Community and Noncredit Education

Summer 2014 Class Schedule

Enroll Today!

Register Online: www.citruscollege.edu/ce
Welcome to Continuing Education
We realize that education doesn’t end when you leave high school or college. It’s a lifelong process. Citrus College Continuing Education provides different types of workshops, classes, seminars, activities and events to help you continue learning throughout your life. You can attend classes that will help you develop your professional skills, grow your business, enrich your cultural experiences, improve your life and relationships, or just be entertained. Citrus College doesn’t give college credit for these classes. However, a few classes offer continuing education credits that are required in some professions.

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Become a fan
Citrus College Continuing Education

Parking permits are required. Parking Regulations: see page 43.
Community Education Fee-Based Classes

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Citrus College publications are available in an alternate format upon request by persons with verifiable disabilities. Please contact Disabled Students Programs and Services at (626) 914-8675.

(626) 852-8022 • www.citruscollege.edu/ce
Continuing Education Office

Located in the Lifelong Learning Center
Web site: www.citruscollege.edu/ce
Tel: 626-852-8022
Hours*: Mon. - Thurs. 8:00am - 9:00pm
Fri. 8:00am - 12:00pm
*hours subject to change

Jim Lancaster ............................................. Dean
Debbie Vanschoelandt................................. Supervisor
Malaika Brown........................................... Secretary
Linda Reed.................................................. Clerk
Darlene Herrera........................................... Clerk

Citrus College Mission Statement

Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.

La Misión de Citrus College

Citrus College ofrece instrucción de alta calidad a los estudiantes dentro y más allá de los límites geográficos tradicionales. Estamos dedicados a promover una comunidad diversa para la educación y un ambiente de aprendizaje a través de ofrecer una cultura abierta y acogedora que apoya el cumplimiento exitoso de estudios de transferencia, carreras y educación técnica, así como el desarrollo de habilidades básicas. Demostramos nuestro compromiso con la excelencia y el éxito estudiantil con el continuo de asesoramiento de aprendizaje estudiantil y de la efectividad de nuestra institución.

Create A Class

Do you see a need for a class that hasn’t been offered or do you have a special interest that you think others might like to learn?

Send your course proposal to us along with your name, daytime phone number and address to:

Continuing Education Office
Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741-1899

or fax your ideas to us at 626-852-8028,
or submit on Web site
www.citruscollege.edu/ce.
Online Registration
for Community Education
(Fee-Based Classes)
at www.citruscollege.edu/ce

The quick and convenient way to register for
Community Education (Fee-Based) classes

Online Instructions  (Recommended browser: Internet Explorer)

Step 1: Sign In
Click on the Sign In link on the Options Menu located on the left of the screen.

New Students: Click on Create New Student Profile. On the next page, you will be asked to create a Login and a Password; please remember to make a note of this information for future reference. Complete the remainder of the profile form and click Submit.

Returning students: Enter your username and password, and click Sign In. If you do not remember your password, click on Forgot Your Password to have a temporary password emailed to you. Once you log in, you may edit your profile to create a new password.

Step 2: Select Courses
Click on the Courses link on the Options Menu and locate your course by category. Or click on the Search link on the Options Menu and enter search criteria to locate your course. Once you find your course, you may click on the course title to view the full course description. To select the course, click the Check Box, then click Add to My Shopping Cart. On the next page, you will be asked how many students you would like to register:

If you are registering just yourself, leave the number at 1 and click Submit.

If you are registering yourself and others for the same course, enter the total number of students (include yourself) and click Submit. On the next page, you must provide the names of the additional students.

NOTE: If you wish to register someone for a course for which you are NOT attending, you must perform a separate Student Profile creation and Course Registration for that person.

When you finish selecting your course, you will reach the My Shopping Cart page. If you wish to register for more classes, click Choose Additional Classes and repeat Step 2. Otherwise, you may proceed directly to Checkout.

Step 3: Checkout
Click Checkout to begin the payment process. When you reach the Order Review page, you have the option of canceling your order. Click Continue Checkout to proceed. At the Refund Policy Acknowledgement page, please review the Continuing Education Refund Policy. Click the I Agree button and then Continue Checkout to proceed. At the next page, please review your student profile. Click Edit Profile to make any revisions, otherwise click Continue Checkout to proceed. On the following page, enter the requested credit card information and then Continue Checkout to complete your order.

That’s it! You will receive an e-mail confirmation of your registration and transaction. You may also log in at any time to view your current (and past) registrations and transactions.
Fee-Based Classes

Community Education classes are supported by your class fees, not state funds. We determine fees based on length of the class, instructor’s salary, administrative and operating costs, course materials, minimum enrollment and rental factors. Fees don’t include textbooks or supplies. The class descriptions indicate those classes that have an extra charge for materials.

Registering
You must pre-register for Community Education classes. Pre-registering secures your space in a class you want to take. (Some classes have limited enrollment.) It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. Classes may be canceled up to three days before the class start date if the minimum enrollment is not met. You can register any time after you receive this schedule. You don’t need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office.

Who Teaches The Classes?
Classes are taught by experts in their fields who bring hands-on, practical information to the classroom. They present class materials in a format that is appropriate to the audience served.

Who Can Enroll?
Community Education classes are open to all adults in the community. Children and teens can take classes through the Youth Program.

Noncredit Courses

Noncredit education is designed to supplement your continued growth and to enhance your employment opportunities through courses ranging from basic skills and health care to vocational preparation and job retraining. Enrollment in noncredit courses is free and continues throughout the school year. All noncredit courses are subject to budget and attendance.

Registering
You must pre-register for noncredit courses. Pre-registering secures your space in a class you want to take. (Some classes have limited enrollment.) It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. Classes may be canceled up to three days before the class start date if the minimum enrollment is not met. You can register any time after you receive this schedule. You don’t need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office. Application and registration information can be found on pages 32-35.

Who Teaches The Courses?
Noncredit courses are taught by instructors who meet state qualifications. They have educational backgrounds and professional experience in their fields.

Who May Attend?
You can enroll in noncredit courses if you are an adult California resident, regardless of where you live.

When Are Classes/Courses Offered?
Summer Session begins June 23. However, class start and end dates vary throughout the session. Be sure to check class dates listed in the schedule carefully, so you don’t miss the class that you want to take.

Summer Holidays - Classes will not meet on the following dates: July 4.
Community Education classes are flexible. You can take a class that meets just one day or a class that meets for several weeks. Most classes are offered evenings and weekends. You’ll also find special all-day workshops and seminars.

Where Do Classes/Courses Meet?
Most classes meet on the Citrus College campus. You can find the location of the building where your class meets on the map in the back of this schedule. A few classes are held in local communities. Addresses are given for the classes that meet off campus. Online classes are designated by a special icon.

Want To Know More?
Check out our Web site at www.citruscollege.edu/ce or call us at 626-852-8022. Community Education courses are presented for your information and enjoyment. They do not necessarily reflect the views or policies of Citrus College. Citrus College does not endorse any person or product. The Citrus Community College District Board of Trustees reserves the right to change courses, programs or instructors.

All classes in this schedule are subject to change without notice by the college. Parking Permits are required. Parking Regulations: See page 36. Registration Forms: See page 6 and 7. Online Registration Instructions: See page 3.
Fee-Based Classes

Five Easy Ways to Register

1. **Online**
The most convenient way to register is online using your VISA, MasterCard or Discover card. Have the class information and your credit card ready, and logon to www.citruscollege.edu/ce. Place one or more classes in your shopping cart and check out. For detailed online instructions see page 3.

2. **By Mail**
Just fill out the quick and easy registration form found on page 6 (page 7 for youth). Please print clearly and provide all of the information requested on the form to ensure quick processing of your registration. Be sure to include your VISA, MasterCard or Discover card information, or mail a check or money order payable to Citrus College, to the Continuing Education Office, Citrus College, 1000 W. Foothill Blvd., Glendora, CA 91741-1899.

3. **By Phone**
You can register by phone using your VISA, MasterCard or Discover card. Have the class information and your credit card ready, and call 626-852-8022.

4. **By Fax**
For 24-hour service, you can fax your registration form any time using your VISA, MasterCard or Discover card. Complete the registration form found on page 6 (page 7 for youth classes) and fax to 626-852-8028.

5. **In Person**
You can register in person throughout the semester at the Continuing Education Office, located in the Lifelong Learning Center.

Don’t Miss Out
Enroll early. Many classes fill up quickly. We’ll accept your registration as long as there’s room. Community Education classes may be canceled before the first class meeting if the minimum class size isn’t met. If a class is canceled, you’ll receive a refund.

Getting a Refund

Full Refund
If a class is filled before we receive your registration or if we cancel a class, you’ll receive a full refund.

Partial Refund
If you’re unable to attend a class, notify the Continuing Education Office at least three days before the class begins. Your registration fee, less a $5 service charge, will be refunded. If you’ve purchased a parking permit, you must return it with your refund request. No refunds on the day of class.

Please allow 4 - 6 weeks to receive your refund.

If you don’t cancel at least three days before the class begins and you don’t attend the class, you’ll be charged the entire fee. We will not issue any refunds after the class begins.

Want to Know More?
Check out our Web site at www.citruscollege.edu/ce regularly for more, new or added classes. Or, visit us on Facebook at Citrus College Continuing Education.
5 Easy Ways to Register

1. ONLINE
   Have the class information and your credit card ready, and logon to citruscollege.edu/ce. For detailed online instructions see page 3.

2. BY MAIL
   Fill out the registration form and include a check or money order payable to Citrus College. If you’re using VISA, MasterCard or Discover, include account information. Mail to:
   Continuing Education Office/Citrus College
   1000 W. Foothill Blvd.
   Glendora, CA 91741-1899

3. BY PHONE
   Have your credit card and class information ready. Call 626-852-8022.

4. BY FAX
   Fill out the registration form including credit card account information and fax it to 626-852-8028.

5. IN PERSON
   Register at the Continuing Education Office in the Lifelong Learning Center throughout the semester.

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OFFICE USE ONLY
Parking Permit Number
Received by ______________________ Date ____________

Parking Fee $__________

Total Fees $__________

Visa ( ) MasterCard ( ) Discover ( ) CHECK# __________________________

Card Number _________________________ Expiration Date ____________ CCV ______

Authorized Signature ________________________________________________________

Name of Card Holder ________________________________________________________
### Parental Consent Form

This form must be properly completed and must accompany the registration application and payment. See classes for specific registration information. Signing indicates parent's or guardian's understanding and acceptance of rules and regulations for Community Education youth classes.

I give my consent for my son/daughter ___________________________ to participate in Community Education youth classes, and release the Citrus Community College District and any instructors and assistants on staff from liability arising from my child’s participation in said programs or classes. I understand the college does not provide health and medical insurance for the participants, and release Citrus College from any medical liability incurred as a result of his/her participation. I hereby authorize the staff of the Citrus Community College District to act for me according to their best judgment in any emergency requiring attention and hereby waive and release Citrus Community College District from any and all liability for injuries or illness incurred while attending youth classes.

I have no knowledge of any physical impairment that would be affected by the above student’s participation in youth classes.

Signature of Parent/Guardian __________________________________________________________________________

Print Name ________________________________________________________________________________________

I give my permission for my child to be photographed during youth classes. His/her photograph can be used in promotional materials, such as catalogs, class schedules and brochures, and other forms of marketing the college. I understand that no compensation will be paid to me for use of my child’s photographs.

Signature of Parent/Guardian __________________________________________________________________________

Date ____________________________________________________________________________________________

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### Community Education/Fee-Based Youth Classes Only

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<th>Course Number</th>
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Visa ( ) MasterCard ( ) Discover ( )

Total $___________

Card Number __________________________________________________________________________

Expiration Date ___________ CCV ______

Authorized Signature ________________________________________________________________

Name of Card Holder (please print clearly) _____________________________________________

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OFFICE USE ONLY

DATE _______________ RECEIVED BY ______________________________ CK_______ CA ________
Online Learning

Citrus College

All instructor-facilitated online courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Courses Start as Low as: $99

Enroll Now!

Give us a call (626) 852-8022 or follow the easy steps below:

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/citrus
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Requirements:
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Work faster and more productively with Excel’s most powerful tools.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word
Learn how to create and modify documents with the world’s most popular word processor.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Introduction to Dreamweaver
Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PowerPoint
Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages II
Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER.
www.citruscollege.edu/ce

> Instructor-Facilitated

Learn from the comfort of home!
Entrepreneur Boot Camp
Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course will provide insight into the characteristics, knowledge and skills needed to become a successful entrepreneur.

At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and understand how to acquire them. You will also learn how to develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

Instructor: Conrad Brian Law, UGotClass
Fee: $195, plus book

7000 Start Date: 6/2
End Date: 6/27
Last day to register: 6/6

How To Sell Your Ideas and Inventions
Have you seen your ideas in the store with someone else’s name on them? Ever look at a product and say, “I know how to improve that.”? Learn how to take your ideas off the paper and onto the shelves. If you’re afraid to talk about your idea because someone might steal it, you’ll discover there are a variety of ways to obtain proprietary protection allowing you to profit from your inventions.

Topics discussed in class include:
• Establishing the proprietary rights to give you legal recourse from inception through sale
• Using patents, trademarks and copyrights to protect your idea
• Making your ideas marketable and competitive
• Finding a manufacturer to buy your invention
• Understanding and negotiating the contracts when you sell your invention

Instructor: Mike Rounds Fee: $45* 9101 Monday 6/30 6:30-9:30pm LL

Nonprofit Development
Are you interested in creating a nonprofit organization? This course will cover the process and methods involved in starting and growing nonprofit organizations. The class will provide an overview of start-up requirements, board development, and a review of management and operational challenges. Planning, problem solving and the use of technology as it relates to a nonprofit will also be discussed. Grant writing techniques and research processes will be included, along with an extensive review of the federal nonprofit application. A line by line review of the application, accompanied with a workbook, will provide you with an in-depth look into the application and the approval process. The class is designed for start-ups, as well as mature nonprofits.

Instructor: Jenai Morehead Fee: $95* 9432 Saturday 6/28 8am-4pm LL
*plus $10 materials fee payable to instructor

Grantwriting and Fund Development
I created my nonprofit organization, what do I do next? In this class, you’ll learn how to:
• Develop a proposal by understanding how to match your nonprofit’s mission and vision with funders
• Plan for a grant
• Research for the right grants
• Talk to funders about your proposal before you write
• Make partnerships that strengthen your proposal
• Write letters of intention prior to your grant proposal
• Write an actual grant proposal and budget

A community foundation member or grantor will present in at least one of the classes, so students will be able to ask questions directly to a funder about grantor expectations and requirements.

Instructor: Jenai Morehead Fee: $149 9433 Saturday 8/9 8am-4pm LL
NEW! **Grantwriting and Fund Development**

This class focuses on the essential components of fundraising for nonprofit organizations. It will require you to explore the skills and expertise of your organization in order to make a compelling case statement for your fundraising needs. In this class, you will study the dynamics of donors and what motivates them to give. You will also gain an understanding of how the art of relationship building can help you to be more successful. You will learn how leadership, management, stewardship and ethics play a vital role in a successful fundraising strategy.

**Instructor:** Jenai Morehead  
**Fee:** $95*

CEO and principal consultant at Foundation Consultants, established in 2006, worked in the nonprofit industry since 1991 establishing community programs and training non-profit leaders and their boards.

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*plus $5 materials fee payable to instructor

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**ATTENTION BUSINESS MANAGERS**

Customized Training Available

Contract Training from Citrus College provides customized training services for business, industry, government agencies and professional organizations.

We can assist you in the development and implementation of a training program that supports your organization’s effort to strengthen and/or develop new skills. We offer world class training utilizing content experts, on our campus or at your location. Training can be credit or noncredit. In addition to traditional classroom delivery methods, training

Please contact the Continuing Education Office at 626-852-8022 or email us at conted@citruscollege.edu to speak with someone regarding your customized training needs.
Online Certificate Program in Medical Billing

If you're looking for a new career or supplemental income, our online certificate program can make you a valued professional in the fast-growing health care field.

**Required Courses (complete all five)**
- Introduction to Medical Insurance Billing
- CPT, ICD9, ICD10 & HCPCS Coding
- Advanced Medical Insurance Billing, Part II
- Workers’ Compensation & Personal Injury
- Computerized Medical Insurance Billing

**Individual Courses**
- Medical Front Office
- Start Your Own Medical Billing Service

**Online Format**: Students will log on to their computer for a ‘live’ class with the instructor on nights indicated from 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, June 28, 2014 between 10am-11am**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

Instructor: KGP Consulting, LLC  Fee: $150 (All Five Classes)*

9434  *plus $350 materials fee payable to instructor, via Paypal

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**Required Courses**

**Introduction To Medical Insurance Billing**

One of the physicians’ most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. This class will cover:
- An introduction to the healthcare industry
- The differences between PPO’s, HMO’s, IPA’s and other managed care issues
- The ins and outs of contracting with managed care plans
- HIPAA – Health Insurance Portability & Accountability Act (privacy and security rules)
- Discussions on various issues of concern to medical billers
- An introduction to the Affordable Care Act

**Advanced Medical Insurance Billing, Part II**

This course is for those students who have completed the Introduction to Medical Insurance Billing course. In this course, you will learn how to:
- Bill Medicare, Medicaid (Medi-Cal in California), TRICARE and CHAMPVA
- Update information on the new Medicare contractor, Noridian Healthcare Solutions
- Keep current on changes in the rules and regulation of government plans
- Complete the CMS 1500 (universal claim form) used to bill insurance companies
- Read an Explanation of Benefits (EOB) and how to use it to bill secondary carriers
- Analyze and solve difficult billing problems, and manage denials

**CPT, ICD9, ICD10 & HCPCS Coding**

In this course, the student will learn the difference between CPT, ICD9, ICD10 and HCPCS codes and when to use them for billing claims. You’ll learn how to:
- Indicate the appropriate diagnosis code on the claim form to ensure fast payment from carriers
- Code the primary reason for the visit each time patient is seen
- Understand the new ICD10 codes that go into effect October 2014
- Ensure that appropriate procedure codes are sent to insurance company per encounter
- Complete the CMS 1500 (universal claim form) used to bill insurance companies
- Bill for supplies, material, injections and dental claims

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- Bill for supplies, material, injections and dental claims

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**Online Format**: Students will log on to their computer for a ‘live’ class with the instructor on nights indicated from 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, June 28, 2014 between 10am-11am**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

Instructor: KGP Consulting, LLC  Fee: $150 (All Five Classes)*

9434  *plus $350 materials fee payable to instructor, via Paypal

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**Introduction To Medical Insurance Billing**

One of the physicians’ most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. This class will cover:
- An introduction to the healthcare industry
- The differences between PPO’s, HMO’s, IPA’s and other managed care issues
- The ins and outs of contracting with managed care plans
- HIPAA – Health Insurance Portability & Accountability Act (privacy and security rules)
- Discussions on various issues of concern to medical billers
- An introduction to the Affordable Care Act

**Advanced Medical Insurance Billing, Part II**

This course is for those students who have completed the Introduction to Medical Insurance Billing course. In this course, you will learn how to:
- Bill Medicare, Medicaid (Medi-Cal in California), TRICARE and CHAMPVA
- Update information on the new Medicare contractor, Noridian Healthcare Solutions
- Keep current on changes in the rules and regulation of government plans
- Complete the CMS 1500 (universal claim form) used to bill insurance companies
- Read an Explanation of Benefits (EOB) and how to use it to bill secondary carriers
- Analyze and solve difficult billing problems, and manage denials

**CPT, ICD9, ICD10 & HCPCS Coding**

In this course, the student will learn the difference between CPT, ICD9, ICD10 and HCPCS codes and when to use them for billing claims. You’ll learn how to:
- Indicate the appropriate diagnosis code on the claim form to ensure fast payment from carriers
- Code the primary reason for the visit each time patient is seen
- Understand the new ICD10 codes that go into effect October 2014
- Ensure that appropriate procedure codes are sent to insurance company per encounter
- Complete the CMS 1500 (universal claim form) used to bill insurance companies
- Bill for supplies, material, injections and dental claims

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**New Career**

### Required Courses

**Workers’ Compensation & Personal Injury**

In this class, you’ll learn how to bill California Workers’ Compensation and Personal Injury cases. This course will include:
- An overview of California’s Workers’ Compensation system
- Filing Workers’ Compensation Appeals Board Liens
- Tips for screening patients up-front to minimize payment problems
- Tips for maximizing reimbursement
- Turning objection letters into payments
- Strategies for negotiating with attorneys on lien cases
- Making sure the case is really “pending”
- Billing automobile insurance carriers and personal injury cases

*Class Dates: 8/5 & 8/7*

**Computerized Medical Insurance Billing**

In this hands-on course, you will learn how to set up a medical practice using your own computer. After obtaining your username and password, you will be able to log in to a web-based software program to access mock practice files. You will be able to practice setting up the following:
- Practice and Provider information
- Practice superbill
- Patient/Guarantor information
- Insurance companies to be billed
- Post charges, payments and adjustments
- Print insurance claims, patient statements and management reports
- A database for electronic claim submissions

*Class Dates: 7/30*

### Individual Courses

**Online Format:** Students will log on to their computer for a ‘live’ class with the instructor on nights indicated from 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, June 28, 2014 between 10am-11am.** You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

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- Tips for maximizing reimbursement
- Turning objection letters into payments
- Strategies for negotiating with attorneys on lien cases
- Making sure the case is really “pending”
- Billing automobile insurance carriers and personal injury cases

*Class Dates: 8/5 & 8/7*

**Medical Front Office**

Running the front desk in a medical practice is a very rewarding experience and an excellent way to begin a career in the medical field. Intended for students interested in becoming a Medical Front Office/Medical Receptionist/Intake Coordinator, this course will ensure students are prepared to begin a rewarding career and to become an integral part of a medical office team. Topics covered include:
- Basic Medical Benefit Terms and Plans
- Eligibility and Insurance Benefit Verification
- Appointment Scheduling (Manual and Computerized)
- Improving Telephone Skills
- Patient Arrival, Check-in and Departure
- Handling Medical/Office Forms
- HIPAA/Patient Privacy, Confidentiality
- Medical Terminology (specific to the front office)

*Instructor: KGP Consulting, LLC  Fee: $25*  
*Class Dates: 8/12 & 8/14  
*plus $75 materials fee payable to instructor, via PayPal*
Bartend Like A Rock Star - The Business Of Bartending

Quick and Easy! Why pay more? This exceptional course will prepare you to work as a bartender in all types of establishments, while also teaching you the business side of the beverage industry. This practical and effective method of instruction is sweeping the industry and updating old ways of thinking.

Professional bartending requires so much more than knowing how to put ice in a glass and adding the proper ingredients. This class will prepare you to be a great salesperson, a customer service expert, and an honest and valuable employee—all skills that will help you succeed in the real world of bartending. The lessons taught are extremely beneficial to managers, waitresses and novice bartenders.

Though liquor is not used in class, you will be taught in detail how to practice making cocktails on your own. Other topics included are glassware, tools, recipes, pouring the perfect shot using the “tail,” bar terms, wine and champagne service, martinis, high-volume sales techniques, laws, responsible beverage service, job interviews and resumes. Additionally, this course will teach you to start your own bartending service and alternative ways to make money in the beverage industry.

The Business of Bartending will leave you with a thorough understanding of:

• How the bar business works
• The ethics of serving cocktails
• A common sense approach to bartending

Upon completion of the course, you will receive a Professional Certificate for Bartending. Those who score 90% or above on the quiz will also receive the Master’s Certificate of Excellence. This course also includes additional testing for “Serving Alcohol Responsibly,” with certification for those who pass.

Instructor: Kellie Nicholson  Fee: $150*

Hollywood bartender Kellie Nicholson has condensed thirty years of experience into a course that will give you the confidence to step behind a bar anywhere. As a well-known bartender in New York, Florida and Los Angeles, she has been respected for her honesty, attention to detail and high sales. Her reputation is due to her ability to make everyone feel like a friend and a guest, instead of a customer. She will teach you everything you need to become a professional.

9239 Tuesday 7/15, 7/22 & 7/29 6-10pm LL
*plus $50 materials fee payable to instructor (90-page colored manual, flash cards, jigger, pour spout, plastic practice shaker, three certificates)
New Career

Inpatient And Outpatient Medical Coding And Billing
This online training program prepares students for both inpatient and outpatient medical coding and billing careers and helps them gain the knowledge and skills required for the national certification exams. Students focus on medical terminology, coding standards, and specific code sets. The online platform provides 24/7 access to the curriculum. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9311 Instructor: Career Step Fee: $2,795*
*includes all necessary materials and software, personalized student support and job placement assistance

Medical Administrative Assistant
This online training program helps students gain the specialized skills and business knowledge needed to successfully manage the day-to-day administration of a medical facility, including front desk reception, patient scheduling, insurance and billing, practice finances, and more. Students are prepared to pass the Certified Medical Administrative Assistant exam (CMAA). For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9338 Instructor: Career Step Fee: $1,695*
*includes all necessary materials and software, personalized student support and job placement assistance

Medical Transcription Editor
The Medical Transcription Editor online training program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. Students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9309 Instructor: Career Step Fee: $2,795*
*includes all necessary materials and software, personalized student support and job placement assistance

Outpatient Medical Coding And Billing
This online program prepares students for outpatient medical coding and billing careers and is designed to help them gain the knowledge and skills required for the national certification exams. Students focus on medical terminology, coding standards, and outpatient specific code sets. The online platform provides 24/7 access to the curriculum. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9310 Instructor: Career Step Fee: $2,395*
*includes all necessary materials and software, personalized student support and job placement assistance

Pharmacy Technician
The Pharmacy Technician online training program helps students quickly develop a broader range of knowledge and skills than those professionals trained solely on the job. Students are prepared for national certification through the Pharmacy Technician Certification Board and gain the background necessary to work in both retail and institutional settings. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9337 Instructor: Career Step Fee: $1,995*
*includes all necessary materials and software, personalized student support and job placement assistance

Computer Technician
The Computer Technician online training program prepares students for entry-level jobs in information technology and CompTIA A+ certification. The program teaches computer basics, system hardware and software, troubleshooting, security techniques, networking, and operational procedures. Students have access to unlimited student support, and, upon graduation, will receive CompTIA A+ exam vouchers. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9415 Instructor: Career Step Fee: $1,895*
*includes all necessary materials and software, personalized student support and job placement assistance
Medical Billing

The Medical Billing online training program prepares students for careers in the healthcare reimbursement field. Students study the payment process, healthcare payers, industry-specific forms, collections, and more to ensure they succeed in the workforce upon graduation. The training program includes unlimited student support, and the online format provides 24/7 access. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9414  Instructor: Career Step  Fee: $1,695*

*includes all necessary materials and software, personalized student support and job placement assistance

Executive Assistant

The Executive Assistant online program helps students gain the business knowledge and specialized skills needed to successfully manage day-to-day operations in a variety of office settings. The program pays particular attention to preparing students to earn the Microsoft Office Specialist Master credential, giving them an edge in the job market. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9416  Instructor: Career Step  Fee: $1,695*

*includes all necessary materials and software, personalized student support and job placement assistance

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Spring 2015

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Visit our Website www.citruscollege.edu/studyabroad
Call 626.914.8560 for brochures and information.
NEW! Conflict Management

A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

Instructor: Sally Klaus, Fee: $245

UGotClass
7057 Start Date: 6/2 End Date: 6/27
Last day to register: 6/6

Practical Math For The Workplace

This course is for anyone interested in acquiring the skills needed to understand and perform common business activities such as payroll, banking, invoicing, and purchasing. Business owners and managers will find this course particularly beneficial in providing a clear and understandable insight into the basic mathematical skills and processes needed to perform financial tasks required in the workplace. This course provides a basic foundation for understanding the practical applications of mathematics in common workplace activities.

Instructor: Constance Yates, UGotClass Fee: $145

7007 Start Date: 6/2 End Date: 6/27
Last day to register: 6/6

NEW! Using Personality Profiles for Better Work Performance

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don’t share your style. Course fee includes your own DISC Behavioral Personality Profile assessment and review.

Instructor: Sally Klaus, UGotClass Fee: $295

Extraordinary Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gaining knowledge of ways to consistently deliver great service. The payoff is enormous.

Instructor: Fred Bayley, UGotClass Fee: $145

7005 Start Date: 7/7
End Date: 8/1
Last day to register: 7/11

Professional Development
NEW! Accounting and Finance For Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

Instructor: Sharon DeFonteny, UGotClass
Fee: $195

7059 Start Date: 6/2
Last day to register: 6/6
End Date: 6/27

NEW! Powerful Presentations and Effective Speaking Techniques

Nearly every job or business has an element of speaking, presentations, or sales. This course will allow you to master all three and accelerate your success in every aspect of your career. Learn everything from voice and speech basics like proper breathing, diction and enunciation, all the way to specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence. From the boardroom, to the classroom, to speaking for thousands of people, there are several critical factors that every speaker must master. You will learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from stage for a large audience, and host tele-seminars or webinars online.

Instructor: Bridget Brady, UGotClass
Fee: $195

7061 Start Date: 6/2
Last day to register: 6/6
End Date: 6/27

NEW! Interview Skills

Acquire new skills in job interviewing. You should attend if you want to improve your chances for being hired for a position, as well as if you are a leader who wants to improve the results of your hiring practices. A recent study by The Society of Human Resource Management (SHRM) found that up to 75% of employee performance issues can be directly identified during the interview process. This class will help you identify the “red flags” during the interview process so that you can avoid all the expense and problems associated with a bad hire.

Instructor: Sally Klaus, UGotClass
Fee: $295

7060 Start Date: 6/2
Last day to register: 6/6
End Date: 6/27

Facebook® For Business

Find out what goes on behind the scenes on Facebook pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform.

Instructor: Jennifer Selke, UGotClass
Fee: $245

7041 Start Date: 7/7
Last day to register: 7/11
End Date: 8/1

NEW! Marketing With Images

People love interacting with pictures on social media! They are the most popular and engaging posts on Facebook. Stay current with the latest new sites and changes in trends. Then learn how to identify what images work for your business goals. Discover new sources for photos and images and learn how to quickly and easily edit them to suit your marketing objectives. Learn what different social sites are best for image sharing and how to maximize each site for a specific business goal. You will leave class with a new set of tools and a road map to supercharge your marketing campaign.

Instructor: Jennifer Selke & Nicole Siscaretti, UGotClass
Fee: $195

7062 Start Date: 7/7
Last day to register: 7/11
End Date: 8/1

Additional online Professional Development classes — Effective Selling, Accounting, PMP Certification Preparation, Home Based Business … and more. Go to http://citruscollege.augusoft.net/. Click on courses, under ON THE NET and look under BUSINESS.
Become A Notary In One Day
(for first-time notaries)
As a notary public you can earn additional income while providing a service to your community. It’s not just a clerk’s job anymore – successful notaries provide a valuable service to their company, friends, and private clients. This state approved seminar, which takes place from 8am until 4:15pm, will provide you with the knowledge and skills needed to pass the exam and practice as an effective notary. You will receive two practice tests and will take the official notary exam directly following the seminar.
Exam included: Cooperative Personnel Services will register you for the notary public exam from 4:15pm-5pm. The exam will be from 5pm-6pm. You will need to bring the following:
1) A $40 check made payable to the Secretary of State
2) Proper ID – current driver’s license with photo, state issued ID, passport, or US military ID
3) Two #2 pencils
4) 2 x 2 color passport photo
Live Scan fingerprints are required after you pass the exam. A serious conviction may disqualify an applicant.
Please Note: Arrive early. Due to state regulations, no one will be admitted to the classroom after 8:30 am. You must be on time when returning from breaks.
Instructor: Notary Public Seminars, Inc. Fee: $105*
9102 Saturday 7/26 8am-6pm AN 101
*plus $30 materials fee payable to instructor

Renew Your Notary Commission
Do you need to renew your notary commission? If so, this 3-hour refresher course is required to do so. Along with this refresher course, you will also need to pass the official notary exam and be fingerprinted again. In this course, the focus will be on the new state laws passed this year. The course will also include a review of the general laws and regulations that all notaries must follow, just in case you have fallen into any bad habits. Please note: Your commission must be current to be eligible for a renewing seminar.
Exam included: See exam details under Become A Notary In One Day, #9102.
Instructor: Notary Public Seminars, Inc. Fee: $55*
9103 Saturday 7/26 12:45-6pm AN 101
*plus $30 materials fee payable to instructor

Welcome to the Lifelong Learning Center
For more than 25 years, the Citrus College Lifelong Learning Center has served as the headquarters of the Community, Noncredit, and Contract Education programs. The facility, located on the west side of the Citrus College campus near Citrus Avenue, houses the programs’ administrative offices and the classrooms where some of the classes are taught.
### Mobile Marketing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Certificate (completion of all classes below)</th>
<th>Fee:</th>
<th>Start Date</th>
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<tr>
<td>7050</td>
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<td>$495</td>
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<tr>
<td></td>
<td>Introduction to Mobile Marketing</td>
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<td>Instructor: TBA, UGotClass</td>
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<tr>
<td>7051</td>
<td>Creating Cell Phone Apps For Your Business</td>
<td>$195</td>
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<td></td>
<td>Instructor: Dan Belhassen and Susan Hurrell, UGotClass</td>
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<td>7037</td>
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<td></td>
<td>Instructor: Simon Salt, UGotClass</td>
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### Video Marketing

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<tr>
<td>7053</td>
<td>Video Marketing</td>
<td>$395</td>
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<td>Instructor: TBA, UGotClass</td>
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<td>7054</td>
<td>YouTube For Business</td>
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<td>Instructor: Jennifer Selke, UGotClass</td>
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### eMarketing Essentials

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<td></td>
<td>Improving E-mail Promotions</td>
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<td>Instructors: Dan Belhassen and Susan Hurrell, UGotClass</td>
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<td>7013</td>
<td>Boosting Your Web Site Traffic</td>
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<td>Instructors: Dan Belhassen and Susan Hurrell, UGotClass</td>
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<td>7014</td>
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<td>$195</td>
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<td>Instructors: Dan Belhassen and Susan Hurrell, UGotClass</td>
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### NEW! Certificate in Presentation Media

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<th>Course Code</th>
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<th>Start Date</th>
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<th>Last day to register</th>
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<td>7063</td>
<td>Video Marketing</td>
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<td>Prezi</td>
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<td>Instructors: Kimba Green, UGotClass</td>
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<td>7064</td>
<td>Photoshop for Presentations</td>
<td>$195</td>
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<td></td>
<td>Instructor: Dan Hood, UGotClass</td>
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<tr>
<td>7065</td>
<td>Creating Visual Presentations</td>
<td>$195</td>
<td>8/5</td>
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<tr>
<td></td>
<td>Instructor: Jenna Soard, UGotClass</td>
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Skills for the 21st Century

For detailed class information, additional dates and to register online, visit our Continuing Education website at http://citruscollege.augusoft.net/

Social Media For Business
7008 Certificate (completion of all classes below) Fee: $495

Introduction to Social Media
Instructor: Jennifer Selke, UGotClass Fee: $195
7009 Start Date: 6/2 End Date: 6/27 Last day to register: 6/6

Marketing Using Social Media
Instructor: Suzanne Katt, UGotClass Fee: $195
7010 Start Date: 7/7 End Date: 8/1 Last day to register: 7/11

Integrating Social Media in Your Organization
Instructor: Jennifer Selke, UGotClass Fee: $195
7011 Start Date: 8/5 End Date: 8/29 Last day to register: 8/8

Business Research
7029 Certificate Fee: $495
(introduced individually)

Introduction to Business Research
Instructor: Cathy Proffitt Boys, UGotClass
7020 Start Date: 6/2 End Date: 6/27 Last day to register: 6/6

Business Statistics
Instructor: Mary Dereshiwsky, UGotClass
7021 Start Date: 7/7 End Date: 8/1 Last day to register: 7/11

Qualitative Business Research
Instructor: Mary Dereshiwsky, UGotClass
7022 Start Date: 8/5 End Date: 8/29 Last day to register: 8/8

Online Teaching
7024 Certificate to become a Certified Online Instructor (COI) – completion of all classes below, plus exam, online course and peer evaluation of online critique. Fee: $749

7067 Online Teaching Certificate (completion of all classes below) Fee: $495

Advanced Teaching Online
Instructor: William A. Draves, UGotClass Fee: $195
7025 Start Date: 6/2 End Date: 6/27 Last day to register: 6/6

Designing Online Instruction
Instructor: Dr. Rita-Marie Conrad Fee: $195
7026 Start Date: TBA End Date: TBA Last day to register: TBA

Building Online Learning Communities
Instructors: Dr. Rena M. Palloff and Dr. Keith Pratt Fee: $195
7027 Start Date: 7/14 End Date: 7/18 Last day to register: 7/7

Supervisory & Leadership
Instructor: Sally Klauss, UGotClass Fee: $395
7028 Certificate
Start Date: 6/2 End Date: 7/25 Last day to register: 6/6

LEED Green Associate Exam Prep
Instructor: Kelly Gearheart, UGotClass Fee: $695
7022 Start Date: 6/2 End Date: 7/25 Last day to register: 6/6
Students With ASD (Autism Spectrum Disorder)

Today, every school in America has students who have been diagnosed with Asperger’s Syndrome—a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger’s Syndrome. In this course, you take away strategies for working effectively with Asperger’s students. And, you will find out how to work effectively with parents to create the most positive learning environments for children and teens with Asperger’s Syndrome. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

Instructor: Julie Coates, UGotClass  Fee: $145
7043 Start Date: 6/2  End Date: 6/27
Last day to register: 6/6

Gender In The Classroom

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the five learning habits girls acquire in school that hurt them in the workplace.

Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the five tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the five tips to help boys succeed more. Get info about research not available anywhere else.

Instructors: Julie Coates and Williams A. Draves, UGotClass
7030 Start Date: 6/2  End Date: 6/27
Last day to register: 6/6

Online Learning & Teaching For K-12 Teachers

Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs. Then, find out how you can begin to use the Web in your own teaching. See why Web-enhanced courses are being introduced in K-12 schools. Then, take home online strategies for helping your students to learn more and preparing them for the workplace.

Instructor: William A. Draves, UGotClass  Fee: $145
7032 Start Date: 6/2  End Date: 6/27
Last day to register: 6/6

Generational Learning Styles For K-12 Teachers

Your students learn differently than you do. Come and find out how to help your students learn more. Then, discover something new about yourself. Get fascinating information on the brain and how all generations respond to the “cohort experience.” You will acquire the information on how Generation Y learns. Then, find out how you, as a Gen Xer or Baby Boomer, learn differently. Come away with our top 20 generational techniques for helping your students learn more.

Instructor: Kassia Dellabough, UGotClass  Fee: $145
7031 Start Date: 7/7  End Date: 8/1
Last day to register: 7/11

Social Media and Online Tools For K-12 Teachers

Facebook, Twitter, YouTube, it seems everyone, including your students, talk about ways the Internet lets them stay in touch and see what others are doing. Since many of your students are already there, have you been curious to learn if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time-effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flicker, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. You will also spend some time discussing ways to overcome resistance you might encounter in using these programs. This class is for any teacher interested in social media, from beginners to advanced social networkers.

Instructor: Heather Dimitt, UGotClass  Fee: $245
7033 Start Date: 7/7  End Date: 8/1
Last day to register: 7/11
**Fitness**

Call the Continuing Education Office for information on discounts for enrolling in multiple aerobic classes at the same time, (626) 852-8022.

**Reminder**

You must pre-register for fitness classes. It helps us determine if a class will be held or cancelled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. Classes may be cancelled up to three days before the class start date if the minimum enrollment is not met. Please see page 4, Fee-Based Classes “Registering” for details.

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**Cardio-Circuit Training**

Fast-Paced Circuit is a total body workout-cardiovascular circuit, using recumbent bicycles, treadmills, stair climbers, rowers and elliptical machines. Cardiovascular training is accomplished by alternating between weight machines and stationary bicycles. The duration at each station is 30 seconds – approximate time to complete a circuit is 45 minutes. The last circuit begins 45 minutes before closing time. All new students to the cardio-circuit training class must attend an orientation. Please contact the Continuing Education Office for details, (626) 852-8022. Proof of registration is required at the orientation.

Mon - Thur 6-8am AP 109
5-7pm AP 109

June 23-August 14
9324 Fee: $35*
9325 Fee: $29* Forever Young 55+

Register for summer by June 9, 2014 to receive a $5 discount.

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**Low Impact – Cardio Conditioning**

This class is a combination of a low impact cardio workout and a strengthening routine using hand weights and floor exercises. Simple aerobic moves are designed to improve cardiovascular strength and endurance without jumping or running. Suitable for all fitness levels and a great class for improving muscle tone, cardio strength, flexibility and balance. Plus, it’s fun!

Instructor: Bonnie Murphy

9327 Monday 6/23 - 8/11 5-5:50pm AP 110 $35*

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**Mat Pilates**

A gentle form of exercise that lengthens and strengthens the core muscles of the back and abdominals by using movement, proper form and neutral alignment. Bands and light weight balls may be used to add resistance to the body. Open to all fitness levels. Optional: Please bring your own stretch band.

Instructor: Irene George

9326 Tuesday 6/24 - 8/12 5:30-6:20pm AP 110 $35*

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**Zumba**

This workout combines high energy and motivating music with synchronized dance movements designed for any fitness level. The routine features aerobic fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. If you want to burn calories and have fun, then Zumba is for you!

Instructor: Rachael Clark

9318 Monday 6/23 - 8/11 5-5:50pm AP 110 $35*

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*No refunds will be issued after classes begin.*
Yoga Basics
Designed for the newcomer to yoga exercise, this class focuses on the fundamentals. You’ll learn to use simple movements for improving balance, strength and flexibility while reducing stress.

Instructor: Lynda Razo
9328 Thursday 6/26 - 8/14 5-5:50pm AP 110 $35*

Multi-Level Yoga
This multi-level yoga class will help you master traditional Hatha poses as you improve fitness. The focus is on flexibility, strength and balance while working within your individual ability level.

Instructor: Linda Wright
9329 Wednesday 6/25 - 8/13 5-5:50pm AP 110 $35*

*No refunds will be issued after classes begin.
PERSONAL ENRICHMENT

Clutterology® Eliminate Clutter In Your Life And Get Organized

Are you tired of searching for items lost in piles of chaos? Do you stumble over stuff strewn throughout your house? Clutterology® will change your life by making your environment work for you. Don’t let your clutter dictate your life. Discover how Clutterology’s® innovative ideas can get your clutter in order. You CAN change your environment to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized. This class is fun-filled and non-confrontational, plus you’ll learn how to:

• Put a stop to junk mail – NOW
• Distinguish between organized and neat
• Determine how much keeping your stuff costs
• Identify keep items from toss items
• Remove clutter to improve your life
• Create an efficient environment so you can get more done

Stop stressing over mess and put an end to the havoc by taking this practical class.

Instructor: Nancy Miller    Fee: $45*
9261    Monday    6/23    6:30-9:30pm    LL

Unclutter Your Mind

The voices in your head will not stop talking. You think about the tasks, the deadlines, and the promises and commitments you made to everyone. You are tired from lack of sleep, stressed about money issues, and worried about your health and your loved ones. Every day there is an emergency at home or at work or both! You find yourself creating difficulties in the present and reliving situations and experiences from the past. So, how do you deal with all the clutter in your mind? Change the way you think!

Gandhi said we should not mistake what is habitual for what is normal. We are not born with unhealthy habits or thoughts. Since we learned unhealthy behaviors, we can unlearn them. You will get specific tools that will help YOU...if you are willing.

During this workshop, you’ll learn how to:

• See, let go, and change the way you think
• Perform breathing, meditation, and other exercises allowing your mind to un-clutter, focus, and be still
• Practice thoughts of appreciation, compassion, and forgiveness for yourself and for others

We can train our minds to think and to see in a different way. Use these tools and rediscover your true self. Experience the inner ease and peace that you want. With your mind at peace, everyone around you will share in your peace.

Instructor: Margaret Pappas, MLS    Fee: $45*
Life strategies coach, professional organizer, Quantum Touch practitioner, attitudinal healing facilitator.
9155    Saturday    7/12    9:15am-12:15pm    LL
*plus $10 materials fee payable to instructor
Makeup 101
Makeup 101 is for people who want to learn the basic steps to becoming their own makeup artist. This class will educate you in: application, foundation selection, blending techniques, shading, and contouring. Students will gain a basic understanding of face shapes, bone structures, hues and what eye shadows to use. The instructor will teach how to correct and reshape brows, as well as how to apply eyelashes. The class will cover day and evening looks, plus natural, bold, and trendy runway looks. (Ages 16 and up.)

- Learn the tricks for a flawless complexion
- Create a stunning new look
- Learn how to apply eye make up for your eye shape
- Get great tips for your lips
- Learn how to achieve a lasting daytime look
- Discover how to look “finished” rather than made-up

Instructor: Michelle Jackson  Fee: $65*
One of Hollywood’s leading celebrity makeup artists for over 20 years. Clients include television, motion pictures and Vogue magazine.

9348 Saturday 8/2 10am-12:30pm  LL
*plus $30 materials fee payable to instructor

Self-Hypnosis Stress Reduction And Relaxation Techniques
Do you want to change unwanted behavior and limiting beliefs? This life changing workshop will help you free yourself from negative self-talk and unsuccessful attitudes. You’ll learn how to use hypnotic suggestions for abundance, anger, anxiety, communication, confidence, fear, learning, love, procrastination, public speaking, self-esteem, stress, weight loss, and much more.

Instructor: Jethro Carter, C.C.Ht.  Fee: $65*
9156 Saturday 7/19 9am-12pm  LL
*plus $17 materials fee payable to instructor

Makeup & Skincare Workshop
In this hands-on class, you will learn how to use skin care and makeup properly for every situation in life. Understand the colors that will make your eyes pop and your skin look alive and fresh. Master the step-by-step makeup application techniques to enhance your beauty. Learn how to cover and treat acne, age spots and dark under-eye circles. Understand your skin type and how to ensure beautiful, glowing skin. Create different looks for different occasions. Learn makeup application and what colors work best for you. Learning to expertly apply makeup in the right colors for you helps you to achieve a healthier glow, a warmer smile, builds your confidence and will even save you money. (Ages 12 and up.)

Instructor: Michelle Jackson  Fee: $65*
9323 Saturday 8/2 1:30-4pm  LL
*plus $30 materials fee payable to instructor
NEW! Building Your Web Site In Minutes for FREE!
If you can use a word processor, you can create your own web site in just minutes for free, including text, graphics, a shopping cart and the ability to customize it any way you want it. Forget about learning HTML code, buying expensive software programs, and spending days in classroom sessions. This class will show you how to have your site up and running in just minutes, plus you’ll understand the BEST parts and pieces to put on your site to make it work the way you want it to. You’ll also learn how to link and list your site with the major search engines.
Instructor: Mike Rounds           Fee: $45*  
9455  Monday  6/23  6:30-9:30pm  LL  
*plus $30 materials fee payable to instructor for the book, Fishin’ With A Net (ISBN #978-1-891440-55-7)

Photoshop® For Presentations
Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.
Instructor: Elissa Rose, UGotClass Fee: $195  
7056  Start Date: 7/7  End Date: 8/1
Last day to register: 7/11

NEW! Prezi
Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting.
Instructor: Kimba Green, UGotClass Fee: $195  
7068  Start Date: 6/2  End Date: 6/27
Last day to register: 6/16

Twitter
Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.
Instructor: Suzanne Kart, UGotClass Fee: $195  
7039  Start Date: 6/2  End Date: 6/27
Last day to register: 6/6

Additional online Computer classes – Computer Skills for the Workplace, Web Design, Microsoft Office, Word, Excel, Quickbooks/Accounting, Microsoft Certification, CompTIA Certification Prep … and more. Go to http://citruscollege.augusoft.net/. Click on courses, under ‘on the net’ look under COMPUTERS.
Hobbies & Interests

Secrets For Successful Yard Sales
Summer is the perfect time to clean out your closets, garages and storage spaces and have a yard sale. Holding yard sales is a great way to bring extra money into your household, but people are often discouraged when they have an unsuccessful sale. This class is designed to teach you strategies to make sure that your next yard sale is profitable. Learn the importance of pricing your merchandise so it sells, organizing your sale using the “grocery store approach,” and dealing positively with customers. Students will take home an attractive booklet that includes a general price sheet as well as valuable information about holding successful yard sales.

Instructor: Donna Phillips  Fee: $39
Hosting yard sales for over 20 years.

9444 Monday 6/30 6-9pm LL

NEW! How to Be E-Published In A Week
Publishing is now much easier than you think. Whether it’s print or e-books, recent developments in technology have made it cut-and-paste easy to take your writings and offer them as downloadable eBooks or paper books. If you want to be published, but don’t know where to start, this class will give you the know-how to fulfill your dream of creating your own books, booklets, and eBooks.

In this cutting edge class, you’ll gain information on how to:
• Use quick and easy methods to get your work published
• Get your book paper printed inexpensively
• Create your own FREE web site to sell your paper book
• Convert your book to an e-book for the iPad, Kindle and PDF formats for FREE
• Offer your eBook as a pay-per-download product from your Web site
• Use copyrights and trademarks to protect your work

Don’t get left out—publish your book NOW and start profiting from it immediately!

Instructor: Mike Rounds  Fee: $45*

9457 Monday 6/30 6:30-9:30pm LL 103
*plus $30 materials fee payable to instructor

NEW! You’re Retired . . . Now What?
It’s time to rethink getting old! This is YOUR unique time to create inspired moments for yourself and those you love. Make your own discoveries and erase those moments of boredom. In this fun and informative workshop, you’ll network with others and come away feeling refreshed with new ideas and goals for your retirement. In this workshop, you’ll learn about the special opportunities available for seniors, what steps you can take to implement them, and how they can positively impact your life.

Instructor: Elaine Moran  Fee: $39*

9456 Thursday 7/10 1-3pm LL
*plus $15 materials fee payable to instructor

Watercolor Painting For The Advanced Student
This class will be aimed at the watercolor artist who is highly skilled and totally comfortable with the craft. We will focus on content and the “why” of painting. Artists will explore the composition and color statements that jurors seek. Students will bring their own supplies. A supply list will be provided on the first day of class, approximate cost $50. Instruction will take place on and off campus. Class size is limited: register early!

Instructor: Chris Van Winkle  Fee: $195

9384 M-F 6/1-6/20 9am-3pm AC 109
For more information, contact instructor by email: chrisvw@charter.net.

NEW! Jump Start Into Watercolor Painting Basics
Have you always admired watercolor painting and said to yourself “I’d like to try that someday”? This class is for the person who is new or fairly new to watercolor. Students will practice the basic skills of brush handling, washes, color mixing, and planning a painting, while learning to develop a painter’s eye. Art knowledge and drawing skills are helpful, but a desire to practice this beautiful art form is most important. In this class, the instructor will share beginning watercolor techniques as taught by Citrus College veteran art instructor, Chris Van Winkle. A starter kit is available for purchase the first day. Student will provide additional paper and materials as needed from instructor’s supply list, approximate cost $35-40. Class size limited: register early!

Instructor: Fran Ortiz  Fee: $105*

9458 Saturday 6/28-7/16 9:30am-12:30pm AC 109
*plus $20 materials fee payable to instructor

(no class 7/5)
How To Buy A Home: A Step-By-Step Guide For The First-Time Buyer
In this workshop, you’ll learn how to prepare for a successful home buying experience. Topics include:
- Individualized financial qualifying guidelines
- Types of mortgages – conventional versus FHA
- Down payment requirements
- Credit score and its importance
- Short sales and foreclosures
- Current housing market trends

Participants will leave with the knowledge and confidence to shop for a home.

Instructor: Sandra Tupurins   Fee: $45 (bring a spouse or guest for free)
Licensed by the Department of Real Estate (Lic. #01196713)
9255 Saturday 6/28 9:30am-1pm  LL

Teen Makeup And Skin Care
(Ages 13-17)
In this hands-on class, you will learn how to use skin care and makeup properly for every situation in life. Understand the colors that will make your eyes pop and your skin look alive and fresh. Master the step-by-step makeup application techniques to enhance your beauty. Learn covering and treating acne, age spots and dark under-eye circles. Learn how to take care of your skin. Understand your skin type and how to ensure beautiful glowing skin. Create different looks for different occasions. Learn makeup application and what colors work best for you. Learning how to expertly apply makeup in the right colors for you helps you to achieve a healthier glow, a warmer smile, builds your confidence and will even save you money.

Instructor: Michelle Jackson           Fee: $65*
One of Hollywood’s leading celebrity makeup artists for television, motion pictures and Vogue magazine.
9166 Saturday 8/2 1:30-4pm  LL
*plus $30 materials fee payable to instructor

Additional online Finance classes – Computer Skills for the Workplace, Web Design, Microsoft Office, Word, Excel, Quickbooks/Accounting, Microsoft Certification, CompTIA Certification Prep … and more. Go to http://citruscollege.augusoft.net/. Click on courses, under ‘on the net’ look under COMPUTERS.
SWIM LESSONS

General Information

We offer swim lessons for all ages and skill levels. Our swim lessons strive to instill a lifelong love of the water through learning to swim, acquisition of water safety skills, and having fun.

Five easy ways to register – online, by mail, by phone, by fax or in person. Please refer to page 3 for registration information.

Swim Lesson Guidelines

- For ages 6-11 (Levels 1-6) - Swimmers will be assessed on the first day of instruction and will be assigned to groups according to skill and ability.
- Lessons will be geared toward the skill and ability of each swimmer rather than a specific level.
- Adult and teen (12-16) lessons will be offered as private lessons only.
- Classes that do not meet the minimum enrollment requirement may be cancelled, combined, or rescheduled for another time.
- Swim lessons are based on enrollment and not attendance. There will be no makeup lessons.
- All swim instructors are WSI (Water Safety Instructor) certified through the Red Cross and will teach according to these guidelines.
- Swim sessions will be released for registration two weeks prior to the first day of the session and will be removed the Friday (for group lessons) and the Wednesday (for private lessons) before the first day of the session.
- Registration on the first day of a swim session must be done in person in the Continuing Education Office. We cannot guarantee requests for private lessons on the first day of instruction.
- A parking pass will be issued upon registration. If registering online, please refer to the “swim session parking permits” section on the Continuing Education Web site for additional details, www.citruscollege.edu/ce.

Description Of Swim Lesson Levels

For Babies To 5 Years

Infant-Water Babies (6 months- 1 ½ years)

There must be an adult with the child in the water at all times. Goals: learn to ask for permission before entering the water; learn how to enter/exit the water in a safe manner; feel comfortable in the water; explore submerging to the mouth, nose, eyes and completely; explore buoyancy on the front and back position; change body position in water; learn how to play safely.

Water Babies (1 ½ years- 3 years)

There must be an adult with the child in the water at all times. Builds upon the skills learned in Infant-Water Babies. Goals: establish expectation for adult supervision; learn more ways to enter and exit the water in a safe manner; explore submerging in a rhythmic pattern; glide on the front and back with assistance; performed combined stroke on front and back with assistance; change body position in the water.

Tiny Tots (3 years- 5 years)

Builds upon the skills learned in Tiny Tots. Goals: enter water by jumping in; fully submerge and hold breath; blowing bubbles through mouth and nose; swim forward and backwards; recover from a front or back float or glide to a vertical position; roll from front to back and back to front; tread water with arm and hand actions; alternating and simultaneous leg actions on front and back; combined arm and leg actions on front and back.

Super Tots (3 years to 5 years)

Builds upon the skills learned in Tiny Tots. Goals: enter water by jumping in; fully submerge and hold breath; bobbing; front, jellyfish and tuck floats; recover from a front and back float or glide to a vertical position; back float and glide; change direction of travel while swimming on front or back; tread water using arm and leg actions; combined arm and leg actions on front and back; finning arm action on back.

For details of program instruction pursuant to American Red Cross, please refer to “Swim Lesson Guidelines,” Continuing Education Web site, www.citruscollege.edu/ce.
SWIM LESSONS

General Information

Session Dates

Session 1
June 23 - July 3

Session 2
July 7 - July 17

Session 3
July 21 - July 31

Session 4
August 4 - August 14

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Swim Lessons and Aquatics Classes

Swim lessons and aquatics classes are contingent upon adequate class enrollment and the availability of required staff to provide a safe learning environment. Aquatics classes and swim sessions are subject to cancellation if either of the above requirements are not met.

Lesson Times & Fees

Group Weekday Sessions
- Infant - Water Babies, Water Babies, Tiny Tots and Super Tots: 8, 25 minute lessons - $55
- Ages 6 - 11: 8, 45 minute lessons - $95

Private Weekday Sessions
- Infant-Water Babies, Water Babies, Tiny Tots and Super Tots: 8, 25 minute lessons - $155
- Ages 6-11, Teen, Adult: 8, 45 minute lessons - $195

For up-to-date information and class details, please refer to the Continuing Education website, http://www.citruscollege.edu/ce, under the Swim Lessons and Aquatics Classes tab, or call the Continuing Education Office, 626-852-8022.
Please call (626) 852-8022 for information regarding tours, including travel brochures. All prices subject to change.

**Heritage of America**


**Colors of New England**

Eight day escorted tour of Boston, Boston Harbor Cruise, Woodstock, Quechee Gorge, Stowe, Ben & Jerry’s Ice Cream Factory, Rocks Estate, North Conway, Lake Winnipesaukee Cruise, Kancamagus Highway, Boothbay Harbor and a lobster dinner. Price includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 11 meals.

**Sunny Portugal**


**NONCREDIT Counseling**

A noncredit counselor can provide the guidance you need for setting your goals, planning your educational experience and helping you to succeed! Counseling services include:

- Academic advisement
- Noncredit student educational plan to map your journey
- Personal counseling
- College campus and personal resources assistance
- Transition assistance to degree/certificate programs
- Targeting challenges as they occur

For more information or to schedule an appointment with a noncredit counselor, please call (626) 852-6445 or stop by the Continuing Education Office in the Lifelong Learning Center.
In order to participate in the Noncredit Program, you must follow a two-step process:

**Step 1:** Applying for Noncredit Admission  
**Step 2:** Registering for Noncredit Classes

### Applying for Noncredit Admission

- Visit the Noncredit Admission and Class Registration website - http://www.citruscollege.edu/ce/apply
- Create a NEW User Account if you are applying for the first time.
- An email account will be REQUIRED to complete your application. If you do not have a personal email address, free email accounts are available from many sources, such as Google Gmail, Yahoo Email or Microsoft Outlook.
- Complete and submit the application; be sure to click “Application is Complete” link.

### Registering for Noncredit Classes

- After the application is completed and submitted, wait one hour, then go to WingSpan to register for classes - https://wingspan.citruscollege.edu
- Your Citrus Identification Number and the PIN used to create your application in Step 1 is needed to access WingSpan.

### Step 1: Applying for Noncredit Admission

The first step in the application process is to create a new user account.

During this process you will create a Login ID and PIN. This information will be used to register for classes and access WingSpan in Step 2.

It is important you write down and save your Login ID and PIN.
Once the login has been created, select the Noncredit application type, and proceed through the application, answering all questions.

The Application Checklist will assist you in completing all sections of application.

Once all sections of the checklist are complete (red check marks on all sections), select Application is Complete

Click here to e-mail us.

Once the application is submitted, you will receive an Acknowledgement Page that includes your Citrus College ID number.

It is VERY IMPORTANT you PRINT this page or WRITE DOWN the ID number BEFORE closing the screen.

The Citrus Identification Number (Student ID) will appear in the black box. PRINT this page before closing the screen.

If you have a name or address change, complete a Student Correction Form to update your The form is available in the Admissions & Records office located in the Student Services building and online.

Additional Information can be found on the Non Credit Admission and Class Registration website at http://www.citruscollege.edu/ce
Noncredit Admission and Class Registration

at http://www.citruscollege.edu/ce/apply

Step 2: Registering for Noncredit Classes

After the application is completed and submitted, wait one (1) hour, then go to WingSpan to register for classes - https://wingspan.citruscollege.edu

Log into the site using your Citrus College ID Number and the PIN you created when you submitted your application.

Follow the prompts to change your PIN number. It is important you WRITE DOWN and save your user ID and PIN number. This information will be used each time you access WingSpan. It is VERY important.

At the Welcome screen, you should see your name at the top of the screen.

Register or Add/Drop Classes

Click on the link to Admissions & Records.

Click on the link to Registration.

• Select the appropriate term (fall, winter, spring, summer).

Once completed, select Register or Add/Drop Classes.

If you know the CRN for the class you want to enroll in, enter the numbers in the boxes on the worksheet.

If you do not know the CRN for the class you want to enroll in, click the Class Search button to search for your class. Once you found your class, click on the Add to Worksheet button at the bottom of the screen.

Once you have selected and added your class to the worksheet, click Submit Changes. If you skip this step, you will not be registered for classes.

When you are ready to complete your registration, you must click the Click Here When Finished button.

Your registration is now complete.
Once you have applied and registered for classes,

Check WingSpan in 24 hours after your application is submitted to view and activate your Citrus College email account.

Purchase a parking permit, if needed. Permits may be purchased four (4) hours after completing registration during regular business hours. Upon purchase, parking permits will be mailed to the address provided during the purchase process. A temporary parking permit can be printed and used until the permanent permit is received in the mail. Student parking permits are available online at http://citruscollege.thepermitstore.com.

If you need assistance with the application and registration process, please contact Admissions & Records, 626-914-8511.

If you need assistance with parking, please contact Campus Safety, 626-914-8611.

If you have any questions or need assistance with the noncredit application and registration processes, please contact Continuing Education, 626-852-8022.

Citrus College Celebrates Its Centennial!

Over the years, the Citrus College Continuing Education Program has kept the community informed of its academic and recreational programs. As a result, thousands of local residents have advanced their careers, achieved new levels of fitness and wellness, taken up hobbies, and broadened their horizons.
English as a Second Language

The Citrus College Noncredit Department offers beginning, intermediate, and advanced levels of ESL classes to help non-English and limited-English speaking students develop English-language skills to meet their individual needs and goals. (More advanced levels are offered in the credit program.)

Students will be required to purchase a textbook for each class.

Registration
You must register in person in the Lifelong Learning Center. Your placement is determined at the time you register. Registration is ongoing throughout the semester.

NC 310 – ESL: Grammar - Beginning 1
ESL: Grammar - Beginning 1 teaches low-beginning English language learners introductory English grammar used in essential life functions. This course can be used to review or prepare for NC 305 - ESL Multiskills - Beginning 1.

Instructor: Staff
40825 Monday-Thursday 6/23-8/12 5:30-7:40pm LL

NC 311 – ESL: Grammar - Beginning 2
Strongly recommended: NC 305: ESL Multiskills - Beginning 1 or demonstrate a high beginning (Beginning 2) level of English fluency.

ESL: Grammar - Beginning 2 teaches high-beginning English language learners rudimentary English grammar used in basic life functions. This course can be used to review or prepare for NC 306 - ESL Multiskills - Beginning 2.

Instructor: Staff
40839 Monday-Thursday 6/23-8/12 9-11:10am LL

NC 312 – ESL: Grammar - Intermediate 1
Strongly recommended: NC 306: ESL Multi-skills – Beginning 2 or demonstrate a low-intermediate (Intermediate 1) level of English fluency.

ESL: Grammar - Intermediate 1 teaches low-intermediate English language learners English grammar used in routine life functions. This course can be used to review or prepare for NC 307 - ESL Multiskills - Intermediate 1.

Instructor: Staff
40826 Monday-Thursday 6/23-8/12 9-11:10am LL

NC 315 – ESL and Computer Literacy 1: Introduction to Computers
Strongly recommended: NC 305: ESL Multi-skills – Beginning 1 or demonstrate a low-beginning level of English fluency.

ESL and Computer Literacy 1: Introduction to Computers introduces basic language and computer skills to English language learners. Students will learn beginning English language and life skills taught through rudimentary computing, word processing, and Internet instruction.

Instructor: Staff
40827 Tuesday-Thursday 6/24-8/14 6-8:25pm LL

NC 400 – ESL and Citizenship
Strongly recommended: NC 305: ESL Multi-skills – Beginning 1 or demonstrate a high-beginning (Beginning 2) level of English fluency.

ESL and Citizenship teaches high beginning English language skills through U.S. civics and preparation to complete the USCIS interview and exams.

Instructor: Staff
40838 Monday & Wednesday 6/23-8/13 9am-12:10pm LL
40828 Monday & Wednesday 6/23-8/13 5:30-8:40pm LL

HVAC

NC 634 – Air Conditioning II
A course in the fundamentals of air conditioning, including ventilation, evaporation, cycles, charging, air distribution, control, electrical circuiting, venting, duct systems and diffusions. Emphasis on equipment selection, balance, adjustment, maintenance and service. Prepares students for EPA examination.

Instructor: Staff
40823 Tuesday & Thursday 6/24-8/14 6-9:10pm TE 102
Student will be required to purchase a textbook.
High School Summer School programs are offered through the Noncredit Department in partnership with area high school districts, including Azusa, Claremont and Monrovia. Programs include credit recovery and basic skills courses.

Please contact the high schools or district offices for information on how to register and enroll in classes. Contact information is provided below.

Classes and availability are subject to change and/or cancellation at the discretion of the Continuing Education Department.

### Azusa Unified School District

**Location:** Azusa High School  
240 N. Cerritos Avenue  
Azusa, CA 91702  
Gladstone High School  
1340 N. Enid Avenue  
Covina, CA 91722

**Dates:** June 10 – July 17  
**Days:** Monday - Friday  
**Time:** 8:00am-1:00pm  
**Contact:** Tom Vogt  
626-858-6195  

### Claremont Unified School District

**Location:** Claremont High School  
1601 N. Indian Hill Blvd.  
Claremont, CA 91711

**Dates:** June 19 – July 18  
**Time:** 8:00am-2:30pm  
**Contact:** Felipe Delvasto  
909-398-0609 ext. 40001  

### Monrovia Unified School District

**Location:** Monrovia High School  
845 W. Colorado Blvd.  
Monrovia, CA 91016

**Dates:** June 12 – July 16  
**Days:** Monday - Friday  
**Time:** 7:30am-12:45pm  
**Contact:** Javier De La O  
626-471-2868  
NC 208A Algebra IA
This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 208B Algebra IB
This is a continuation of Algebra IA. This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands-on activities, concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 209A Algebra IIA
This course introduces linear functions in two variables, solutions of systems of equations by various methods, operations with polynomials and factoring, quadratic functions, rational functions, radicals and elementary probability. This course combines algebraic concepts and geometry in several activities, projects and problems. Through each activity and project the student learns how to write algebraic expressions, understand the relationship among equations and graphs, explore functions, think critically and develop a clear understanding of sequences, series, probability, and exponential functions. Each activity and project is designed for real-life application, visual and hands-on approach to solving problems and use of technology. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 209B Algebra IIB
This is a continuation of Algebra IIA. This course introduces linear functions in two variables, solutions of systems of equations by various methods, operations with polynomials and factoring, quadratic functions, rational functions, radicals and elementary probability. This course combines algebraic concepts and geometry in several activities, projects and problems. Through each activity and project the student learns how to write algebraic expressions, understand the relationship among equations and graphs, explore functions, think critically and develop a clear understanding of sequences, series, probability, and exponential functions. Each activity and project is designed for real-life application, visual and hands-on approach to solving problems and use of technology. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 224A Geometry A
This is a continuation of Algebra I. This course introduces linear functions in two variables, solutions of systems of equations by various methods, operations with polynomials and factoring, quadratic functions, rational functions, radicals and elementary probability. This course combines algebraic concepts and geometry in several activities, projects and problems. Through each activity and project the student learns how to write algebraic expressions, understand the relationship among equations and graphs, explore functions, think critically and develop a clear understanding of sequences, series, probability, and exponential functions. Each activity and project is designed for real-life application, visual and hands-on approach to solving problems and use of technology. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 224B Geometry B
This is a continuation of Algebra I. This course introduces linear functions in two variables, solutions of systems of equations by various methods, operations with polynomials and factoring, quadratic functions, rational functions, radicals and elementary probability. This course combines algebraic concepts and geometry in several activities, projects and problems. Through each activity and project the student learns how to write algebraic expressions, understand the relationship among equations and graphs, explore functions, think critically and develop a clear understanding of sequences, series, probability, and exponential functions. Each activity and project is designed for real-life application, visual and hands-on approach to solving problems and use of technology. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 210A Freshman English A
The following disciplines of English are an integral part of this course: reading, writing, vocabulary and speech. Students will read literature from the genres of poetry, short stories, novels, and plays. The student will be introduced to the process of writing. Spelling and content words will be chosen from the literature. Oral reports, oral readings, and memorized orals are incorporated into this course. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 210B Freshman English B
The following disciplines of English are an integral part of this course: reading, writing, vocabulary and speech. Students will read literature from the
genres of poetry, short stories, novels, and plays. The student will be introduced to the process of writing. Spelling and content words will be chosen from the literature. Oral reports, oral readings, and memorized orals are incorporated into this course. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 211A Sophomore English A
The main purpose of this course is on college preparatory writing, introduction to literary analysis, and research skills. The major genres of literature are studied, discussed, and analyzed. Students continue to learn the processes of drafting, rewriting, and editing. In addition, students also learn to critique each other’s work and to use these editing skills on their own papers. Research skills are learned so the students will know how to gather information needed for clarification of reading or the beginning of writing. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 211B Sophomore English B
The main purpose of this course is on college preparatory writing, introduction to literary analysis, and research skills. The major genres of literature are studied, discussed, and analyzed. Students continue to learn the processes of drafting, rewriting, and editing. In addition, students also learn to critique each other’s work and to use these editing skills on their own papers. Research skills are learned so the students will know how to gather information needed for clarification of reading or the beginning of writing. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 212A Junior English A
This course is a survey of American literature covering philosophical, religious, political, and literary ideas in American writing from colonial times to the present. Emphasis will be placed on techniques of organizing and developing critical essays about fiction, poetry, and drama. Students will be required to study a major novel and participate in an independent reading program. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 212B Junior English B
This course is a survey of American literature covering philosophical, religious, political, and literary ideas in American writing from colonial times to the present. Emphasis will be placed on techniques of organizing and developing critical essays about fiction, poetry, and drama. Students will be required to study a major novel and participate in an independent reading program. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 214A U. S. History A
The content will focus on the development of the United States during the 20th century. This course will enable students to understand the chronological flow of events, the dynamics of change, and the critical links between the past and the present in the United States. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 214B U. S. History B
The content will focus on the development of the United States during the 20th century. This course will enable students to understand the chronological flow of events, the dynamics of change, and the critical links between the past and the present in the United States. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.
NC 215B World History B
This course is a study of the major ideas and turning points that shaped the modern world historically, geographically, politically, economically and culturally in the 18th, 19th and 20th centuries. It analyzes the major ideas, people and events that have led to the development of today’s contemporary world. The use of discussion, audiovisual aids, maps, student-oriented activities is employed throughout the course. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 218A Biology A
This course deals with the study of living things following the California state standards for Biology. It emphasizes modern technological and practical topics such as ecology, genetics and human structure and function. Hands-on laboratory experiences are essential to each topic. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 218B Biology B
This course deals with the study of living things following the California state standards for Biology. It emphasizes modern technological and practical topics such as ecology, genetics and human structure and function. Hands-on laboratory experiences are essential to each topic. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 219A Physical Science A
The course will examine the four environments of the universe: solid (land), liquid (ocean), gas (atmosphere), and space, and show their interdependence. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 219B Physical Science B
This course will examine the four environments of the universe: solid (land), liquid (ocean), gas (atmosphere), and space, and show their interdependence. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 220A Earth Science A
This course includes the study of astronomy, physics, chemistry, geology and meteorology. Special emphasis is placed on student experimentation and observation. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 220B Earth Science B
This course includes the study of astronomy, physics, chemistry, geology and meteorology. Special emphasis is placed on student experimentation and observation. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 221A Chemistry A
Principles of chemistry are developed through laboratory observations of physical properties and chemical reactions. The language, formulas, and equations of chemistry are used in interpreting atomic structure and chemical bonding; periodic behavior of elements; rates and energies of chemical and nuclear change; equilibrium of gaseous systems, acids and bases, and oxidation-reduction as well as organic functional groups. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 221B Chemistry B
Principles of chemistry are developed through laboratory observations of physical properties and chemical reactions. The language, formulas, and equations of chemistry are used in interpreting atomic structure and chemical bonding; periodic behavior of elements; rates and energies of chemical and nuclear change; equilibrium of gaseous systems, acids and bases, and oxidation-reduction as well as organic functional groups. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.
Disclosures & Disclaimers/Divulgaciones y Denegaciones

Schedule Changes
Every effort is made to ensure the accuracy of the information found in this schedule. Citrus College, however, reserves the right to make changes or corrections at any time without prior notice.

Changes in the Horario de Clase
Citrus College has done its best to ensure the accuracy of the information contained in this schedule. However, the college reserves the right to change, at any time, the schedule of classes, as circumstances, events, or policies may require.

Open Enrollment Policy
All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Admission to the District may be based on a number of factors including, but not limited to, college preparatory work, placement test scores, or other similar considerations set forth in statute or regulation.

Inscription Abierta
Todos los cursos, clases, y clases de clausura del Distrito deben de contar con inscripción abierta para cualquier persona que haya sido admitido al college. La inscripción puede estar sujeta a un sistema de prioridad establecido. La inscripción también puede estar limitada a estudiantes que tienen pre-requisito o co-requisito señalado, o debido a otras condiciones o excepciones que sean.

Nondiscrimination Policy
Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (up to 40 years), religious creed, marital status, medical condition (including cancer and epilepsy), mental disability (including AIDS and H.I.V.), physical disability (including cancer), physical disability, mental disability, sexual orientation or military status.

All of the categories listed above are governed by the following legislation: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Section 402 of the Vocational Rehabilitation Act of 1973. These categories are protected by the following legislation: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Civil Rights Act of 1964. Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer who is the delegate of "Human Resources/Staff Diversity," the official of equity of sex, or the official of access of people with disabilities.

Student Grievances
The student grievance procedures provide every student with a prompt and equitable means of securing the rights that are provided for in the laws and regulations. The student grievance procedures are intended to provide a simple, straightforward, and efficient means of securing the rights provided in these laws and regulations. The student grievance procedures are designed to protect the rights of all students and staff members and to ensure that students and staff members are treated with dignity and respect.

Quejas de los Estudiantes
El procedimiento de quejas de estudiantes provee a cada estudiante una manera rápida y justa de buscar una solución apropiada a cualquier supuesta violación de sus derechos. Los derechos protegidos bajo este procedimiento incluyen, pero no se limita a aquellos garantizados por el reglamento de Citrus Community College District, el Código del Estado de California, el título XI del Código de Educación del Estado de California, el código de la educación del estado de California, el título VI y VII de la ley de la rehabilitación del 1973 y el título IX de la ley de la rehabilitación del 1964. Se les da a los estudiantes la oportunidad de presentar sus quejas que van a ser reportadas en más de veinte días escolares del evento sucedido. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes. Los estudiantes de Citrus College tienen el derecho a presentar sus quejas contra violaciones de los derechos estudiantiles, anormalidad, irregular, ilegal, lícito o ya sea presentado por parte de cualquier empleado de Citrus College. Información acerca de este procedimiento puede ser obtenida en las leyes de planificación para estudiantes, la dirección del vice-presidente de servicio estudiantil, en el primer piso del edificio de Administración, 626-914-8930.

Drug Free Environment and Drug Prevention Program

The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of controlled substances in any form, and the distibution, dispensing, possession, or use of alcohol or any other controlled substance is prohibited on District-owned or -controlled property, at District sponsored or supervised events, or related to or arising from District attendance or activity.

All students are required to comply with this policy as a condition of their employment and continued employment.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or disciplinary dismissal, or in the case of employees convicted under a criminal drug and/or alcohol statute for conduct in the workplace, may include referral to an appropriate rehabilitation program, in addition to any other discipline that may be imposed.

Any student who has been the victim of the sexual assault who has information regarding sexual assault on campus is strongly urged to call 911 or the police department or sheriff in the city where the crime took place and report the situation as soon as possible. If you are the victim of

(626) 852-8022  www.citruscollege.edu/ce

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1. Comunicarse con la Seguridad del Campus, 24 horas a día, 7 días de la semana el teléfono (626) 914-6861, extensión 8611 o la línea de un teléfono del campus o el "11" de cualquiera de los teléfonos de paga que encuentren en el campus; o llamando al 1-800-787-2587 durante de horas. Este último es ubicado en el edificio Hayden Hall.

2. Vaya directamente al hospital o sala de emergencia para recibir atención médica. Por lo general sucede que no exista una víctima sexual. Sin embargo, en caso de que sea necesario, la policía está allí para proporcionar cualquier asistencia que se necesite.

Todas las personas que hayan sido víctimas de violencia sexual que se encuentren en el campus de Citrus College, por lo tanto, están en la obligación de informar a la autoridad de seguridad o a la policía. La intervención de la policía puede ser la única manera de que el atacante sea detenido.

El atentado sexual consiste de avances sexuales no solicitados, pedir favores sexuales y que el atacante les haga daño o les cause la muerte.

Los estudiantes de la Universidad y los empleados que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias. Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los directivos de colegios comunen adopten y implementen procedimientos para asegurarse de que se realice una respuesta pronta contra los abusos de violencia sexual o de abuso físico, tal y como lo define la Ley de California. Nadie que viola esta política y sus procedimientos puede estar sujeto a medidas disciplinarias.

El reporte de la situación tan pronto sea posible. Si usted es víctima de ataque sexual en el campus, se le pide que llame al 911 o a la Policía del Campus. Si es un ataque sexual o abuso físico que hay sucedido en el campus del Colegio, se le pide que llame al (626) 914-8532 o al 911.

Los estudiantes, empleados y solicitantes de empleo. Los empleados que violen la política y sus procedimientos pudieran estar sujetos a medidas disciplinarias.

Ninguna comunidad hoy día en nuestra sociedad puede estar completamente libre de riesgos. Sin embargo, La Universidad de Citrus College y el Acta U.S. P. U. Se requiere por el consejero de lo que se pueda hacer en el campus del colegio así como otras ofertas de servicios de tratamiento y servicios. Citrus College toma este tema del Hostigamiento sexual y la violencia sexual muy en serio, y es proactivas en ofrecer un ambiente seguro a sus estudiantes y visitantes. Para lograrlo, Citrus College ofrece información y programas de prevención a todos los estudiantes y personal para ayudar a prevenir el riesgo de casos de hostigamiento sexual y de violencia sexual en el campus. Información adicional se encuentra en nuestra página de internet en www.citruscollege.edu.

Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los directivos de colegios comunen adopten y implementen procedimientos para asegurarse de que se realice una respuesta pronta contra los abusos de violencia sexual o de abuso físico, tal y como lo define la Ley de California. Los estudiantes que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias.

El hostigamiento sexual consiste en avances sexuales no solicitados, pedir favores sexuales y que el atacante les haga daño o les cause la muerte.

Los estudiantes, empleados y solicitantes de empleo. Los empleados que violen la política y sus procedimientos pudieran estar sujetos a medidas disciplinarias.

Ninguna comunidad hoy día en nuestra sociedad puede estar completamente libre de riesgos. Sin embargo, La Universidad de Citrus College y el Acta U.S. P. U. Se requiere por el consejero de lo que se pueda hacer en el campus del colegio así como otras ofertas de servicios de tratamiento y servicios. Citrus College toma este tema del Hostigamiento sexual y la violencia sexual muy en serio, y es proactivas en ofrecer un ambiente seguro a sus estudiantes y visitantes. Para lograrlo, Citrus College ofrece información y programas de prevención a todos los estudiantes y personal para ayudar a prevenir el riesgo de casos de hostigamiento sexual y de violencia sexual en el campus. Información adicional se encuentra en nuestra página de internet en www.citruscollege.edu.

Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los directivos de colegios comunen adopten y implementen procedimientos para asegurarse de que se realice una respuesta pronta contra los abusos de violencia sexual o de abuso físico, tal y como lo define la Ley de California. Los estudiantes que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias.

El hostigamiento sexual consiste en avances sexuales no solicitados, pedir favores sexuales y que el atacante les haga daño o les cause la muerte.

Los estudiantes, empleados y solicitantes de empleo. Los empleados que violen la política y sus procedimientos pudieran estar sujetos a medidas disciplinarias.

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Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los directivos de colegios comunen adopten y implementen procedimientos para asegurarse de que se realice una respuesta pronta contra los abusos de violencia sexual o de abuso físico, tal y como lo define la Ley de California. Los estudiantes que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias.

El hostigamiento sexual consiste en avances sexuales no solicitados, pedir favores sexuales y que el atacante les haga daño o les cause la muerte.

Los estudiantes, empleados y solicitantes de empleo. Los empleados que violen la política y sus procedimientos pudieran estar sujetos a medidas disciplinarias.

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Get a Citrus College Parking Permit—At Your Fingertips

Citrus College offers a new easy, convenient online method for purchasing parking permits.

- Summer session parking permits are $26.
- Visit https://citruscollege.thepermitstore.com/purchase.php to purchase a parking permit for summer.
- You can print a temporary permit for immediate use until you receive your permit in the mail.
- A daily permit for $5 is available for purchase at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from one of the automated pay stations (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester permits are not available in the Continuing Education Office.
During the 2014-2015 academic year, Citrus College will celebrate 100 years of academic excellence. In observance of this special occasion, the college is proud to share a few of the many highlights of the college’s distinguished history.

Citrus Junior College was established on June 5, 1915. It was the first community college in Los Angeles County and the fifth in California.

Citrus College’s Continuing Education Program has been an important part of community life for decades.
Save the date!
Saturday, October 11, 2014
Open House and Centennial Homecoming Celebration

For more information visit: www.citruscollege.edu/100

Stay updated on what's happening at Citrus College Continuing Education