff. Zoom Graphics does not promise or guarantee job placement, employment, specific job titles, or wage levels.

Grades and Standards for Student Achievement

Grades are awarded on a pass/fail basis. Instructors use checklists and assignment rubrics to evaluate student acquisition of required skills and competencies. A student must achieve a grade of PASS in all required coursework and assessments to successfully complete the program.

Maximum Time to Complete Program

To be considered an on-time completer, students must finish their coursework within the prescribed number of weeks for a program. If a student does not complete the 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, at the school's discretion, allow the student to continue upon written request.

Graduation Requirements

To graduate and receive a Certificate of Completion, a student must: complete the program and all prescribed courses and modules; complete all assignments and projects; and earn a grade of PASS in all required coursework. All institutional charges and financial obligations remain the student's responsibility; however, completion of a program and issuance of a certificate is not conditioned on payment of a debt, in accordance with California Civil Code §1788.93.

Certificate of Completion

Upon successful completion of all program requirements, each student will receive a Certificate of Completion from Zoom Graphics. Zoom Graphics does not withhold certificates, diplomas, or proof-of-training for nonpayment of tuition or fees, in accordance with California law and California Civil Code §1788.93.

Description of Facilities

Zoom Graphics operates as a distance education institution. All instruction is delivered through the online Learning Management System; no in-person classes are held. The administrative office located at 680 E. Colorado Blvd., Suite 180, Pasadena, CA 91101 is used exclusively for administrative and student support functions including enrollment processing, records management, and student correspondence. The office is ADA compliant and is not a student instructional facility.

Library Resources

All programs include the instructional materials, digital workbooks, software resources, and reference guides required to complete training. Zoom Graphics does not maintain a physical library. Students are encouraged to utilize freely available online educational resources, including digital research tools, software tutorials, and publicly accessible educational websites.

Student Services

Zoom Graphics provides the following student support services: academic assistance through direct instructor access via the LMS and email; administrative support for enrollment, billing, and records

inquiries during business hours; access to career preparation guidance upon program completion. The institution does not provide housing assistance, transportation services, visa-related services, or other ancillary non-academic services.

Student Housing

Zoom Graphics does not operate dormitories, housing units, or student residential services and does not provide assistance in locating housing. All programs are delivered online; students do not need to be located in or near Pasadena to participate.

Student Grievance Procedures

Most concerns or complaints can be resolved by contacting the student's instructor or the school's administrative staff directly. If an issue is not resolved to the student's satisfaction through direct contact, the student may submit a written complaint to:

Zoom Graphics — Student Grievance
680 E. Colorado Blvd., Suite 180, Pasadena, CA 91101
Email: info@zoomschoolonline.com

The written complaint must include: a statement of the nature of the problem; the date the problem occurred; the names of individuals involved; any supporting documents; evidence that the institution's internal complaint procedure was properly followed; and the student's signature. The student will receive a written response within ten (10) business days.

If the complaint is not resolved to the student's satisfaction through the institution's internal grievance process, the student may file a complaint with the Bureau for Private Postsecondary Education (BPPE) at www.bppe.ca.gov or (888) 370-7589.

Student Records and Transcripts

Student records are retained for a minimum of five (5) years. Official transcripts are retained permanently. Students have the right to inspect and review their educational records by submitting a written request identifying the specific information to be reviewed.

If a student believes records are inaccurate or misleading, the student may request corrections. If a disagreement cannot be resolved, the student may request a meeting with the School Director. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment 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. In accordance with California Civil Code §1788.93, Zoom Graphics does not withhold transcripts, certificates, or proof-of-training as a means of debt collection.

Privacy Act

Zoom Graphics complies with the Family Educational Rights and Privacy Act (FERPA). It is the institution's intent and policy to protect the privacy of a student's financial, academic, and other personal records. Student records will not be released to any third party without the student's prior signed written authorization, unless otherwise required by law.

Student Conduct — Grounds for Disciplinary Action

Zoom Graphics reserves the right to dismiss a student for any of the following reasons, including but not limited to:

- Academic dishonesty or providing false information to the institution
- Disorderly, lewd, indecent, obscene, or offensive behavior
- Theft or damage to property of the institution, students, or personnel
- Failure to comply with directions from Zoom Graphics staff
- Unauthorized access to or misuse of school platforms, systems, or instructional materials
- Harassment — verbal, written, electronic, or other — of any person associated with the institution
- Any conduct that disrupts the learning environment or violates academic integrity standards

Disciplinary action may include a verbal or written warning, probation, suspension, or dismissal, at the discretion of the School Director.

Start Dates and Open Enrollment

Zoom Graphics maintains open enrollment. Students may enroll at any time and begin their program on a rolling basis. Students should contact the school for current enrollment processing times.

Nondiscrimination Policy

Zoom Graphics is committed to providing equal opportunities to all applicants and students without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification protected by applicable law. Inquiries regarding this policy may be directed to the School Director.

Academic Freedom

Zoom Graphics supports academic freedom for all faculty. Instructors are encouraged to exercise professional judgment in the content, organization, and methods of their assigned courses, provided such judgments are consistent with current course descriptions and the institution's officially sanctioned instructional standards.

Sexual Harassment Policy

Zoom Graphics is committed to providing a learning and work environment free of discrimination, intimidation, and harassment. Sexual harassment in any form — including verbal, written, electronic, or visual — is strictly prohibited. All students, faculty, and staff are responsible for conducting themselves in a manner consistent with this policy.

English as a Second Language

All instruction is provided in English. Zoom Graphics does not offer English as a Second Language (ESL) instruction. Applicants who are not proficient in English are advised to acquire sufficient English proficiency prior to enrollment. For disclosures or enrollment agreement terms that a student cannot understand due to limited English proficiency, the student is encouraged to arrange for an interpreter.

Language of Instruction

All instruction, course materials, and communications are provided in English only.

Visa-Related Services

Zoom Graphics does not offer any visa-related services and does not assist with visa applications, change of status, extension of stay, or any immigration documentation. All programs are open only to individuals who already possess the legal ability to study in the United States.

Financial Aid

Zoom Graphics does not participate in federal or state Title IV financial aid programs. Because this institution is not accredited by an agency recognized by the U.S. Department of Education, students are not eligible for federal financial aid. Students may pay tuition through direct payment, WIOA Individual Training Account (ITA) vouchers, workers' compensation vouchers, approved third-party funding, or other arrangements accepted by the institution.

Charges, Fees, and Payment Receipts

No student shall be charged nor collected from or on behalf of any amount for total charges that exceeds the amount listed in our catalog and on the student's enrollment agreement.

Within five (5) business days of the institution's receipt of payments, students shall receive a written receipt or updated student ledger, in hard copy or electronic format, for any payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s). A copy of the receipt(s) or ledger shall be kept in the student's records.

Distribution of This Catalog

This catalog is available to the public at no charge. A current copy can be obtained by contacting the school at info@zoomschoolonline.com or by visiting the school's website at www.zoomgfx.com.

Renewal of Catalog

Zoom Graphics publishes a revised catalog no later than January 1 of each year, or sooner if program changes require an update in accordance with BPPE regulations.

STUDENT TUITION RECOVERY FUND (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."

"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., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident (or enrolled in a residency program), have prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 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.
- You were enrolled at an institution or location within the 120-day period before the closure of the institution or location, or were enrolled in an educational program within the 120-day period before the program was discontinued.

- You were enrolled more than 120 days before the closure of the institution or location in a program as to which the Bureau determined there was a significant decline in quality or value more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 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 in excess of tuition and other costs.
- 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.
- 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 otherwise have 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-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."

CURRENT STRF ASSESSMENT RATE
Effective April 1, 2024, the STRF Assessment rate is $0.00 per $1,000 of institutional charges.
Because the current rate is zero, students are not required to pay a STRF assessment at this time.
If the Bureau adjusts the STRF rate in the future, the institution will collect the assessment
at the time of the student's first payment at or after enrollment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

"The transferability of credits you earn at Zoom Graphics 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 to determine if your certificate will transfer."

SCHEDULE OF PROGRAM TUITION COSTS

The following schedule lists all charges for each program offered by Zoom Graphics. Total charges for a period of attendance and the estimated total charges for the entire educational program are the same.

Delivery Method for All Programs: 100% Online, Asynchronous — No scheduled class meeting times.

DIGITAL DESIGN

350 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 **Tuition:** $6,217.50 **Training Materials, Books & Supplies:** $200.00 **Student Tuition Recovery Fund Fee (STRF):** $0.00 per $1,000 institutional charges.

ANIMATION

450 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 **Tuition:** $6,217.50 **Training Materials, Books & Supplies:** $200.00 **Student Tuition Recovery Fund Fee (STRF):** $0.00 per $1,000 institutional charges.

COMPUTER AIDED DRAFTING – LEVEL I

315 Clock Hours — Approximate Number of Weeks: Fourteen (14)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $5,312.50
Estimated Schedule of Total Charges For The Entire Educational Program: $5,312.50
Registration: $100.00 **Tuition:** $5,000.00 **Training Materials, Books & Supplies:** $200.00 **Student Tuition Recovery Fund Fee (STRF):** $0.00 per $1,000 institutional charges.

COMPUTER AIDED DRAFTING – LEVEL II

450 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 **Tuition:** $$6,217.50 **Training Materials, Books & Supplies:** $200.00 **Student Tuition Recovery Fund Fee (STRF):** $0.00 per $1,000 institutional charges.

GRAPHIC DESIGN

450 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 **Tuition:** $6,217.50 **Training Materials, Books & Supplies:** $200.00 **Student Tuition Recovery Fund Fee (STRF):** $0.00 per $1,000 institutional charges.

MEDICAL BILLING AND CODING – LEVEL I

450 Clock Hours — Approximate **Number of Weeks:** Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $5,312.50
Estimated Schedule of Total Charges For The Entire Educational Program: $5,312.50
Registration: $100.00 **Tuition:** $5,000.00 **Training Materials, Books & Supplies:** $200.00 **Student Tuition Recovery Fund Fee (STRF):** $0.00 per $1,000 institutional charges.

MEDICAL BILLING AND CODING – LEVEL II

315 Clock Hours — Approximate **Number of Weeks:** Fourteen (14)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 **Tuition:** $6,217.50 **Training Materials, Books & Supplies:** $200.00 **Student Tuition Recovery Fund Fee (STRF):** $0.00 per $1,000 institutional charges.

Note: Medical Billing and Coding Level II (315 hours) carries a higher tuition rate than Level I (450 hours) because it is an advanced curriculum requiring more intensive individualized instructor evaluation of complex case-based assignments. The shorter program length reflects the advanced prerequisite knowledge assumed at entry.

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

PROGRAM DESCRIPTIONS

DIGITAL DESIGN

350 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 Tuition: $6,217.50 Training Materials, Books & Supplies: $200.00 Student Tuition Recovery Fund Fee (STRF): $0.00 per $1,000 institutional charges.

The Digital Design Online program prepares students for careers in digital content creation, graphic design, and web media production. Students develop practical skills in industry-standard tools including Adobe Creative Cloud applications, Canva, Figma, and AI-assisted design tools. The program covers digital design principles, image editing, vector illustration, web design, and digital content strategy — skills directly relevant to employment in today's digital media landscape.

Students will progress from foundational computer and design literacy through advanced digital design production, building a portfolio of professional-quality work across multiple platforms and media types. All coursework is delivered fully online through asynchronous instruction.

Program Description

Computer Basics and Digital Literacy: 30 Clock Hours

This module establishes the digital literacy foundation required for all coursework. Students will develop proficiency in operating system navigation, file management, cloud storage, online collaboration tools, cybersecurity basics, and digital communication. Emphasis is placed on the skills needed to function effectively as a remote learner and digital professional, including familiarity with productivity tools and online research methods.

Microsoft Office and Productivity Suite: 30 Clock Hours

Students will develop practical proficiency in Microsoft Word for professional writing and document formatting, Microsoft Excel for basic data organization, and Microsoft PowerPoint for creating presentation graphics and slide decks. These tools are widely used in professional settings across industries and provide a foundation for digital workplace communication.

Graphic Tools and Design Principles: 30 Clock Hours

Students are introduced to the principles of visual design, typography, color theory, layout, and composition. This module covers the professional tools and reference resources used in print and digital design production, including planning guides for prepress imaging, digital media, and social media content. Students learn to evaluate and apply design principles to real-world creative briefs.

Photoshop and Canva — Image Editing and Digital Graphics: 65 Clock Hours

Students will master Adobe Photoshop, the industry-standard application for raster image editing, photo retouching, and digital compositing. Coursework includes layer management, selection tools, masking, color correction, and creative special effects. Students will also learn Canva, a widely used cloud-based design platform for social media graphics, marketing materials, and brand assets — skills directly applicable to small business, nonprofit, and marketing roles.

Illustrator and Vector Design: 65 Clock Hours

Adobe Illustrator is the professional standard for vector-based graphic design. Students will master Illustrator's drawing and shape tools, path editing, typography, and color management. Students will learn

to create logos, icons, infographics, and scalable design assets. The module also covers how vector artwork is integrated with other Adobe Creative Cloud applications in a professional design workflow.

AI Design Tools and Interactive Web Media: 65 Clock Hours

This module introduces students to the rapidly evolving field of AI-assisted design and interactive web media creation. Topics include: working with AI image generation and editing tools (such as Adobe Firefly and similar platforms) to accelerate creative workflows; using Figma for UI/UX wireframing and collaborative web design prototyping; creating interactive and animated web content using Adobe Animate CC; and an introduction to prompt engineering concepts as applied to visual content creation. Students will understand the ethical use of AI tools in professional design practice.

Adobe Dreamweaver and Website Development Tools: 65 Clock Hours

Students will gain hands-on experience with website design and development using Adobe Dreamweaver and current website-building platforms. Topics include: HTML/CSS fundamentals; responsive design principles; creating and managing web pages and sites; integrating graphics and media into web layouts; and an introduction to content management systems. Students will build a complete, professional-quality website as part of this module.

Possible Fields of Employment

SOC Codes: 15-1134, 27-1024, 27-1029

Web Designer, UI/UX Designer, Graphic Designer, Digital Content Creator, Social Media Designer, Marketing Design Specialist, Visual Communications Specialist, Multimedia Designer, Digital Marketing Coordinator, Brand Identity Designer, E-Commerce Content Designer

ANIMATION

450 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 Tuition: $6,217.50 Training Materials, Books & Supplies: $200.00 Student Tuition Recovery Fund Fee (STRF): $0.00 per $1,000 institutional charges.

The Animation program prepares students for careers in 3D animation, visual effects, game development, and digital media production. Students develop hands-on skills in industry-standard 3D software and develop a professional-grade portfolio through progressively complex projects in modeling, texturing, lighting, animation, and rendering. All coursework is delivered fully online through asynchronous instruction.

Program Description

Photoshop — Image Editing Foundation: 90 Clock Hours

Students will learn Adobe Photoshop as a foundational tool for digital artists, with emphasis on creating and editing source imagery for use in 3D environments. Topics include raster image editing, digital painting, texture creation, layer compositing, and color correction techniques relevant to animation and game development workflows.

Illustrator — Vector Graphics for Animation: 90 Clock Hours

Students will develop vector illustration skills in Adobe Illustrator, with a focus on creating character designs, concept art, storyboard elements, and graphic assets for use in animation projects. Students learn to export vector artwork to appropriate formats for use in 3D animation pipelines.

Adobe Animate CC — 2D Animation and Interactive Media: 90 Clock Hours

Students will develop 2D animation skills using Adobe Animate CC, the current professional standard for frame-based and rigged character animation, interactive web content, and motion graphics. Topics include timeline-based animation, character rigging, symbol creation, frame-by-frame and tween animation, and export for web and media delivery.

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

Students are introduced to 3D modeling using Autodesk 3ds Max. Topics include polygon modeling techniques for games and film, object creation and manipulation, material assignment, UV mapping, texture application, and the use of the Material Editor. Students also learn lighting fundamentals including the use of standard and photometric lights, light rigs, and the relationship between lighting and rendering quality.

3D Studio Max — Animating and Rendering: 90 Clock Hours

Building on modeling skills, students develop animation and rendering expertise. Topics include keyframe animation, the curve editor, character motion, camera animation, render settings, and the use of post-processing tools for visual effects. Students complete a final animated sequence demonstrating professional-level production skills.

SolidWorks — Alternate Course of Study: 90 Clock Hours

This alternate module introduces Autodesk SolidWorks as a 3D mechanical CAD design tool. SolidWorks is used by engineering and product design professionals across manufacturing, aerospace, and industrial design industries. Students learn part modeling, assembly design, and drawing generation. This module may be substituted for the Animating and Rendering module based on the student's career goals, subject to approval by the instructor.

Possible Fields of Employment

SOC Codes: 27-1013, 27-1014, 27-1021, 27-1029, 27-4032

3D Animator, Motion Graphics Artist, Visual Effects Artist, Game Designer, 3D Modeler, Architectural Visualization Specialist, Product Design Visualization, Film and Video Post-Production, Multimedia Developer, Interactive Media Designer

COMPUTER AIDED DRAFTING – LEVEL I

315 Clock Hours — Approximate Number of Weeks: Fourteen (14)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $5,312.50
Estimated Schedule of Total Charges For The Entire Educational Program: $5,312.50
Registration: $100.00 Tuition: $5,012.50 Training Materials, Books & Supplies: $200.00 Student Tuition Recovery Fund Fee (STRF): $0.00 per $1,000 institutional charges.

The Computer Aided Drafting – Level I program develops fundamental AutoCAD drawing skills for students entering the drafting, engineering, architecture, and construction industries. Students learn to create technical drawings with professional accuracy using industry-standard CAD software. All coursework is delivered fully online.

Program Description

Microsoft Word — Professional Documentation: 15 Clock Hours

Students develop proficiency in Microsoft Word for professional written communication, including letter and report formatting, use of editing tools, and document preparation relevant to the drafting and design fields.

Basic AutoCAD: 30 Clock Hours

Students learn fundamental AutoCAD commands and techniques for setting up drawings, performing basic editing operations, applying dimensioning, and navigating the AutoCAD workspace. This module establishes the core technical skills upon which all subsequent drafting modules build.

Geometric Construction: 90 Clock Hours

Students develop understanding of geometry as applied to computer aided drafting. Topics include the construction of geometric forms, application of mathematical principles in AutoCAD, multi-view drawing, line weights, dimensioning conventions, and use of scales.

Isometric Drafting: 90 Clock Hours

Students develop skills in isometric drawing and oblique dimensioning — essential techniques for representing three-dimensional objects in a two-dimensional format. Practical exercises develop speed and accuracy in isometric construction.

Architectural Drafting — Residential (Primary): 90 Clock Hours

Students learn to prepare residential construction drawings in compliance with the California Building Code. Topics include floor plans, elevations, roof plans, foundation plans, electrical single-line diagrams, and structural elements as applied to residential design.

Alternate Course of Study — Architectural Drafting (Commercial): 90 Clock Hours

Students may elect this alternate module in place of the Residential module. Students learn to prepare commercial construction drawings in compliance with the California Building Code, including commercial floor plans, reflected ceiling plans, and commercial site considerations.

Alternate Courses of Study — Process Pipe, Civil, Survey, or Site Planning: 90 Clock Hours each

The following alternate specialization modules are available as directed electives based on student career goals and instructor approval: Process Pipe Drafting (oil, gas, and chemical plant piping systems); Civil Drafting (grading, street, sewer, and water construction plans); Survey Drafting (topographical surveys and record mapping); Site Planning (community development, irrigation, and landscaping plans).

Possible Fields of Employment

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

CAD Drafter, Architectural Drafter, Civil Drafter, Mechanical Drafter, Structural Drafter, Surveying Technician, Construction Document Specialist, GIS Technician, Engineering Technician, Land Planning Support

COMPUTER AIDED DRAFTING – LEVEL II

450 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 Tuition: $6,217.50 Training Materials, Books & Supplies: $200.00 Student Tuition Recovery Fund Fee (STRF): $0.00 per $1,000 institutional charges.

The Computer Aided Drafting – Level II program builds upon foundational CAD skills to develop advanced drafting competencies for students pursuing professional-level careers in engineering, architecture, construction, and industrial design. Students develop expertise in complex drawing preparation, 3D techniques, and specialized drafting disciplines. All coursework is delivered fully online.

Program Description

Basic Drafting Principles: 30 Clock Hours

Students review and reinforce core drafting principles including line weights, multi-view drawing, dimensioning standards, and proper use of scales as applied to advanced technical drawing contexts.

Digital Tools and Technology for Drafters: 30 Clock Hours

Students develop proficiency with current digital tools used in the professional drafting environment, including cloud-based collaboration platforms, file management systems, digital markup tools, and communication technologies used in engineering and construction workflows.

Basic AutoCAD: 30 Clock Hours

Students master AutoCAD fundamentals at a professional level, including advanced editing commands, block management, layer standards, plotting, and annotation tools necessary for professional drawing production.

Geometric Construction: 90 Clock Hours

Students develop advanced geometric construction skills including complex geometric forms, spatial reasoning, and the application of mathematical principles to advanced drafting problems.

Isometric Drafting: 90 Clock Hours

Students develop advanced isometric drawing skills, including complex object representation, oblique dimensioning, and integration of isometric technique with AutoCAD tools.

Architectural Drafting — Residential (Primary): 90 Clock Hours

Students prepare complete sets of residential construction drawings meeting California Building Code requirements, including structural, architectural, and electrical components at an advanced level of detail.

Alternative Courses of Study

The following alternate specialization modules are available based on student career goals and instructor approval (90 Clock Hours each): Architectural Drafting — Commercial; Process Pipe Drafting; Civil Drafting; Survey and Record Mapping; Site Planning and Landscaping.

Possible Fields of Employment

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

Senior CAD Drafter, Architectural Drafting Specialist, Civil Engineering Drafter, Structural Steel Detailer, Process Plant Designer, Surveying Technician, Site Planning Drafter, Mechanical Drafting Specialist, Construction Document Manager

GRAPHIC DESIGN

450 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50

Registration: $100.00 Tuition: $6,217.50 Training Materials, Books & Supplies: $200.00 Student Tuition Recovery Fund Fee (STRF): $0.00 per $1,000 institutional charges.

The Graphic Design program prepares students for careers in the graphic arts, digital pre-press, print production, and visual communications. The program covers the full spectrum of graphic design skills — from design principles and typography through advanced digital production in industry-standard Adobe Creative Cloud applications. Students complete a professional portfolio of print and digital design work. All coursework is delivered fully online.

Program Description

Digital Tools and Internet Literacy: 30 Clock Hours

Students develop the digital literacy and technology skills needed to work effectively in a professional graphic design environment, including file management, cloud tools, digital communication, and an introduction to current design technology trends.

Microsoft Word — Professional Communication: 30 Clock Hours

Students develop proficiency in Microsoft Word for professional written communication, including drafting client communications, project briefs, and design documentation.

Graphic Tools and Design Principles: 30 Clock Hours

Students develop fluency in the principles of visual design, including typography, color theory, layout, composition, and design for both print and digital media. Students learn to use industry-standard planning and reference tools for prepress imaging, print production, and digital media.

Photoshop — Image Editing and Digital Graphics: 90 Clock Hours

Students master Adobe Photoshop for professional image creation, editing, retouching, and compositing. Topics include layer management, selection techniques, masking, color management, and the preparation of images for print and digital output at professional production standards.

Illustrator — Vector Graphics and Identity Design: 90 Clock Hours

Students develop advanced skills in Adobe Illustrator for logo design, brand identity, typography, icon design, and scalable graphic asset creation. Students learn to prepare files for professional print and digital production workflows.

InDesign — Publication Design and Layout: 90 Clock Hours

Students develop expertise in Adobe InDesign for professional multi-page publication design, including magazines, brochures, annual reports, books, and marketing collateral. Topics include master pages, styles, typographic control, image placement, and pre-press output preparation.

Adobe Animate CC — Motion and Interactive Design: 90 Clock Hours

Students develop skills in Adobe Animate CC for creating motion graphics, interactive web content, and animated digital media. This module prepares students to add motion and interactivity to design work for web and digital delivery platforms.

Possible Fields of Employment

SOC Codes: 27-1021, 27-1022, 27-1024, 27-1029

Graphic Designer, Publication Designer, Brand Identity Designer, Pre-Press Specialist, Print Production Designer, Advertising Designer, Art Director (entry level), Marketing Designer, Multimedia Designer, Digital Content Designer

MEDICAL BILLING AND CODING – LEVEL I

350 Clock Hours — Approximate Number of Weeks: Twenty (20)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $5,312.50
Estimated Schedule of Total Charges For The Entire Educational Program: $5,312.50
Registration: $100.00 Tuition: $5,012.50 Training Materials, Books & Supplies: $200.00 Student Tuition Recovery Fund Fee (STRF): $0.00 per $1,000 institutional charges.

The Medical Billing and Coding – Level I program prepares students for entry-level positions in medical billing, health information management, and medical office administration. The program provides foundational knowledge in anatomy and medical terminology, health insurance billing processes, coding systems, and electronic health record technology. According to the U.S. Bureau of Labor Statistics, employment of medical records and health information specialists (SOC 29-2072) is projected to grow faster than the national average, driven by the increasing use of electronic health records, an aging population, and expanding access to healthcare services (BLS Occupational Outlook Handbook, current edition, bls.gov). All coursework is delivered fully online.

Program Description

Typing and Keyboard Proficiency: 15 Clock Hours

Students develop and enhance keyboarding speed and accuracy — foundational skills for productive work in medical office environments. The module introduces standard keyboard techniques and provides practice with medical document formatting.

Microsoft Word — Medical Office Documentation: 30 Clock Hours

Students develop proficiency in Microsoft Word for medical office written communication, including the creation of professional letters, reports, and patient correspondence.

Anatomy and Terminology: 90 Clock Hours

This module provides a systematic overview of major human body systems, including musculoskeletal, cardiovascular, respiratory, digestive, urinary, and nervous systems. Students learn anatomical terminology, body system functions, common conditions and diseases, and the relationship between clinical terminology and medical coding. This knowledge is foundational to understanding and accurately applying coding systems.

Understanding the Claim Cycle: 90 Clock Hours

Students learn each phase of the medical claim cycle, from patient registration and appointment scheduling through claim submission and reimbursement. Topics include types of insurance payers (Medicare, Medicaid, commercial insurance), basic coding principles, billing rules, standard requirements for outpatient billing using the CMS-1500 claim form, and legal and ethical responsibilities in medical billing.

Computers in the Medical Office: 90 Clock Hours

Students develop hands-on skills in medical office software, including electronic health record (EHR) systems and practice management software. Using NDC Medisoft Advanced — a widely used medical administrative software — students learn to input patient information, schedule appointments, enter transactions, generate reports, and create insurance claims. This module prepares students for the technology-driven demands of medical billing environments.

Case Studies for the Medical Office: 135 Clock Hours

Students apply their cumulative knowledge through a series of simulated medical office case studies. Working through realistic patient encounters and billing scenarios, students practice scheduling, coding,

claims submission, payment posting, and responding to denials. Students also develop understanding of medical records management, patient privacy requirements (HIPAA), and the medical billing professional's role and responsibilities within a healthcare practice.

Possible Fields of Employment

SOC Codes: 11-9111, 29-2070, 29-2071, 29-2072, 31-9099

Medical Biller, Medical Billing Specialist, Health Information Technician, Medical Records Specialist, Insurance Claims Processor, Medical Office Administrator, Coding Assistant (entry level), Electronic Health Records Clerk

MEDICAL BILLING AND CODING – LEVEL II

315 Clock Hours — Approximate Number of Weeks: Fourteen (14)
Delivery Method: 100% Online, Asynchronous — No scheduled class meeting times
Total Charges for Current Period of Attendance: $6,517.50
Estimated Schedule of Total Charges For The Entire Educational Program: $6,517.50
Registration: $100.00 Tuition: $6,217.50 Training Materials, Books & Supplies: $200.00 Student Tuition Recovery Fund Fee (STRF): $0.00 per $1,000 institutional charges.

Note: Medical Billing and Coding Level II carries a higher tuition rate than Level I due to the advanced nature of the curriculum, which requires more intensive individualized instructor review and evaluation of complex case-based coding assignments.

The Medical Billing and Coding – Level II program is an advanced curriculum designed for students who have completed Level I or who possess equivalent foundational knowledge. This program deepens expertise in medical coding systems, complex claim management, advanced EHR software, and healthcare compliance. The program prepares students for higher-level roles in health information management and medical coding. According to the U.S. Bureau of Labor Statistics, demand for skilled medical coders and health information specialists continues to grow across all healthcare settings (bls.gov, current edition). All coursework is delivered fully online.

Program Description

Digital Tools for the Healthcare Professional: 30 Clock Hours

Students review and expand their proficiency with digital tools used in the modern healthcare administrative environment, including electronic health record systems, healthcare data management platforms, cloud-based collaboration tools, and professional communication technologies relevant to healthcare billing departments.

Microsoft Word — Advanced Medical Documentation: 30 Clock Hours

Students develop advanced Microsoft Word skills for producing complex medical documentation, including compliance reports, audit responses, and multi-party correspondence for insurance and payer interactions.

Typing and Keyboard Proficiency: 30 Clock Hours

Students enhance keyboarding speed and accuracy for efficient data entry in high-volume medical billing environments.

Advanced Anatomy and Terminology: 90 Clock Hours

Students develop advanced knowledge of anatomical systems, clinical terminology, and diagnostic and procedural terminology as applied to ICD-10-CM and CPT coding. This module builds directly on Level I anatomy knowledge and prepares students for the complexity of advanced coding assignments.

Advanced Claim Cycle and Reimbursement: 90 Clock Hours

Students develop expertise in complex claim management, including coordination of benefits, secondary and tertiary billing, claim denials and appeals, remittance advice interpretation, and compliance with payer-specific billing rules. Students examine legal and regulatory dimensions of healthcare reimbursement, including the False Claims Act, HIPAA, and OIG compliance frameworks.

Advanced Computers and EHR in the Medical Office: 90 Clock Hours

Students develop advanced proficiency in electronic health record and practice management software. Using NDC Medisoft Advanced and related platforms, students handle complex multi-provider billing scenarios, produce management reports, manage patient accounts, and apply EHR documentation standards. Emphasis is placed on accuracy, compliance, and efficiency in high-volume billing environments.

Possible Fields of Employment

SOC Codes: 11-9111, 29-2070, 29-2071, 29-2072, 31-9099

Medical Billing and Coding Specialist, Health Information Technician, Medical Coding Specialist, Medical Records Administrator, Insurance Claims Auditor, Healthcare Compliance Assistant, Revenue Cycle Specialist, Outpatient Coding Technician

ADMINISTRATION AND OWNERSHIP

Ownership

Zoom Graphics is a privately owned institution. The owner is directly involved in the strategic direction, regulatory compliance, and ongoing development of the school's programs and operations. The institution is committed to expanding access to high-quality, affordable vocational training through 100% online distance education.

Title	Name
President	Heath Guinn

School Director / Chief Administrator

Title: School Director

The School Director is responsible for the overall administration and operation of Zoom Graphics, including regulatory compliance, program oversight, enrollment management, and student services. The Director serves as the primary contact for the Bureau for Private Postsecondary Education (BPPE), the Eligible Training Provider List (ETPL), and workforce board matters, and is responsible for ensuring that all institutional policies, catalog disclosures, and enrollment agreements remain current and compliant with California Education Code and Bureau regulations.

Title	Name
COO / School Director	Ashley Shutt

Founder and Director of Instructional Programs

Title: Director of Instruction — Graphic Arts, Animation, CAD, and Web Design

Rick R. Garcia founded Zoom Graphics in 1988 and has served as Director of Instruction since the school's inception. Mr. Garcia holds an Associate of Arts degree from Bakersfield Junior College with coursework in Architecture, Graphic Design, and Photography, and has pursued continuing education at California State University, Bakersfield. He brings more than 30 years of professional experience in computer aided drafting, architectural and engineering design, graphic design, animation, and web development. His technical expertise includes AutoCAD, 3D Studio Max, SolidWorks, Adobe Creative Cloud, and related design and web software. Mr. Garcia has delivered instruction in CAD, graphic arts, animation, and web design programs since 1995. His professional achievements include recognition as Businessman of the Year and Small Business of the Year by the Small Business Development Center.

Name	Certification Number
Rick R. Garcia	EROO-4Z5LK22001

Director of Medical Billing and Coding Instruction

Title: Director of Medical Billing and Coding Instruction

The Director of Medical Billing and Coding Instruction oversees curriculum delivery for the Medical Billing and Coding Level I and Level II programs. This role requires demonstrated expertise in medical billing

processes, ICD-10-CM and CPT coding systems, electronic health records, and healthcare compliance. The Director works in collaboration with the School Director to ensure program content remains aligned with current industry standards and labor market demand. This position has overseen the Medical Billing and Coding programs since 1995, with instruction conducted under the guidance of a nationally certified coding specialist.

Title	Name	Certification Number
Director of Medical Billing and Coding	Rick R. Garcia	NHAK-5BHUGP2002

Student Services and Administrative Coordinator

Title: Administrative Coordinator

The Administrative Coordinator serves as the primary point of contact for student inquiries, enrollment processing, records management, and administrative support. This role is responsible for maintaining student files; processing cancellation and withdrawal notices; issuing payment receipts and refund documentation in compliance with California Education Code requirements; maintaining the cancellation and withdrawal log; and ensuring timely written communication with students throughout their enrollment. The Administrative Coordinator also supports graduates with career services inquiries and assists the School Director with BPPE and ETPL reporting and compliance activities.

Title	Name	Contact
Administrative Coordinator	Kevin Nunez	info@zoomschoolonline.com

Administrative Office Hours

Administrative staff are available to assist students with enrollment inquiries, billing questions, records requests, and general administrative matters during the following hours. Students may also reach the school at any time by email at info@zoomschoolonline.com.

Days	Hours
Monday & Thursday	8:00 a.m. – 3:00 p.m.
Online Support (Monday - Friday)	7:00 a.m. – 6:00 p.m.
Saturday – Sunday	Closed (email monitored)

Note: Because all programs are delivered online and asynchronously, students may submit coursework, contact instructors through the LMS, and access instructional materials at any time, regardless of administrative office hours.

OBSERVED SCHOOL HOLIDAYS

Administrative offices are closed on the following holidays. Student coursework may continue during these periods as all programs are self-paced and asynchronous. Instructor response times during holiday periods may extend to the full 14-day maximum.

- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veterans' Day
- Thanksgiving Day and the Day After
- Christmas Week (December 24 – December 31)
- New Year's Eve and New Year's Day

Questions about this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE):
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov | (888) 370-7589 | Fax: (916) 263-1897