

CONTINUING EDUCATION



SUMMER 2013
CLASS SCHEDULE

Summer Fun at Citrus College

ENROLL TODAY FOR:

- Swim Lessons
- Personal Enrichment
- Career Advancement
- Increased Fitness
- Exciting Travel & More

Register Online at citruscollege.edu/ce

Citrus College Continuing Education

Summer 2013

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.



New Community Education Classes

(fee-based)

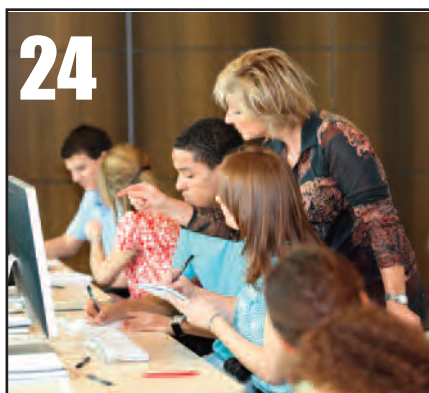
Microsoft Windows, the Internet and Social Networking	24
Fascination with Movie Music	26

Forms & Information

Create A Class	2
Class/Course General Information	4
Fee-Based Classes Registration, Refunds	5
Online Registration Information	3
Registration Form for Adults.....	6
Registration Form for Youth.....	7
Swim Lessons	28-29

Policies and Maps

Disclosures and Disclaimers	37-38
Parking Regulations/Maps	39
Campus Directory	40



Become a fan

Citrus College Continuing Education

Parking Permits are required. Parking Regulations: see page 39.

Community Education Fee-Based Classes



CAREER

Be Your Own Boss..... 10

New Career..... 11-13

Professional Development.....14-16

Skills for the 21st Century.....17-18

*Professional Development
for Teachers*..... 19

PERSONAL ENRICHMENT

Fitness.....20-21

Health & Self.....22-23

Computer & Technology.....24-25

Hobbies & Interests..... 26

FINANCE

Real Estate..... 26

YOUTH

Teens 27

Swim Lessons.....28-29

TRAVEL

Places to Go..... 30

On the Net

Online Career Training Programs 8

Online Learning.....9

Customized Training

Customized Training for Businesses 11

Noncredit Free Courses



English as a Second Language..... 31

Career..... 32

High School Summer School.....33-36

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.

Continuing Education Office

Located in the Lifelong Learning Center

Web site: www.citruscollege.edu/ce

Tel: 626-852-8022

Hours*: Mon. & Wed. 8:00am - 6:00pm

Tues. & Thurs. 8:00am - 9:00pm

Fri. 8:00am - 12pm

Sat. 8:30am - 1:00pm

*hours subject to change

Jim Lancaster Dean

Debbie Vanschoelandt..... Supervisor

Malaika BrownSecretary

Linda Reed..... 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.

Citrus Community College District Board of Trustees

Mrs. Susan M. Keith

President

Claremont and portions of Pomona and
La Verne Representative

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Superintendent/President

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

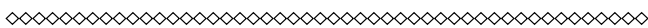
or submit on Web site
www.citruscollege.edu/ce.



Online Registration

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; note 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.

When Are Classes/Courses Offered?

Summer Session Begins June 24. However, class start and end dates vary throughout the semester. 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 and 5

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 39.

Registration Forms: See page 6 and 7. Online Registration Instructions: See page 3.

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 in person 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.

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.

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.

Registration Form for Adults

Community Education/Fee-Based Classes Only

(please print)

Name _____ Date of Birth _____ Date _____
 Address _____ City _____
 Zip Code _____ Phone: Day () _____ Evening () _____
 Fax () _____ E-mail _____

Please List Each Class You Wish To Enroll In

Class	Course Number	Date	Time	Room Location	Fee
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

OFFICE USE ONLY

Parking Permit Number _____ Date _____
 Received by _____

Parking Fee \$ _____
 Total Fees \$ _____

Visa () MasterCard () Discover () CHECK# _____

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder _____

5 Easy Ways to Register

1. ONLINE

Have the class information and your credit card ready, and logon to ctrucollege.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.

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 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 _____

Community Education/Fee-Based Youth Classes Only

(please print)

Name (last) _____ (first) _____ Date of Birth _____
 Address _____ City _____ State _____ Zip Code _____
 Parent or Guardian _____ Daytime Phone _____ Evening Phone _____
 Emergency Contact Person _____ Daytime Phone _____ Evening Phone _____
 Email _____

Please List Each Class You Wish to Enroll Your Youth

Course Number	Course Title	Start Date	Fee
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total			\$ _____

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

OFFICE USE ONLY
 DATE _____ RECEIVED BY _____ CK _____ CA _____

Online Learning Anytime, Anywhere...Just a click away!



Online Career Training Programs

Citrus College

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office!

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from Citrus College.

All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are part of the course fee
- Payment plans are available

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Enroll Today!

All materials are included in the Program fees. Each course has an instructor assigned to answer student questions and solve student problems. To learn more, visit

www.citruscollege.edu/ce

You can also reach us by calling

(626) 852-8022

ed2go | GES



> Instructor-Facilitated Online Learning

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.

Citrus College

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 PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

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

CAREER

Be Your Own Boss

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 provides 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 how to acquire them, 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: 6/3 End Date: 6/28
 Last day to register: 6/7



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 and allow you to profit from your inventions.

Topics discussed in class include:

- how to establish 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 6/24 6:30-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *How to Sell Your Inventions for Cash* (ISBN #1-891440-27-6).



Become A Professional Organizer

Do label makers and putting things into 3-ring notebooks make you smile? Do you enjoy watching organizing TV shows? You can turn your organizing skills into a moneymaking career! If you have a knack for neatness and are interested in starting your own business, this class will help you launch a career as a professional organizer. Discover insider secrets that could only be acquired through hands-on experience, until now!

In this class, you'll learn how to:

- identify organizing specialties and find your niche
- understand and use the Clutter-Hoarding Scale
- structure your business for SUCCESS
- obtain a business license and insurance to cover all the bases
- how to get experience before your first stranger client
- prepare to impress your first client

If you want to use your aptitude for organization to change lives and earn a living, this class is for you. You'll be given the tools and knowledge to succeed as a professional organizer, but will not be shown methods of organizing or how to organize people. This class is designed for a person who is interested in becoming a professional organizer. It is not designed for a person who wants to get organized.

Instructor: Nancy Miller Fee: \$45*

9401 Monday 6/24 6:30-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *How to Become a Clutterologist* (ISBN# 978-1-891440-56-4).

Get Paid To Shop!

Would you like to get paid to go shopping? Do you like to eat out, go to the movies, buy flowers and play golf? Mystery shopping is used by hundreds of well-known businesses to ensure top quality service for their customers. Learn how mystery shopping works, how to avoid the scams, what types of reports are used, the dos and don'ts of getting hired and how you can get into the "shopper's network." During this class you will receive a comprehensive workbook which includes hundreds of legitimate resources for mystery shopping plus other types of assignments which will enable you to part-time income that fits into your own personal schedule.

Instructor: Elaine Moran Fee: \$45*

9107 Monday 7/15 6:15-9:00pm LL
 Author of *How to Become a Mystery Shopper*, nominated as one of the top three mystery shoppers in the country.

*plus \$20 materials fee payable to instructor

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, skills that will help you succeed in the real world of bartending and throughout life. 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.

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
9239 Monday 7/15, 7/22 & 7/29

Fee: \$159*
6-10pm LL

*plus \$40 materials fee payable to instructor (90-page colored manual, flash cards, jigger, pour spout, plastic practice shaker, three certificates)

ATTENTION BUSINESS MANAGERS

Customized Training Available

Contract Training 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 can include online or distance learning strategies.



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.

Bartend Like A Rock Star - The Business Of Bartending

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ATTENTION BUSINESS MANAGERS

Customized Training Available

Contract Training 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 can include online or distance learning strategies.



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.

Medical Transcription

The Medical Transcription online training program helps students develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology. The online platform provides 24/7 access to the curriculum, allowing students to study on a schedule that fits their individual lifestyles. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9308 Instructor: Career Step Fee: \$2,295*
*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: \$2,295*
*includes all necessary materials and software, personalized student support and job placement assistance



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: \$2,595*
*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: \$1,495*
*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: \$2,695*
*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



CAREER

New Career

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: \$1,995*

*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: \$1,795*

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



Administrative Assistant

The Administrative 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: \$1,195*

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



Dementia Care Specialist

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume.

Instructor: Pamela Atwood, UGotClass Fee: \$495

7047 Start Date: 6/3

End Date: 7/26

Last day to register: 6/7



Additional online New Career classes - Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more. Go to <http://citruscollege.augusoft.net/>. Click on courses, under 'on the net' look under CAREERS.

CAREER

Professional Development

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 gain knowledge of ways to consistently deliver great service. The payoff is enormous.

Instructor: Fred Bayley, UGotClass
Fee: \$145

7005 Start Date: 7/1 End Date: 7/26
Last day to register: 7/5



Practical Math For The Workplace

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: 6/3 End Date: 6/28
Last day to register: 6/7



Media Buying Strategies

Discover the marketing planning process to clearly delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process. This course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with knowledge of media buying strategies to promote your organization and boost sales and profits.

Instructor: Erin Parnell, UGotClass
Fee: \$195

7049 Start Date: 7/1 End Date: 7/26
Last day to register: 7/5



Google Analytics

If you are not reviewing your Web site statistics, then you are missing several key opportunities to profit from your Web site traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use Web site analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your Web site visitors. A must for anyone serious about leveraging more success from their Web site.

Instructors: Dan Belhassen and Susan Hurrell, UGotClass
Fee: \$195

7036 Start Date: 7/1 End Date: 7/26
Last day to register: 7/5



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.

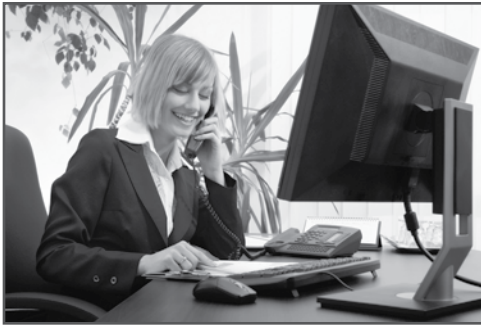
CAREER

Professional Development

Designing Successful Webinars

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Instructor: William A. Draves, UGotClass Fee: \$195
7040 Start Date: 6/3 End Date: 6/28
Last day to register: 6/7



Facebook® For Business: Advanced Skills For Businesses And Organizations

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: 7/1 End Date: 7/26
Last day to register: 7/5



Recruiting And Retaining Gen X And Gen Y

Generation X balances work and friends and family. Generation Y, the largest generation in human history, has never known a time when there was not a World Wide Web. They each have very different work styles than the Baby Boomer generation. Get an understanding of both Gen X and Gen Y from an expert who programs and markets to Gen Y. Discover what motivates them at work, what incentives they respond to, and what messages they value. Then take home practical, how-to tips and techniques for recruiting and retaining Generation X and Gen Y workers.

Instructor: Heather Dimitt, UGotClass Fee: \$175
7046 Start Date: 6/3 End Date: 6/28
Last day to register: 6/7



Successful Survey Techniques

Your customers hold the key to your organization's success. Getting to know your customers better means lower costs and better results, including higher retention, more customer satisfaction, more returning customers.

Surveys are one of the best ways to find out what your customers want and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys.

This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. We guarantee it (or your money back)!

Course includes a personal FREE critique of one of your surveys!

Instructor: William A. Graves, UGotClass Fee: \$395
7044 Start Date: 6/3 End Date: 6/28
Last day to register: 6/7



CAREER

Professional Development

Become A Notary In One Day (for first-time notaries)

Start your own business, become a more valuable employee, provide customer service for your business or organization, and earn additional income and get recommissioned. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective notary. You will learn about new legislation, as well as how to pass the official notary exam, identify document signers, keep a journal, complete certificates and avoid lawsuits. The seminar includes a practice notary public exam.

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 or state issued ID card
- 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	7/20	8am-6pm AN 101
	*plus \$30 materials fee payable to instructor		



Renew Your Notary Commission

LEARN NEW 2013 NOTARY LAWS! As of January 2009, renewing notaries must take a three-hour approved notary refreshers course. We will review all laws and regulations that are required to continue as a notary.

	Instructor:	Notary Public Seminars, Inc.	Fee: \$55*
9103	Saturday	7/20	12:45-6pm AN 101
	*plus \$30 materials fee payable to instructor		

WANT A JOB THAT'S IN DEMAND?

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- Administrative Assisting
- Computer Technician

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www.athometraining.com/citrus

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Available!

CAREER

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/>

Mobile Marketing

7050 Certificate (completion of all classes below) Fee: \$595



Mobile Marketing

Instructor: Heather Dimitt, UGotClass Fee: \$195

7051 Start Date: 6/3 End Date: 6/28

Last day to register: 6/7

Creating Cell Phone Apps For Your Business

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$245

7037 Start Date: 7/1 End Date: 7/26

Last day to register: 7/5

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7052 Start Date: 8/5 End Date: 8/30

Last day to register: 8/9

eMarketing Essentials

7012 Certificate (completion of all classes below) Fee: \$495



Improving E-mail Promotions

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$195

7013 Start Date: 6/3 End Date: 6/28

Last day to register: 6/7

Boosting Your Web Site Traffic

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$195

7014 Start Date: 7/1 End Date: 7/26

Last day to register: 7/5

Online Advertising

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$195

7015 Start Date: 8/5 End Date: 8/30

Last day to register: 8/9

Video Marketing

7053 Certificate (completion of all classes below) Fee: \$395



Video Marketing

Instructor: Erin Huggins, UGotClass Fee: \$245

7054 Start Date: 6/3 End Date: 6/28

Last day to register: 6/7

YouTube For Business

Instructor: Jennifer Selke, UGotClass Fee: \$245

7042 Start Date: 7/1 End Date: 7/26

Last day to register: 7/5



Business Research

7029 Certificate (these courses are not offered individually) Fee: \$495



Introduction to Business Research

Instructor: Cathy Boys, UGotClass

Start Date: 6/3 End Date: 6/28

Last day to register: 6/7

Business Statistics

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 7/1 End Date: 7/26

Last day to register: 7/5

Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 8/5 End Date: 8/30

Last day to register: 8/9

CAREER

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: 6/3 End Date: 6/28

Last day to register: 6/7

Marketing Using Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 7/1 End Date: 7/26

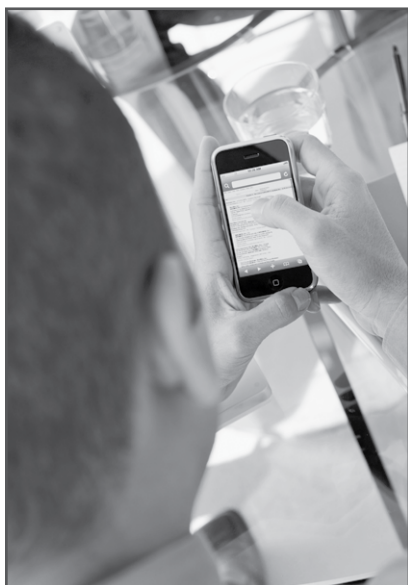
Last day to register: 7/5

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 8/5 End Date: 8/30

Last day to register: 8/9



Online Teaching

7024 Certificate to become a Certified Online Instructor (COI) (completion of all classes below) Fee: \$495

includes exam, online course critique, and peer evaluation of online course



Building Online Learning Communities

Instructors: Dr. Rena M. Palloff/ Dr. Keith Pratt Fee: \$195

7025 Start Date: 7/15 End Date: 7/19

Last day to register: 7/8

Advanced Teaching Online

Instructor: William A. Draves, UGotClass Fee: \$195

7026 Start Date: 8/26 End Date: 8/30

Last day to register: 8/19

Designing Online Instruction

Instructor: Dr. Rita-Marie Conrad Fee: \$195

7027 Start Date: 11/4 End Date: 11/8

Last day to register: 10/28

LEED Green Associate Exam Prep

Instructor: Kelly Gearheart, UGotClass Fee: \$695

7022 Start Date: 6/3 End Date: 6/26

Last day to register: 6/7



Supervisory & Leadership

Instructor: Sally Klauss, UGotClass Fee: \$395

7028 Certificate

Start Date: 6/3 End Date: 6/26

Last day to register: 6/7



Students With Aspergers

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: 6/3 **End Date:** 6/28
Last day to register: 6/7



Generational Learning Styles For K-12 Teachers

Your students learn differently than you do. Come find out how to help your students learn more. Then, discover something new about yourself.

Get fascinating info 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: 7/1 **End Date:** 7/26
Last day to register: 7/5



Social Media and Online Tools For K-12 Teachers

Facebook, Twitter, YouTube, it's 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 as to 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, Flickr, 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. For any teacher interested in social media, from beginners to advanced social networkers.

Instructor: Heather Dimitt, UGotClass **Fee:** \$245
7033 Start Date: 7/1 **End Date:** 7/26
Last day to register: 7/5



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 **Fee:** \$145
 Williams A. Draves, UGotClass
7030 Start Date: 6/3 **End Date:** 6/28
Last day to register: 6/7



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: 6/3 **End Date:** 6/28
Last day to register: 6/7



PERSONAL ENRICHMENT

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 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 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.
Holiday closures: July 4.

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

Cardio-Circuit Training

Fast-Paced Circuit – 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

June 24 - August 15

9324 Fee: \$35*

9325 Fee: \$29* Forever Young 55+

Register for the summer session by June 10 to receive a \$5 discount.



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. Want to burn calories and have fun? Then Zumba is for you!

Instructor: Rachael Clark

9318 Monday 6/24 - 8/12 6-7pm AP 110 \$35

Fitness Fusion

This class is designed to fire up your body with a different workout each week. We include a full body conditioning program to address strength, balance, and flexibility. Mind/body focus will also help you leave feeling relaxed, strong and encouraged with your results.

Instructors: Lynda Razo
9427 Thursday 6/27 - 8/15 5-6pm AP 110 \$31*



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 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 6/26 - 8/14 5:30-6:30pm AP 110 \$35*

PERSONAL ENRICHMENT

Fitness

* No refunds will be issued after classes begin.

Holiday closures: July 4, 2013.

Note: Class fees may vary because of schedules affected by holiday closures.

Low Impact – Cardio Conditioning

This class is a combination of 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 6/24 - 8/12 5-6pm AP 110 \$35*

Restorative Yoga

This class is designed to build muscle, tone problem areas and support weight loss through the use of classic, flowing yoga poses.

Instructor: Irene George
9330 Thursday 6/27 - 8/15 6-7am AP 110 \$31

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 6/27 - 8/15 6-7pm AP 110 \$31*



Intermediate 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 6/26 - 8/14 5-6pm AP 110 \$35*
9334 Saturday 6/29 - 8/17 9-10am AP 110 \$35*



Swim Lessons and Aquatics Classes

For up-to-date information and class details about:

- Recreational Swimming
- Lap Swimming
- Water Aerobics

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.

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

PERSONAL ENRICHMENT

Health & Self

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 find out:

- how to put a stop to junk mail – NOW
- how to distinguish between organized and neat
- how much keeping your *stuff costs*
- how to determine *keep* items from *toss* items
- removing clutter to improve your life
- creating an efficient environment so you can get more done

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

Instructor: Nancy Miller Fee: \$45*
9261 Monday 7/15 6:30-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *Clutterology®* (ISBN #978-1-891440-62-5).



Unclutter Your Mind

Did you know that the average person thinks over 12,000 thoughts per day? Did you know our minds never sleep, functioning even when the body is at rest and that most of our thoughts bombard us with fear, frustration, anger and self-judgment? The good news is we can change the way we think. Gandhi put it perfectly when he said we should not mistake what is habitual for what is normal. We are not born with unhealthy habits or thoughts. Since we learned them, we can unlearn them and help others do the same. During this workshop, you'll learn how to:

- identify, let go, control and change the way you think
- perform breathing, meditation, and other exercises allowing your mind to un-clutter, focus, and be still
- use simple tools to think and feel differently
- practice thoughts of appreciation, compassion, and forgiveness for yourself and for others

We can retrain and unclutter our mind to see and think differently. Using these tools will help you rediscover your true self and experience the inner ease and peace you want. When your mind is at peace, you send peace to everyone around you.

Instructor: Margaret Pappas, MLS Fee: \$45*
9155 Saturday 7/13 9:15am-12:15pm LL

*plus \$10 materials fee payable to instructor

PERSONAL ENRICHMENT

Health & Self

Think Healthy, Be Thin, Stay Thin

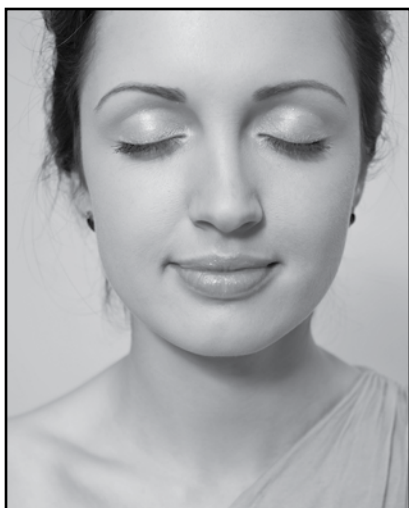
In today's society, we are facing an epidemic of obesity and related diseases that if not solved will bankrupt our society. Disease and obesity at any level is a handicap. It undermines confidence, reduces your chances for career advancement and puts an unnecessary strain on your body. If you're addicted to sweets, compulsive eating, bingeing, eating between meals or before bedtime, then this seminar may be what you're looking for. This is the most relaxing, effortless and safe way to lose weight-no diets, no calories to count, no struggle. Through the power of your subconscious mind, you'll gain control over your eating habits and cravings. Be slim and fit for life with self-hypnosis-easy, safe, effective – the natural way.

Instructor: Jethro Carter, C.C.Ht. Fee: \$45*
 9157 Saturday 7/13 9am-12pm LL
 *plus \$15 materials fee payable to instructor

Self-Hypnosis Stress Reduction And Relaxation Techniques

Designed to fit the lifestyle needs of the 21st century, you will learn self-hypnosis and other relaxation techniques for managing daily stressful situations. Whether you are working on the job or at home, the techniques you learn can enhance your relationships and improve your health physically, mentally, spiritually and financially.

Instructor: Jethro Carter, C.C.Ht. Fee: \$45*
 9156 Saturday 7/27 9am-12pm LL
 *plus \$15 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 makeup application and foundation selection, including a basic understanding of face shapes, bone structures, hues and what eye shadows to use. The class will cover day and evening looks, plus natural, bold and trendy runway looks. You will learn how to correct and reshape brows, as well as how to apply eye lashes. You will learn blending techniques, shading and contouring to create the most glamorous looks. Step by step application provides the ultimate supervision from the instructor.

Instructor: Michelle Jackson Fee: \$59*
 One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.
 9348 Saturday 7/13 10am-12:30pm LL
 *plus \$30 materials fee payable to instructor



Adult Makeup And Skincare

In this hands-on workshop, you'll learn step-by-step makeup application techniques that will enhance your beauty. Learn the best way to cover rosacea, age spots, dark under-eye circles and skin discoloration. Discover what to use for those pesky fine lines and wrinkles. Whether you're a stay-at-home mom or a working professional, you will leave confident and ready to put your "best face forward!"

Instructor: Michelle Jackson Fee: \$59*
 One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.
 9322 Saturday 7/13 1:30-4:30pm LL
 *plus \$30 materials fee payable to instructor

PERSONAL ENRICHMENT

Computers & Technology

NEW! Help, I Don't Understand My Computer? Computer Basics, The Internet and Social Networking

Do you have a computer but don't understand how to use it, or better yet, what it can do for you? Are you constantly asking your friends and coworkers about the Internet and how social networking works? If so, then this class is for you! In this class, you'll learn the basics of Microsoft Windows, web browsers, and social networking. You'll learn the positives and negatives of using new ways to communicate with friends and family using social networking sites. After this class, people will come to you for answers about their computer!

Instructor: Joyce Miyabe Fee: \$105*
9431 Thursday 7/11-8/15 6-8pm LL



Photo Magic Using Adobe® Photoshop® CS4

Learn how to use Adobe Photoshop, the industry standard image editing software, to turn ordinary family photos and other pictures into true photographic works of art. Like magic, you'll be able to retouch pictures to correct lighting and color, remove lines and blemishes from people's faces, and clearly reveal the details that were totally hidden in dark areas of pictures. You'll learn how to insert and remove people, animals, and objects from photos, and completely change backgrounds. You'll work with layers and master a wide array of specialized techniques and brushstrokes. This is a fun and rewarding two-day workshop that is sure to add a whole new dimension of artistic creativity to your photographic hobby. If you enjoy taking and displaying photos, this class is a must!

Instructor: Bill Napoli Fee: \$125*
9121 Saturday 7/13 & 7/20 9am-4pm LL 103
*plus \$45 materials fee payable to instructor

*plus \$30 materials fee payable to instructor for the book, *Fishin' With A Net* (ISBN #978-1-891440-55-7).

Building Your Web Site On \$5 A Month

Consumers are searching the Web for products and services, and if you don't have a Web site, you are missing out on reaching a large number of potential customers. Programmers and Web site designers charge high rates, promising results with little to no knowledge of your business and industry. YOU know more about your needs than anyone else, and can build an attractive Web site that drives sales. When you learn what to put on your Web site, how to design it and how to promote it, you will enhance your Web presence. In this demonstration class, you'll gain knowledge in:

- Determining your specific Web design needs
- Sustaining Web traffic by making your site user-friendly
- Making a cost-saving online shopping system
- How to get your site listed with a search engine

When you complete this class, you'll have the knowledge, confidence and tools to create your own Web site with solutions costing only \$5 per month! **No website development experience necessary. This program is for website beginners, experts, managers and web designers.**

Instructor: Mike Rounds Fee: \$45*
9127 Monday 7/15 6:30-9:30pm LL 103



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.

PERSONAL ENRICHMENT

Computers & Technology

Spectacular PowerPoint® 2010

Whether you are a public speaker, teacher, student, business person, or simply someone who wants to communicate more effectively, PowerPoint 2007 will help you organize and convey your ideas in a dramatic, professional and entertaining manner. In this one-day seminar, you will learn how to plan and create spectacular PowerPoint presentations using all the stunning new graphic design tools incorporated in PowerPoint 2007. Enliven your presentations with exciting templates, themes, slide transitions, animated graphics, sound effects, music, and much more. Use PowerPoint presentations to create self-running shows, publish your presentations to the Internet, create audience handouts, and use Pack and Go to package your presentation to run on other computers.

Instructor: Bill Napoli Fee: \$99*
9126 Saturday 6/29 9am-4pm LL 103
*plus \$40 materials fee payable to instructor

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: 7/1 End Date: 7/26
Last day to register: 7/5



ProTools and Audio Recording Basics

Get a head start on learning the industry standard audio recording software, ProTools from Avid. As an Avid sponsored school, we will offer one 2-week block of intensive classes in ProTools and audio recording basics. The class will focus on the basic structure and operation of the software in a multi-track recording studio environment. You will have the opportunity to learn miking of the drum kit as well as tracking and mixing a full session. This class is also a great jump-start into the Citrus College Recording Technology Program or just a “between semester” refresher.

Instructor: Tim Jaquette Fee: \$195
9274 Monday-Thursday 7/8-7/18 VT 320

Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on cyber security basics and fundamentals. Designed for non-technical managers, directors and others in the workplace, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

Instructor: Ken Pfeil, UGotClass Fee: \$245
7038 Start Date: 7/1 End Date: 7/26
Last day to register: 7/5



Photoshop®

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: 6/3 End Date: 6/28
Last day to register: 6/7



PERSONAL ENRICHMENT

Hobbies & Interests



NEW! Fascination With Movie Music

Students will learn how and why movie composers create music that has “staying power”. Composition techniques utilized by prolific movie composers, such as chromaticism, melodic and rhythmic repetition, motifs, dissonance and deceptive melodic lines will be explored. Movie music is fascinating in various genres. A love for movie music a must!

Instructor: Mary Bigley-Cronin Fee: \$105*
9430 Saturday 6/29, 7/13, 11:30am-1:30pm LL
7/20 & 7/27

*plus \$1 materials fee payable to the instructor

Music Chord Mastery: A Visual Approach

Learn chord mastery using visual and mathematical approaches! College preparatory students and adults will learn major, minor, augmented and diminished chord formulas, root position chord and inversions, chord recognition in treble and base clefs, and how to determine the root of chords through written drills. Continued discussion of key signatures and chords will be introduced with visual and mathematical approaches.

Instructor: Mary Bigley-Cronin Fee: \$105*
9399 Saturday 6/29, 7/13, 9-11am LL
7/20 & 7/27

*plus \$2 materials fee payable to the 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, the “why” of painting. We will experience the poetry of art. 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 limited: register early!

Instructor: Chris Van Winkle Fee: \$150
9384 Monday-Saturday 6/17 - 6/22 9am-3pm AC 109

For more information, contact instructor by e-mail:
chrisvw@charter.net

FINANCE

Real Estate

Increase Your Success As A First-Time Home Buyer

Discover how to successfully purchase a home in today’s changing market. Learn about the new loan qualifying guidelines for FHA and Conventional mortgages, how to be pre-approved for a mortgage, and how to find a great deal on all types of homes for sale! Topics include:

- foreclosure and short sales
- credit score and what it means
- FHA vs. Conventional mortgages
- loan qualifying guidelines
- how much money do you need?

Participants will leave with the confidence needed to shop for a home immediately.

Instructor: Sandra Tupurins Fee: \$45 (bring a spouse or guest for free)
Licensed by the Department of Real Estate (Lic. # 01196713)
9255 Saturday 6/29 9:30am-1pm LL





Teen Makeup And Skin Care (Ages 13-17)

Master the step-by-step makeup application techniques to enhance your beauty. Succeed in covering and treating acne and dark under-eye circles. Understand your skin type and how to ensure beautiful clear skin. Create different looks for different occasions.

Instructor: Michelle Jackson Fee: \$59*
 One of Hollywood's leading celebrity
 makeup artists for television, motion
 pictures and Vogue magazine.

9165 Saturday 7/16 10am-1pm LL
 *plus \$30 materials fee payable to instructor

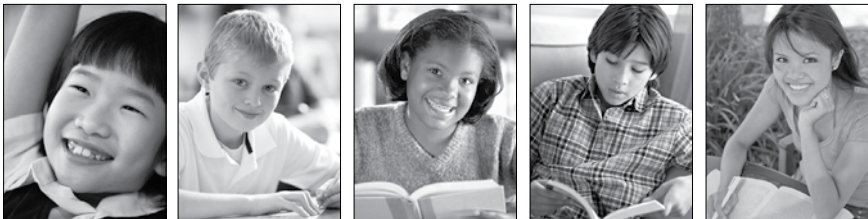
Teen Summer Acting Intensive For High School Students (Grades 9-12)

A challenging theatre arts program, which stimulates the student's imagination and ignites their passion for acting. Course includes acting techniques, movement, voice, speech, and scene study with a final Showcase of Student Work on July 25 at 7pm! Students work THREE hours a day THREE days a week for TWO weeks. This is an intensive and rigorous program that is fast and affordable. Join us and experience the quality of theatre training available at Citrus College!

Instructors: Ana Mateo & Kevin Figueroa Fee: \$159
 9264 Tuesday/Wednesday/Thursday 7/16 - 7/25 1-4pm Little Theatre

For additional information, please email Cherie Brown, Program Director for Performance at cbrown@citruscollege.edu

Reading Skills and Speed Reading Programs for Children and Adults



Citrus College, Community Education, is offering eight different reading skills programs for 4-year-olds through adults this summer.

Reading programs for younger students build comprehension and students learn the phonics and fluency skills they need to become strong readers.

Programs for older students and adults are geared toward improving comprehension and study skills, vocabulary, and speed reading.

The skills taught in the classes reinforce the importance of reading for pleasure and developing a lifelong love of books.

The programs are taught by instructors from the Institute of Reading Development. Tuition and materials fees vary by program level. Programs meet on campus and begin July 24th.

Schedule Code:
98-S2-2B7F

For More Information or to Register
Call 1-800-979-8980
 Mon-Thurs 7am - 7pm; Fri 7am - 6pm; Sat 7am - 1pm

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)

Goals: enter and exit water using ladder, steps or side; blow bubbles through mouth and nose; submerge mouth, nose and eyes; open eyes under water and retrieve submerged objects; bobbing; front and back floats and glides; 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; alternating and simultaneous arm 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

Dates, Times & Fees



Session Dates

Session 1 (Saturdays)
June 22 - July 13

Session 3 (Saturdays)
July 20 - August 10

Session 5 (Weekdays)
July 22 - August 1

Session 2 (Weekdays)
June 17 - June 27

Session 4 (Weekdays)
July 8 - July 18

Session 6 (Weekdays)
August 5 - August 15

SWIM LESSONS 2013 REGISTRATION DATES					
			ONLINE & WALK-IN REGISTRATION	ONLINE & WALK-IN REGISTRATION ENDS:	
SESSION	DAYS	DATES		GROUP	PRIVATE
1	SATURDAY	6/22-7/13	6/8	6/21	6/19
2	MON-THUR	6/17-6/27	6/3	6/14	6/12
3	SATURDAY	7/20-8/10	7/6	7/19	7/17
4	MON-THUR	7/8-7/18	6/24	7/5	7/3
5	MON-THUR	7/22-8/1	7/8	7/19	7/17
6	MON-THUR	8/5-8/15	7/22	8/2	7/31

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	3:00	8, 25 minute lessons - \$55
Water Babies	9:30, 3:30, 5:30	8, 25 minute lessons - \$55
Tiny Tots	10:00, 4:00, 6:00	8, 25 minute lessons - \$55
Super Tots	10:00, 3:30, 5:00, 6:00	8, 25 minute lessons - \$55
Ages 6 - 11	10:30, 4:00, 6:00	8, 45 minute lessons - \$95

Private Weekday Sessions

Infant-Water Babies, Water Babies, Tiny Tots	4:30, 5:00, 5:30, 6:30	8, 25 minute lessons - \$155
Super Tots	3:00, 3:30, 5:00, 5:30, 6:00, 6:30	8, 25 minute lessons - \$155
Ages 6-11, Teen, Adult	9:30, 10:30, 3:00, 4:00, 5:00, 6:00	8, 45 minute lessons - \$195

Group Saturday Sessions

Infant - Water Babies	11:00	4, 50 minute lessons - \$55
Water Babies	10:00	4, 50 minute lessons - \$55
Tiny Tots	9:00, 12:00	4, 50 minute lessons - \$55
Super Tots	10:00, 12:00	4, 50 minute lessons - \$55
Ages 6 - 11	9:00, 11:00	4, 50 minute lessons - \$55

Private Saturday Sessions

Super Tots	9:00, 12:00	4, 50 minute lessons - \$155
Ages 6-11, Teen, Adult	9:00, 10:00, 11:00, 12:00	4, 50 minute lessons - \$155

TRAVEL

Places to Go

Please call (626) 852-8022 for information regarding tours, including travel brochures.
All prices subject to change.



New York City Holiday

Five day escorted tour of Greenwich Village, Wall Street, Radio City Music Hall, Statue of Liberty, Ellis Island and many more attractions. Price includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 5 meals.

Departure Date: December 2, 2013

Cost: \$2,599 double; \$3,599 single; \$2,569 triple

Payment terms: \$250 deposit, final payment date is 7/26/13.

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) 914-8530 or stop by the Counseling and Advisement Center located in the Student Services Building.



Citrus College

Study Abroad

for the ultimate educational experience



Visit our Website www.citruscollege.edu/studyabroad
Call 626.914.8560 for brochures and information.

NONCREDIT

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 in ESL: Beginning, ESL: Intermediate, or ESL: Advanced is determined at the time you register.

Registration is ongoing throughout the semester.

NC 302 – ESL A: Beginning

This course develops basic English skills through the practice of listening, speaking, reading, and writing.

Instructor:		Staff			
40564	Mon-Thurs	6/24-8/15	9am-12:15pm	LL	
40565	Mon-Thurs	6/24-8/15	5:30-8:45pm	LL	



NC 303 – ESL B: Intermediate

This course builds comprehension and communication of spoken English through the practice of the four skills - listening, speaking, reading, and writing. The course emphasizes building confidence in oral expression and refining pronunciation.

Instructor:		Staff			
40567	Mon-Thurs	6/24-8/15	9am-12:15pm	LL	
40569	Mon-Thurs	6/24-8/15	5:30-8:45pm	LL	



NC 300 – Academic ESL I

Academic ESL I is a course for non-credit students to prepare for credit ESL classes by practicing the four language skills - listening, speaking, reading, and writing. It is an introduction to credit course requirements that include attendance, homework, and assessment. The course includes pronunciation and conversation.

Instructor:		Staff			
40556	Mon-Thurs	6/24-7/18	9am-12:20pm	LL	
40557	Mon-Thurs	7/22-8/15	9am-12:10pm	LL	
40558	Mon-Thurs	6/24-7/18	5:30-8:50pm	LL	
40559	Mon-Thurs	7/22-8/15	5:30-8:40pm	LL	

NC 301 – Academic ESL II

Academic ESL II facilitates the transition of the noncredit ESL student to credit ESL. The course focus is to improve the student's skill of listening to, speaking, reading, and writing the English language. The course includes pronunciation and conversation to build communication skills and fluency.

Instructor:		Staff			
40560	Mon-Thurs	6/24-7/18	9am-12:20pm	LL	
40561	Mon-Thurs	7/22-8/07	9am-1:35pm	LL	
40562	Mon-Thurs	6/24-7/18	5:30-8:50pm	LL	
40563	Mon-Thurs	7/22-8/15	5:30-8:40pm	LL	



NC 607 - Skilled Nursing Facility Activity Leader

A course designed to meet minimum state certification requirements for activity leaders in skilled nursing care facilities. This course will also be helpful to anyone involved with care in an extended care facility.

Instructor: Bernetta Sailors
 40555 Tuesday/ 6/24 - 8/1 4:30-8:20pm LL
 Thursday
 Saturday 8:45am-12:50pm LL
 Student will be required to purchase a textbook.

NC 632 – Air Conditioning I

Topics will include fundamentals of refrigeration theory and practice, introductory basic electricity, service of refrigeration equipment and accessories including compressors, condensers, evaporators and metering devices. Review for EPA exam.

Instructor: Paul Fallat
 40449 Tuesday/ 6/25-8/15 6-9:20pm TE 102
 Thursday
 Student will be required to purchase a textbook.



For a complete listing of all noncredit classes, check our Web site at www.citruscollege.edu/ce or call the Continuing Education office, (626) 852-8022.

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Summer 2013

High School Summer School programs are offered through the Noncredit Department in partnership with area high school districts, including Azusa, Claremont, Duarte and Monrovia. Programs include credit recovery and basic skills courses.

Please contact 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 12 – July 17

Days: Monday - Friday

Time: 7:55am – 1:05pm

Contact: Vincent Jantz 626-858-6192

Classes: Biology A, Biology B, Physical Science A, Physical Science B, Algebra 1A, Algebra IB, Freshman English A, Freshman English B

Claremont Unified School District

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

Dates: June 20 – July 19

Time: 8:00am – 2:30pm

Contact: Steven Patterson
909-624-9053 ext. 30406

Felipe Delvasto
909-398-0609 ext. 40001

Classes: Algebra IIB, U. S. History A, U. S. History B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, Biology A, Biology B, Chemistry A, Chemistry B

Duarte Unified School District

Location: Duarte High School
1565 E. Central Avenue
Duarte, CA 91010

Dates: June 17 – July 25

Days: Monday – Thursday

Time: 8:00am – 2:00pm

Contact: Paola Torres 626-599-5713
Pat Yamauchi 626-599-5711

Classes: Biology A, Biology B, Earth Science A, Earth Science B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, Geometry A, Geometry B, U. S. History A, U. S. History B, Algebra IA, Algebra IB, World History A, World History B

Monrovia Unified School District

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

Dates: June 13 – July 18

Days: Monday - Friday

Time: 7:30am – 12:45pm

Contact: Javier De La O 626-471-2868

Classes: Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, World History A, World History B, Algebra IA, Algebra IB, Algebra IIA, Algebra IIB, Biology A, Biology B, Earth Science A, Earth Science B

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

CLASS DESCRIPTIONS

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 integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles and spheres), probability and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 224B Geometry B

This integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles and spheres), probability and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently 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 English Standards to meet the minimum course requirements for high school graduation.

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

CLASS DESCRIPTIONS

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 215A World History A

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

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

CLASS DESCRIPTIONS

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 corrections or changes at any time without prior notice.

Cambios en el Horario de Clase

Citrus College hace todo lo necesario para asegurar la exactitud de la información encontrada en este catálogo. Sin embargo, el colegio se reserva el derecho de hacer cambios, en cualquier momento, sin previo aviso.

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. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

Inscripción Abierta

Todas las clases, secciones de clases, y clases del Distrito deben de contar con inscripción abierta para cualquiera persona que haya sido admitida al colegio. La inscripción puede estar sujeta a un sistema de prioridad establecido. La inscripción también puede estar limitada a estudiantes que llenen pre-requisitos o co-requisitos válidos, o debido a otras consideraciones o exenciones que sean.

Nondiscrimination Policy

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS), mental disability, sexual orientation or military status as a Vietnam-era veteran in any policies, procedures or practices. In addition, it is the stated policy of Citrus Community College District that harassment is prohibited and that regular employees shall not be denied family care leave if eligible under the Fair Employment and Housing Act. All of these categories are protected by the following legislation: Titles 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, the Fair Employment and Housing Act, California Government Code 12900 et seq., and the Americans with Disabilities Act of 1990. Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

Leyley de No-Discriminación

Citrus Community College District no discrimina a ninguna persona en base a su raza, color, linaje, lugar de origen, sexo, edad (más de 40 años), religión, estado civil, condición médica (incluyendo cáncer), incapacidad mental o física (incluyendo SIDA o HIV), orientación sexual, o estado militar como veterano de la guerra de Vietnam en ninguna de sus reglas, procedimientos o prácticas. Está también estipulado en los reglamentos del distrito que el acoso queda estrictamente prohibido, y que no se le negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de "Fair Employment and Housing Act." Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de "Fair Employment and Housing Act," el Código 12900 et seq. del Gobierno del Estado de California, y la ley de "Americans with Disabilities" de 1990. Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

Student Grievances

The student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Citrus Community College District, the Education Code of the State of California, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title VII of the Civil Rights Act of 1964. Students are advised that grievances must be filed within 20 school days of the alleged event. The procedures do not apply to the employment rights of students. Citrus College students have the right of protection against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or actions by an employee of the college. Information regarding student grievance procedures may be obtained in college planning classes or from the vice president of student services, Administration Building, first floor, 626-914-8534.

Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con 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 limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes. Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o mantenidas por parte de cualquier empleado de Citrus College. Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del edificio de Administración, 626-914-8534.

Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702

The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees.

With the exception of alcohol products intended fully for use in classroom scientific experiments, and not intended for human consumption, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any other controlled substance is prohibited on District-owned or controlled property, at District-sponsored or supervised functions, or related to or arising from

District attendance or activity.

All employees 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 dismissal. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the superintendent/president.

The superintendent/president shall assure that the college distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act. Approved April 28, 2004.

Programa Libre de Drogas y de Prevención del Consumo de Drogas

Referencias: Acta de Escuelas y Comunidades Libre de Drogas 20 U.S.C. Sección 1145g y 34 C.F.R. Sección 861 et seq.; Acta de Área de Trabajo Libre de Drogas 1988, 41 U.S.C. Sección 702

El Colegio estará libre del uso ilegal de drogas y de la posesión ilegal de drogas, distribución ilegal de drogas por los estudiantes y empleados.

El Distrito está comprometido a mantener un ambiente libre de posesiones ilícitas, uso o distribución de sustancias ilegales y de alcohol por los estudiantes y empleados.

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción legal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito.

Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

El Superintendente/presidente debe asegurarse de que el Colegio distribuya anualmente a cada estudiante la información que requiere el Acta de Escuelas y Comunidades Libre de Drogas Enmienda de 1989 y que se cumpla con otros requisitos del Acta. Aprobado el 28 de abril del 2004.

Sexual Harassment and Sexual Violence Information

No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime-free as possible. Sections 66281.5 and 67385.7 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual violence which occur on campus, as well as, providing them with information regarding treatment options and services. Citrus College takes the issue of sexual harassment and sexual violence very seriously and is proactive in offering a safe environment for students and visitors. For this, Citrus College offers informational and preventive programs to all students and staff to help prevent the risk of sexual harassment and sexual violence on campus. Additional information is available through the Sexual Violence Prevention Statement on the college website at www.citruscollege.edu.

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of sexual nature when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or,
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of Board Policy 7102 should immediately report such incidents by following the complaint procedure set forth under Administrative Procedure 7101 – Discrimination Complaint Procedure: Students, Employees, and Job Applicants. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

Sexual assault is defined as any kind of unwanted sexual contact. This includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault and related conduct that threatens the health and safety of another person. Sexual violence may include sexual assault, rape, date rape, acquaintance rape, domestic violence, stalking, dating violence, forcing a person to watch/engage in pornography, harassment, exposing/flashing, voyeurism and/or fondling.

Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on College-owned or controlled property, at College-sponsored or supervised functions, or related to or arising from College attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

Any person who has been the victim of sexual violence or who has information regarding sexual violence 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

sexual assault on campus you may also:

1. Contact Campus Safety 24 hours a day, 7 days a week at (626) 914-8611, extension 8611 when calling from a college phone, or by dialing *11 on any of the campus pay phones and/or the Student Health Center at (626) 914-8671 during normal business hours, located in the Student Services Building.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:
 - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: (909) 626-HELP (4357) or (626) 966-4155
 - House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: (909) 988-5559
 - National Sexual Assault Hotline: (800) 656-HOPE (4673)
 - National Domestic Violence Hotline: (800) 799-7233
3. If the perpetrator is a student at Citrus College, you may choose to contact the Vice President of Student Services at (626) 914-8532 to file an administrative complaint.

Hostigamiento Sexual e Información sobre Violencia Sexual

Ninguna comunidad hoy día en nuestra sociedad puede estar completamente libre de riesgos. Sin embargo, si trabajamos juntos los estudiantes, la facultad, el personal y los visitantes, pueden crear una atmósfera que sea segura y libre de crimen lo más que se pueda. Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los distritos de colegios comunitarios adopten e implementen procedimientos para asegurarse que se de una respuesta pronta a los casos de víctimas de hostigamiento sexual y de la violencia sexual que se pudieran presentar en el campus del colegio así como ofrecerles información sobre opciones de tratamientos y servicios. Citrus College toma este tema del hostigamiento sexual y la violencia sexual muy en serio, y es proactivo 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 está disponible en la Declaración de Prevención de Violencia Sexual que se encuentra en nuestro sitio de Internet en www.citruscollege.edu.

Hostigamiento Sexual (Política de la Junta 7102/Procedimiento Administrativo 7102)

El hostigamiento sexual consiste de avances sexuales no solicitados, pedir favores sexuales y otras conductas de naturaleza sexual cuando:

- Dicha conducta se hace en base a una condición de obtener empleo, estatus académico o para recibir un progreso;
- El someterse a dicha conducta o rechazarla, se usa como la base para dañar a la persona como condición a obtener empleo o decisiones académicas en su contra.
- La conducta tiene como propósito o como resultado el tener un impacto negativo en el trabajo de la persona o en su rendimiento académico, de crear un ambiente de trabajo o de estudios que sea hostil, intimidador u ofensivo.
- El someterse o rechazar tal conducta por la persona se usa como la base de una decisión que afecta a esta persona en los beneficios o servicios que recibe, honores, programas, o actividades en las que participe ya sea en el colegio o en todo el sistema del colegio.

Cualquier estudiante o empleado/a que considere que él/ella ha sido hostigado/a ha sufrido represalias en su contra y en violación de la Política de la Junta 7102 debe reportar inmediatamente dichos incidentes y seguir los procedimientos para emitir una queja que se describen en los Procedimientos Administrativos 7101 – Procedimiento para Quejas de Discriminación: Estudiantes, Empleados, y Solicitantes de Empleo. Los empleados que violen la política y procedimientos puedan estar sujetos a acciones disciplinarias que pudieran incluir el despido. Los estudiantes que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias incluyendo la expulsión del colegio.

Ataque Sexual (Política de la Junta 3540/Procedimientos Administrativos 3540)

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre novios, forzar a una persona a ver o a participar en pornografía, hostigamiento, a mostrar sus partes privadas, o a tocar a otras personas indebidamente.

Cualquier violencia sexual o abuso físico, tal y como lo define la Ley de California, ya sea cometido por un empleado, estudiante o alguien más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de las políticas del Distrito y de sus reglamentos, y esta sujeta a todos los castigos, incluyendo cargos criminales o civiles y procedimientos disciplinarios para estudiantes o empleados.

Cualquier persona que haya sido víctima de violencia sexual o que tenga información sobre un acto de violencia sexual que haya sucedido en el campus del Colegio, se le pide que llame al 911 o al departamento de policía o del sheriff en la ciudad en donde el crimen se llevó a cabo y reporte la situación tan pronto sea posible. Si usted es víctima de ataque sexual en el campus también puede:

1. Comunicarse con Seguridad del Campus, 24 horas al día, 7 días de la semana el teléfono (626) 914-8611, extensión 8611 si llama de un teléfono del campus o marque el *11 de cualquiera de los teléfonos de paga que se encuentran en el campus del colegio, o llame al Centro de Salud para Estudiantes al (626) 914-8671 durante horas de trabajo, éste está ubicado en el edificio Hayden Hall.
2. Vaya directamente a un hospital o sala de emergencia para recibir atención médica. Por favor tenga en mente, que existen una gran cantidad de servicios comunitarios para ayudarle en caso de que tenga una crisis. Estos incluyen pero no están limitados a:
 - Project SISTER Sexual Assault Crisis & Prevention Services/Servicios de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citatorios en la corte. La línea telefónica de 24 horas es: (909) 626-HELP (4357) o (626) 966-4155
 - House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospeda de transición, ayuda legal y grupos de apoyo y de consejería. La línea telefónica de 24 horas es: (909) 988-5559
 - National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques Sexuales: (800) 656-HOPE (4673)
 - National Domestic Violence Hotline/Línea Nacional de Violencia Doméstica: (800) 799-7233
3. Si el atacante es una estudiante en Citrus College, puede elegir comunicarse con el

Vicepresidente de Servicios Estudiantiles al (626) 914-8532 o presentar una queja administrativa.

Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Education Code, Title 5, California Civil Code, and the U.S. Patriot Act. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College AP 5040. A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record.

Questions concerning student's rights under the privacy act should be directed to the Admissions and Records Office, 626-914-8511.

Reglas de Derechos & Privacidad

Los records de los estudiantes de Citrus College se archivan de acuerdo al Código de educación, Título 5, Código Civil de California y el Acta U.S. Patriot. Se requiere por escrito el consentimiento del estudiante para tener acceso o para entregar información que sea definida como récord educativo tal y como lo describen las leyes federales y estatales en Citrus College AP 5040.

La información contenida en el directorio estudiantil (Nombre, dirección, teléfono, lugar y fecha de nacimiento, programa de estudios, horario de clases, participación en actividades o deportes del colegio, el peso y la estatura de los miembros de equipos atléticos, fechas de asistencia, títulos o premios recibidos) no podrá ser obtenida a menos que la oficina de "Admissions and Records" reciba una notificación por escrito por parte del estudiante, reservándose el derecho a aprobar el acceso a la información contenida en el directorio estudiantil. Esta restricción se mantendrá en efecto hasta que sea contradicha por escrito. Además, la ley indica que un estudiante puede tener acceso a su propio expediente académico y poner a tela de juicio la exactitud o la conveniencia de mantener cierta información en dicho expediente. Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidas a la oficina de "Admissions and Records," 626-914-8511.

Student Right-to-Know

In compliance with the Student Right-To-Know and Campus Security Act of 1990, it is the policy of the Citrus Community College District and Citrus College to make available its completion and transfer rates to all current and prospective students.

Student Right-To-Know (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking is identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year equivalent transfer-preparatory program) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK Rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey). The IPEDS-GRS also tracks part-time student cohorts over a six (6) year period; however, full-time cohort status after 3 years is the only basis for calculating SRTK rates.

Access to the Citrus College Student Right-To-Know Rates and further information about the rates and how they should be interpreted is available through the "Student Right-To-Know Information Clearinghouse Web site" maintained by the Chancellor's Office, California Community Colleges at <http://srk.cccco.edu/index.asp>

Derecho de los Estudiantes a la Información

En cumplimiento del Acta de Derecho de los Estudiantes a la Información y del Acta de Seguridad en el Campus de 1990, es la política de Distrito Citrus Community College y de Citrus College hacer disponible la información sobre los tasa de transferencia y de cursos completados a todos los estudiantes actuales y futuros.

El Derecho de los Estudiantes a la Información (Student Right-To-Know, SRTK por sus siglas en inglés) se refiere al mandato federal que requiere que se haga pública la tasa del porcentaje de estudiantes que se transfieren y que terminan los requisitos. La intención de SRTK es ofrecer al consumidores estadísticas comparativas para que puedan determinar cualquier colegio seleccionador. Se requiere que todos los colegios a nivel nacional participen de forma efectiva en hacer pública esta información a partir del 2000.

SRTK es un "grupo específico" del cual se adquiere información, lo que quiere decir que un grupo de estudiantes que por primera vez entran al colegio, estudiantes "freshmen" que están inscritos de tiempo completo en busca de un título, se inscriben durante el otoño y el resultado de su estudiantes se mide a lo largo de un periodo de tiempo. Los resultados que mide SRTK son la tasa de Cumplimiento (el total del número de estudiantes en el "grupo específico" que logran obtener su título, certificado, o que de forma exitosa terminan un programa equivalente de dos años de transferencia) y la tasa de Transferencias (el número total del "grupo específico" que no logran completar el curso de estudios y fueron identificados de haberse inscrito en otra institución).

El periodo de colección de información del grupo específico es de tres (3) años, durante el cual las tasas de SRTK serán calculadas y se harán públicas. Las Tasas de SRTK se derivan y se reportan cada año en el IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey por sus siglas en inglés). El IPEDS-GRS también colecciona información de estudiantes de grupos específicos de medio tiempo durante el transcurso de seis (6) años; sin embargo, la base para calcular la tasa de SRTK para los estudiantes de tiempo completo dentro de los grupos específicos sólo se colecciona por tres años.

Acceso a las Tasas y al Derecho de Información para Estudiantes de Citrus College e información adicional sobre las tasas y sobre cómo deben interpretarse está disponible en el sitio de internet de Acceso a la Información "Student Right-To-Know Information Clearinghouse Web site" mantenido por la Oficina del Canciller de los Colegios Comunitarios de California <http://srk.cccco.edu/index.asp>

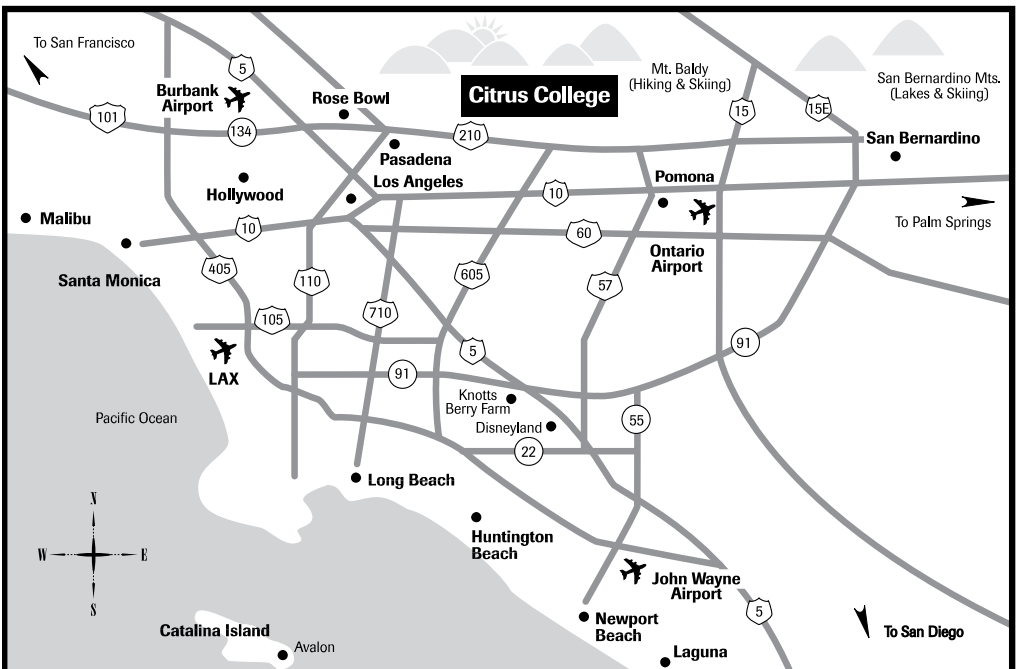
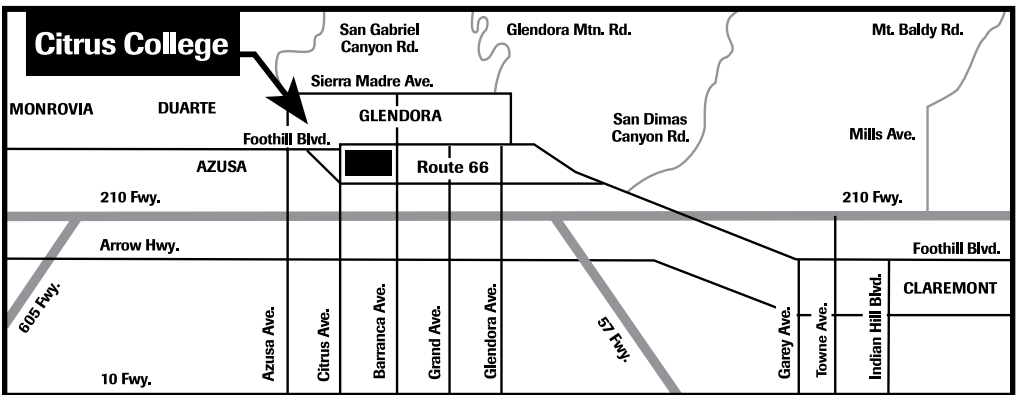
Parking Regulations/Maps

Get a Citrus College Parking Permit—At Your Fingertips

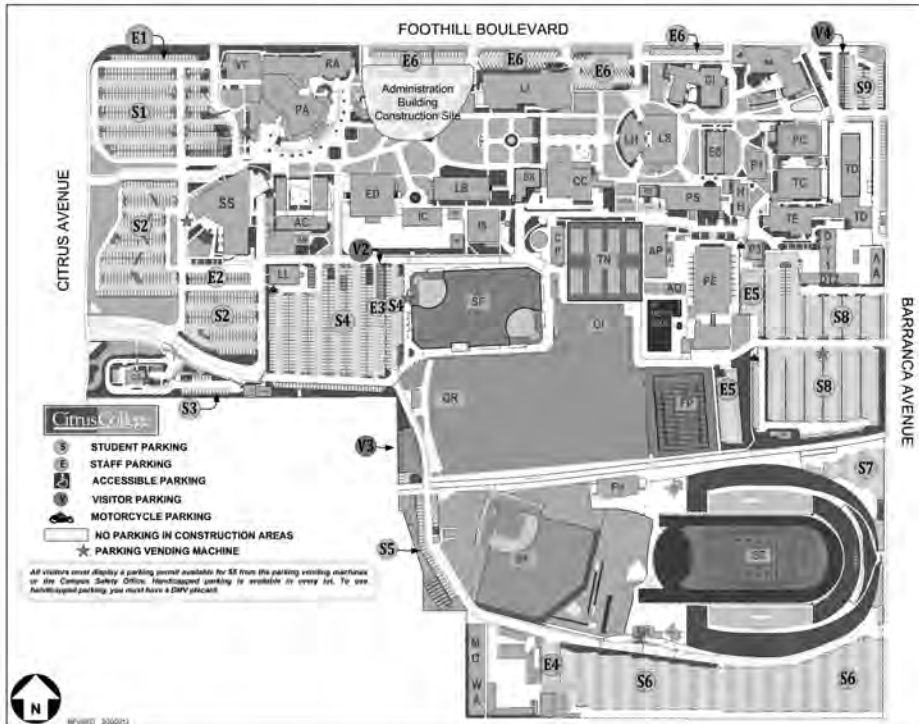
Effective Summer Session 2013, Citrus College offers an easy, convenient online method for purchasing parking permits.



- Summer parking permits are \$25.
- 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 in lots S1, S2, S3, S4, and S8.
- Daily and semester permits are not available in the Continuing Education Office.



Citrus College Campus Directory



Buildings

AA.....Automotive Annex (formerly Tech F)	LHLecture Hall
ACArt Center	LIHayden Library
ADAdministration (Under Construction)	LLLifelong Learning Center
ANAnnex	LSLife Science
APAdaptive Physical Education	MAMathematics/Sciences
AQAquatics	MOMaintenance/Operations
BFBaseball Field (FLD 2)	NBNorth Bungalow
BKOwl Bookshop	P1Portable #1
CCCampus Center	P2Portable #2
CICenter for Innovation	P3Portable #3
CPCentral Plant	PAPerforming Arts Center
CSCampus Safety	PCProfessional Center
DT 1Diesel Technology	PEPhysical Education
& DT 2 (formerly Tech G)(formerly Main Gym)
EDEducational Development Center	PSPhysical Science
ESEarth Science	RARecording Technology
FHField House	RGReprographics (Print shop)
FPFootball Practice Field (FLD 5)	SBSouth Bungalow
GHGate House	SFSoftball Field (FLD 3)
GIGolf Instruction (FLD 1)	SSStudent Services
GRGolf Driving Range	STStadium (FLD 4)
HHHayden Hall	TDTechnology Center
ICInformation Systems	TETechnician Development
LBLiberal Arts/Business	TETechnology Engineering
	TNTennis Courts
	VTVideo Technology
	WAWarehouse / Purchasing

Services

Admissions and RecordsSS	Food ServiceCC
Associated StudentsCC	FoundationCI
Athletics /KinesiologyPE	Health CenterSS
Art and Coffee BarSS	Health SciencesPC
AudiovisualLI	Human ResourcesED
AuditoriumPA	InformationSS
Board RoomCI	Instruction OfficeED
Box OfficePA	International Student CenterSS
BursarED	Learning CenterED
Business ServicesED	Little TheatrePA
Cafeteria – Owl CaféCC	Noncredit EducationLL
CalWORKSLL	Noncredit MatriculationLL
Career/Transfer CenterSS	NursingPC
CashierSS	OutreachSS
Claron, Student NewspaperTC	Printing, ReprographicsRG
College AdvancementCI	Public InformationCI
Community EducationLL	ReceivingWA
Computer CenterIS	Receiving, BookstoreBK
CosmetologyPC	Safety OfficeCS
Counseling and Advisement CenterSS	Student AffairsCC
Dental AssistingPC	Student Employment ServicesSS
Disabled Students CenterSS	Student Services OfficeSS
Distance EducationCI	Superintendent/President's OfficeSS
EstheticianP1	Swimming PoolAQ
EOP&SSS	Testing CenterED
External RelationsCI	Transfer CenterSS
Facilities RentalED	Veteran's CenterHH
Faculty / Staff LoungeCC	Vocational Education OfficeTE
Financial AidSS	
Fitness CenterAP	
FLS Language CentresP2	

Revised 2/20/2013

Learn English at Citrus College!



Improve Your English Language Skills to:

- Find Work
- Make More Money
- Improve Relationships
- Achieve Success

The Citrus College Noncredit Department offers beginning, intermediate, and advanced levels of ESL classes.

Register in person in the Continuing Education Office located in the Lifelong Learning Center, (626) 852-8022.

Register now to reserve space!

Classes are free. Minimal charge for textbook and parking permit. See page 35 for details.



Morning and evening classes are available!!

Citrus College Foundation

A Way to Remember and Be Remembered...



Over the years, planned and charitable gifts of all sizes have played an important role in educating generations of Citrus College students. Gifts of all types donated to Citrus College can leave a lasting legacy to the value you place on education.

Examples of Planned Gifts include:

- Charitable Remained Trusts (CRT)
- Bequests
- Charitable Gift Annuities (CGA)
- Real Estate Remainder Gifts
- IRA Distributions
- Retirement Funds
- Life Insurance

Contact the Citrus College Foundation today to learn about options that can make a difference in the lives that follow.

(626) 914-8825
foundation@citruscollege.edu
www.citruscollege.edu/foundation

No legal or financial advice is provided herein. Individuals should seek the advice of their own professional advisors.

Summer 2013

Junior Golf Lessons



For 7 to 17 Year Olds • \$45 Per Session • 8 a.m.-10 a.m.

SESSION DATES

SESSION 1: June 17-20

SESSION 2: June 24-27

SESSION 3: July 8-12

SESSION 4: July 15-19

ITINERARY

MONDAY – FUNDAMENTALS

TUESDAY – WOODS AND IRONS

WEDNESDAY – CHIP AND PUTT

THURSDAY – RULES AND REVIEW

The Range At Citrus will provide range balls and golf clubs if needed.

For more information visit www.citruscollege.edu/golf, call (626) 914-8688, or contact lstoner@citruscollege.edu





1000 West Foothill Boulevard
Glendora, CA 91741-1899
(626) 852-8022
www.citruscollege.edu/ce

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TIME DATED MATERIAL



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

Medical Transcription

The Medical Transcription online training program helps students develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology. The online platform provides 24/7 access to the curriculum, allowing students to study on a schedule that fits their individual lifestyles. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9308 Instructor: Career Step Fee: \$2,295*
*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: \$2,295*
*includes all necessary materials and software, personalized student support and job placement assistance



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: \$2,595*
*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: \$1,495*
*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: \$2,695*
*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



CAREER

New Career

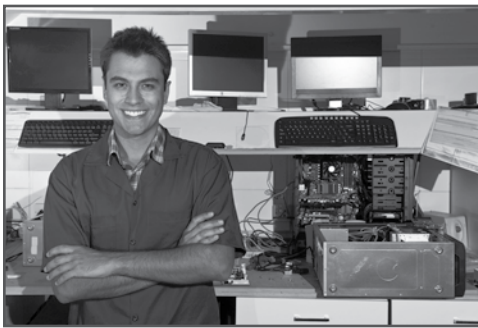
Medical Billing

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: \$1,995*

*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: \$1,795*

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



Administrative Assistant

The Administrative 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: \$1,195*

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



Dementia Care Specialist

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume.

Instructor: Pamela Atwood, UGotClass Fee: \$495

7047 Start Date: 6/3

End Date: 7/26

Last day to register: 6/7



Additional online New Career classes - Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more. Go to <http://citruscollege.augusoft.net/>. Click on courses, under 'on the net' look under CAREERS.

CAREER

Professional Development

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 gain knowledge of ways to consistently deliver great service. The payoff is enormous.

Instructor: Fred Bayley, UGotClass
Fee: \$145

7005 Start Date: 7/1 End Date: 7/26
Last day to register: 7/5



Practical Math For The Workplace

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: 6/3 End Date: 6/28
Last day to register: 6/7



Media Buying Strategies

Discover the marketing planning process to clearly delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process. This course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with knowledge of media buying strategies to promote your organization and boost sales and profits.

Instructor: Erin Parnell, UGotClass
Fee: \$195

7049 Start Date: 7/1 End Date: 7/26
Last day to register: 7/5



Google Analytics

If you are not reviewing your Web site statistics, then you are missing several key opportunities to profit from your Web site traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use Web site analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your Web site visitors. A must for anyone serious about leveraging more success from their Web site.

Instructors: Dan Belhassen and Susan Hurrell, UGotClass
Fee: \$195

7036 Start Date: 7/1 End Date: 7/26
Last day to register: 7/5



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.

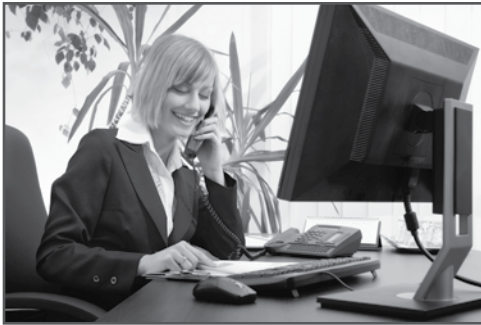
CAREER

Professional Development

Designing Successful Webinars

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Instructor: William A. Draves, UGotClass Fee: \$195
7040 Start Date: 6/3 End Date: 6/28
Last day to register: 6/7



Facebook® For Business: Advanced Skills For Businesses And Organizations

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: 7/1 End Date: 7/26
Last day to register: 7/5



Recruiting And Retaining Gen X And Gen Y

Generation X balances work and friends and family. Generation Y, the largest generation in human history, has never known a time when there was not a World Wide Web. They each have very different work styles than the Baby Boomer generation. Get an understanding of both Gen X and Gen Y from an expert who programs and markets to Gen Y. Discover what motivates them at work, what incentives they respond to, and what messages they value. Then take home practical, how-to tips and techniques for recruiting and retaining Generation X and Gen Y workers.

Instructor: Heather Dimitt, UGotClass Fee: \$175
7046 Start Date: 6/3 End Date: 6/28
Last day to register: 6/7



Successful Survey Techniques

Your customers hold the key to your organization's success. Getting to know your customers better means lower costs and better results, including higher retention, more customer satisfaction, more returning customers.

Surveys are one of the best ways to find out what your customers want and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys.

This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. We guarantee it (or your money back)!

Course includes a personal FREE critique of one of your surveys!

Instructor: William A. Graves, UGotClass Fee: \$395
7044 Start Date: 6/3 End Date: 6/28
Last day to register: 6/7



CAREER

Professional Development

Become A Notary In One Day (for first-time notaries)

Start your own business, become a more valuable employee, provide customer service for your business or organization, and earn additional income and get recommissioned. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective notary. You will learn about new legislation, as well as how to pass the official notary exam, identify document signers, keep a journal, complete certificates and avoid lawsuits. The seminar includes a practice notary public exam.

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 or state issued ID card
- 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 7/20 8am-6pm AN 101
 *plus \$30 materials fee payable to instructor



Renew Your Notary Commission

LEARN NEW 2013 NOTARY LAWS! As of January 2009, renewing notaries must take a three-hour approved notary refreshers course. We will review all laws and regulations that are required to continue as a notary.

Instructor: Notary Public Seminars, Inc. Fee: \$55*
 9103 Saturday 7/20 12:45-6pm AN 101
 *plus \$30 materials fee payable to instructor

WANT A JOB THAT'S IN DEMAND?

Choose Citrus College for the education you need to succeed!
Offering online career training in:

- Medical Transcription
- Medical Coding and Billing
- Pharmacy Technician
- Medical Administrative Assisting
- Administrative Assisting
- Computer Technician

TRAIN ONLINE AND IMPROVE YOUR
CAREER PROSPECTS IN LESS THAN A YEAR!

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www.athometraining.com/citrus

BONUS
Payment Plans
Available!



CAREER

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/>

Mobile Marketing

7050 Certificate (completion of all classes below) Fee: \$595



Mobile Marketing

Instructor: Heather Dimitt, UGotClass Fee: \$195

7051 Start Date: 6/3 End Date: 6/28

Last day to register: 6/7

Creating Cell Phone Apps For Your Business

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$245

7037 Start Date: 7/1 End Date: 7/26

Last day to register: 7/5

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7052 Start Date: 8/5 End Date: 8/30

Last day to register: 8/9

eMarketing Essentials

7012 Certificate (completion of all classes below) Fee: \$495



Improving E-mail Promotions

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$195

7013 Start Date: 6/3 End Date: 6/28

Last day to register: 6/7

Boosting Your Web Site Traffic

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$195

7014 Start Date: 7/1 End Date: 7/26

Last day to register: 7/5

Online Advertising

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$195

7015 Start Date: 8/5 End Date: 8/30

Last day to register: 8/9

Video Marketing

7053 Certificate (completion of all classes below) Fee: \$395



Video Marketing

Instructor: Erin Huggins, UGotClass Fee: \$245

7054 Start Date: 6/3 End Date: 6/28

Last day to register: 6/7

YouTube For Business

Instructor: Jennifer Selke, UGotClass Fee: \$245

7042 Start Date: 7/1 End Date: 7/26

Last day to register: 7/5



Business Research

7029 Certificate (these courses are not offered individually) Fee: \$495



Introduction to Business Research

Instructor: Cathy Boys, UGotClass

Start Date: 6/3 End Date: 6/28

Last day to register: 6/7

Business Statistics

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 7/1 End Date: 7/26

Last day to register: 7/5

Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 8/5 End Date: 8/30

Last day to register: 8/9

CAREER

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: 6/3 End Date: 6/28

Last day to register: 6/7

Marketing Using Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 7/1 End Date: 7/26

Last day to register: 7/5

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 8/5 End Date: 8/30

Last day to register: 8/9



Online Teaching

7024 Certificate to become a Certified Online Instructor (COI) (completion of all classes below) Fee: \$495

includes exam, online course critique, and peer evaluation of online course



Building Online Learning Communities

Instructors: Dr. Rena M. Palloff/ Dr. Keith Pratt Fee: \$195

7025 Start Date: 7/15 End Date: 7/19

Last day to register: 7/8

Advanced Teaching Online

Instructor: William A. Draves, UGotClass Fee: \$195

7026 Start Date: 8/26 End Date: 8/30

Last day to register: 8/19

Designing Online Instruction

Instructor: Dr. Rita-Marie Conrad Fee: \$195

7027 Start Date: 11/4 End Date: 11/8

Last day to register: 10/28

LEED Green Associate Exam Prep

Instructor: Kelly Gearheart, UGotClass Fee: \$695
7022 Start Date: 6/3 End Date: 6/26

Last day to register: 6/7



Supervisory & Leadership

Instructor: Sally Klauss, UGotClass Fee: \$395
7028 Certificate

Start Date: 6/3 End Date: 6/26

Last day to register: 6/7



Students With Aspergers

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: 6/3 **End Date:** 6/28
Last day to register: 6/7



Generational Learning Styles For K-12 Teachers

Your students learn differently than you do. Come find out how to help your students learn more. Then, discover something new about yourself.

Get fascinating info 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: 7/1 **End Date:** 7/26
Last day to register: 7/5



Social Media and Online Tools For K-12 Teachers

Facebook, Twitter, YouTube, it's 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 as to 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, Flickr, 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. For any teacher interested in social media, from beginners to advanced social networkers.

Instructor: Heather Dimitt, UGotClass **Fee:** \$245
7033 Start Date: 7/1 **End Date:** 7/26
Last day to register: 7/5



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 **Fee:** \$145
7030 Start Date: 6/3 **End Date:** 6/28
Last day to register: 6/7



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: 6/3 **End Date:** 6/28
Last day to register: 6/7



PERSONAL ENRICHMENT

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 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 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.
Holiday closures: July 4.

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

Cardio-Circuit Training

Fast-Paced Circuit – 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

June 24 - August 15

9324 Fee: \$35*

9325 Fee: \$29* Forever Young 55+

Register for the summer session by June 10 to receive a \$5 discount.



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. Want to burn calories and have fun? Then Zumba is for you!

Instructor: Rachael Clark

9318 Monday 6/24 - 8/12 6-7pm AP 110 \$35

Fitness Fusion

This class is designed to fire up your body with a different workout each week. We include a full body conditioning program to address strength, balance, and flexibility. Mind/body focus will also help you leave feeling relaxed, strong and encouraged with your results.

Instructors: Lynda Razo

9427 Thursday 6/27 - 8/15 5-6pm AP 110 \$31*



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 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 6/26 - 8/14 5:30-6:30pm AP 110 \$35*

PERSONAL ENRICHMENT

Fitness

* No refunds will be issued after classes begin.

Holiday closures: July 4, 2013.

Note: Class fees may vary because of schedules affected by holiday closures.

Low Impact – Cardio Conditioning

This class is a combination of 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 6/24 - 8/12 5-6pm AP 110 \$35*

Restorative Yoga

This class is designed to build muscle, tone problem areas and support weight loss through the use of classic, flowing yoga poses.

Instructor: Irene George
9330 Thursday 6/27 - 8/15 6-7am AP 110 \$31

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 6/27 - 8/15 6-7pm AP 110 \$31*



Intermediate 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 6/26 - 8/14 5-6pm AP 110 \$35*
9334 Saturday 6/29 - 8/17 9-10am AP 110 \$35*



Swim Lessons and Aquatics Classes

For up-to-date information and class details about:

- Recreational Swimming
- Lap Swimming
- Water Aerobics

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.

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

PERSONAL ENRICHMENT

Health & Self

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 find out:

- how to put a stop to junk mail – NOW
- how to distinguish between organized and neat
- how much keeping your *stuff costs*
- how to determine *keep* items from *toss* items
- removing clutter to improve your life
- creating an efficient environment so you can get more done

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

Instructor: Nancy Miller Fee: \$45*
9261 Monday 7/15 6:30-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *Clutterology®* (ISBN #978-1-891440-62-5).



Unclutter Your Mind

Did you know that the average person thinks over 12,000 thoughts per day? Did you know our minds never sleep, functioning even when the body is at rest and that most of our thoughts bombard us with fear, frustration, anger and self-judgment? The good news is we can change the way we think. Gandhi put it perfectly when he said we should not mistake what is habitual for what is normal. We are not born with unhealthy habits or thoughts. Since we learned them, we can unlearn them and help others do the same. During this workshop, you'll learn how to:

- identify, let go, control and change the way you think
- perform breathing, meditation, and other exercises allowing your mind to un-clutter, focus, and be still
- use simple tools to think and feel differently
- practice thoughts of appreciation, compassion, and forgiveness for yourself and for others

We can retrain and unclutter our mind to see and think differently. Using these tools will help you rediscover your true self and experience the inner ease and peace you want. When your mind is at peace, you send peace to everyone around you.

Instructor: Margaret Pappas, MLS Fee: \$45*
9155 Saturday 7/13 9:15am-12:15pm LL

*plus \$10 materials fee payable to instructor

PERSONAL ENRICHMENT

Health & Self

Think Healthy, Be Thin, Stay Thin

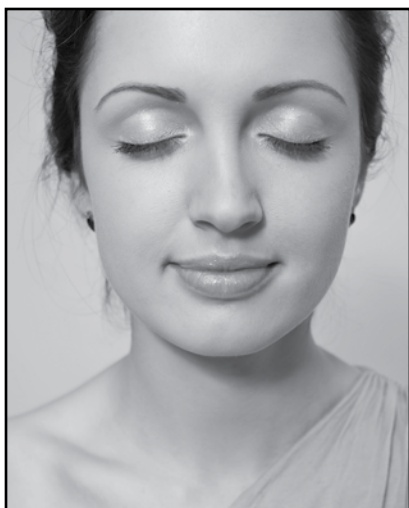
In today's society, we are facing an epidemic of obesity and related diseases that if not solved will bankrupt our society. Disease and obesity at any level is a handicap. It undermines confidence, reduces your chances for career advancement and puts an unnecessary strain on your body. If you're addicted to sweets, compulsive eating, bingeing, eating between meals or before bedtime, then this seminar may be what you're looking for. This is the most relaxing, effortless and safe way to lose weight-no diets, no calories to count, no struggle. Through the power of your subconscious mind, you'll gain control over your eating habits and cravings. Be slim and fit for life with self-hypnosis-easy, safe, effective – the natural way.

Instructor: Jethro Carter, C.C.Ht. Fee: \$45*
9157 Saturday 7/13 9am-12pm LL
*plus \$15 materials fee payable to instructor

Self-Hypnosis Stress Reduction And Relaxation Techniques

Designed to fit the lifestyle needs of the 21st century, you will learn self-hypnosis and other relaxation techniques for managing daily stressful situations. Whether you are working on the job or at home, the techniques you learn can enhance your relationships and improve your health physically, mentally, spiritually and financially.

Instructor: Jethro Carter, C.C.Ht. Fee: \$45*
9156 Saturday 7/27 9am-12pm LL
*plus \$15 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 makeup application and foundation selection, including a basic understanding of face shapes, bone structures, hues and what eye shadows to use. The class will cover day and evening looks, plus natural, bold and trendy runway looks. You will learn how to correct and reshape brows, as well as how to apply eye lashes. You will learn blending techniques, shading and contouring to create the most glamorous looks. Step by step application provides the ultimate supervision from the instructor.

Instructor: Michelle Jackson Fee: \$59*
One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.
9348 Saturday 7/13 10am-12:30pm LL
*plus \$30 materials fee payable to instructor



Adult Makeup And Skincare

In this hands-on workshop, you'll learn step-by-step makeup application techniques that will enhance your beauty. Learn the best way to cover rosacea, age spots, dark under-eye circles and skin discoloration. Discover what to use for those pesky fine lines and wrinkles. Whether you're a stay-at-home mom or a working professional, you will leave confident and ready to put your "best face forward!"

Instructor: Michelle Jackson Fee: \$59*
One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.
9322 Saturday 7/13 1:30-4:30pm LL
*plus \$30 materials fee payable to instructor

PERSONAL ENRICHMENT

Computers & Technology

NEW! Help, I Don't Understand My Computer? Computer Basics, The Internet and Social Networking

Do you have a computer but don't understand how to use it, or better yet, what it can do for you? Are you constantly asking your friends and coworkers about the Internet and how social networking works? If so, then this class is for you! In this class, you'll learn the basics of Microsoft Windows, web browsers, and social networking. You'll learn the positives and negatives of using new ways to communicate with friends and family using social networking sites. After this class, people will come to you for answers about their computer!

Instructor:	Joyce Miyabe	Fee: \$105*
9431	Thursday 7/11-8/15 6-8pm	LL



Photo Magic Using Adobe® Photoshop® CS4

Learn how to use Adobe Photoshop, the industry standard image editing software, to turn ordinary family photos and other pictures into true photographic works of art. Like magic, you'll be able to retouch pictures to correct lighting and color, remove lines and blemishes from people's faces, and clearly reveal the details that were totally hidden in dark areas of pictures. You'll learn how to insert and remove people, animals, and objects from photos, and completely change backgrounds. You'll work with layers and master a wide array of specialized techniques and brushstrokes. This is a fun and rewarding two-day workshop that is sure to add a whole new dimension of artistic creativity to your photographic hobby. If you enjoy taking and displaying photos, this class is a must!

Instructor:	Bill Napoli	Fee: \$125*
9121	Saturday 7/13 & 7/20 9am-4pm	LL 103

*plus \$45 materials fee payable to instructor

*plus \$30 materials fee payable to instructor for the book, *Fishin' With A Net* (ISBN #978-1-891440-55-7).

Building Your Web Site On \$5 A Month

Consumers are searching the Web for products and services, and if you don't have a Web site, you are missing out on reaching a large number of potential customers. Programmers and Web site designers charge high rates, promising results with little to no knowledge of your business and industry. YOU know more about your needs than anyone else, and can build an attractive Web site that drives sales. When you learn what to put on your Web site, how to design it and how to promote it, you will enhance your Web presence. In this demonstration class, you'll gain knowledge in:

- Determining your specific Web design needs
- Sustaining Web traffic by making your site user-friendly
- Making a cost-saving online shopping system
- How to get your site listed with a search engine

When you complete this class, you'll have the knowledge, confidence and tools to create your own Web site with solutions costing only \$5 per month! **No website development experience necessary. This program is for website beginners, experts, managers and web designers.**

Instructor:	Mike Rounds	Fee: \$45*
9127	Monday 7/15 6:30-9:30pm	LL 103



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.

PERSONAL ENRICHMENT

Computers & Technology

Spectacular PowerPoint® 2010

Whether you are a public speaker, teacher, student, business person, or simply someone who wants to communicate more effectively, PowerPoint 2007 will help you organize and convey your ideas in a dramatic, professional and entertaining manner. In this one-day seminar, you will learn how to plan and create spectacular PowerPoint presentations using all the stunning new graphic design tools incorporated in PowerPoint 2007. Enliven your presentations with exciting templates, themes, slide transitions, animated graphics, sound effects, music, and much more. Use PowerPoint presentations to create self-running shows, publish your presentations to the Internet, create audience handouts, and use Pack and Go to package your presentation to run on other computers.

Instructor: Bill Napoli Fee: \$99*
9126 Saturday 6/29 9am-4pm LL 103
*plus \$40 materials fee payable to instructor

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: 7/1 End Date: 7/26
Last day to register: 7/5



ProTools and Audio Recording Basics

Get a head start on learning the industry standard audio recording software, ProTools from Avid. As an Avid sponsored school, we will offer one 2-week block of intensive classes in ProTools and audio recording basics. The class will focus on the basic structure and operation of the software in a multi-track recording studio environment. You will have the opportunity to learn miking of the drum kit as well as tracking and mixing a full session. This class is also a great jump-start into the Citrus College Recording Technology Program or just a “between semester” refresher.

Instructor: Tim Jaquette Fee: \$195
9274 Monday-Thursday 7/8-7/18 VT 320

Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on cyber security basics and fundamentals. Designed for non-technical managers, directors and others in the workplace, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

Instructor: Ken Pfeil, UGotClass Fee: \$245
7038 Start Date: 7/1 End Date: 7/26
Last day to register: 7/5



Photoshop®

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: 6/3 End Date: 6/28
Last day to register: 6/7



PERSONAL ENRICHMENT

Hobbies & Interests



NEW! Fascination With Movie Music

Students will learn how and why movie composers create music that has “staying power”. Composition techniques utilized by prolific movie composers, such as chromaticism, melodic and rhythmic repetition, motifs, dissonance and deceptive melodic lines will be explored. Movie music is fascinating in various genres. A love for movie music a must!

Instructor: Mary Bigley-Cronin Fee: \$105*
9430 Saturday 6/29, 7/13, 11:30am-1:30pm LL
7/20 & 7/27

*plus \$1 materials fee payable to the instructor

Music Chord Mastery: A Visual Approach

Learn chord mastery using visual and mathematical approaches! College preparatory students and adults will learn major, minor, augmented and diminished chord formulas, root position chord and inversions, chord recognition in treble and base clefs, and how to determine the root of chords through written drills. Continued discussion of key signatures and chords will be introduced with visual and mathematical approaches.

Instructor: Mary Bigley-Cronin Fee: \$105*
9399 Saturday 6/29, 7/13, 9-11am LL
7/20 & 7/27

*plus \$2 materials fee payable to the 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, the “why” of painting. We will experience the poetry of art. 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 limited: register early!

Instructor: Chris Van Winkle Fee: \$150
9384 Monday-Saturday 6/17 - 6/22 9am-3pm AC 109

For more information, contact instructor by e-mail:
chrisvw@charter.net

FINANCE

Real Estate

Increase Your Success As A First-Time Home Buyer

Discover how to successfully purchase a home in today’s changing market. Learn about the new loan qualifying guidelines for FHA and Conventional mortgages, how to be pre-approved for a mortgage, and how to find a great deal on all types of homes for sale! Topics include:

- foreclosure and short sales
- credit score and what it means
- FHA vs. Conventional mortgages
- loan qualifying guidelines
- how much money do you need?

Participants will leave with the confidence needed to shop for a home immediately.

Instructor: Sandra Tupurins Fee: \$45 (bring a spouse or guest for free)
Licensed by the Department of Real Estate (Lic. # 01196713)
9255 Saturday 6/29 9:30am-1pm LL





Teen Makeup And Skin Care (Ages 13-17)

Master the step-by-step makeup application techniques to enhance your beauty. Succeed in covering and treating acne and dark under-eye circles. Understand your skin type and how to ensure beautiful clear skin. Create different looks for different occasions.

Instructor: Michelle Jackson Fee: \$59*
 One of Hollywood's leading celebrity
 makeup artists for television, motion
 pictures and Vogue magazine.

9165 Saturday 7/16 10am-1pm LL
 *plus \$30 materials fee payable to instructor

Teen Summer Acting Intensive For High School Students (Grades 9-12)

A challenging theatre arts program, which stimulates the student's imagination and ignites their passion for acting. Course includes acting techniques, movement, voice, speech, and scene study with a final Showcase of Student Work on July 25 at 7pm! Students work THREE hours a day THREE days a week for TWO weeks. This is an intensive and rigorous program that is fast and affordable. Join us and experience the quality of theatre training available at Citrus College!

Instructors: Ana Mateo & Kevin Figueroa Fee: \$159
 9264 Tuesday/Wednesday/Thursday 7/16 - 7/25 1-4pm Little Theatre

For additional information, please email Cherie Brown, Program Director for Performance at cbrown@citruscollege.edu

Reading Skills and Speed Reading Programs for Children and Adults



Citrus College, Community Education, is offering eight different reading skills programs for 4-year-olds through adults this summer.

Reading programs for younger students build comprehension and students learn the phonics and fluency skills they need to become strong readers.

Programs for older students and adults are geared toward improving comprehension and study skills, vocabulary, and speed reading.

The skills taught in the classes reinforce the importance of reading for pleasure and developing a lifelong love of books.

The programs are taught by instructors from the Institute of Reading Development. Tuition and materials fees vary by program level. Programs meet on campus and begin July 24th.

Schedule Code:
98-S2-2B7F

For More Information or to Register
Call 1-800-979-8980
 Mon-Thurs 7am - 7pm; Fri 7am - 6pm; Sat 7am - 1pm

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)

Goals: enter and exit water using ladder, steps or side; blow bubbles through mouth and nose; submerge mouth, nose and eyes; open eyes under water and retrieve submerged objects; bobbing; front and back floats and glides; 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; alternating and simultaneous arm 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

Dates, Times & Fees



Session Dates

Session 1 (Saturdays)
June 22 - July 13

Session 3 (Saturdays)
July 20 - August 10

Session 5 (Weekdays)
July 22 - August 1

Session 2 (Weekdays)
June 17 - June 27

Session 4 (Weekdays)
July 8 - July 18

Session 6 (Weekdays)
August 5 - August 15

SWIM LESSONS 2013 REGISTRATION DATES					
			ONLINE & WALK-IN REGISTRATION	ONLINE & WALK-IN REGISTRATION ENDS:	
SESSION	DAYS	DATES		GROUP	PRIVATE
1	SATURDAY	6/22-7/13	6/8	6/21	6/19
2	MON-THUR	6/17-6/27	6/3	6/14	6/12
3	SATURDAY	7/20-8/10	7/6	7/19	7/17
4	MON-THUR	7/8-7/18	6/24	7/5	7/3
5	MON-THUR	7/22-8/1	7/8	7/19	7/17
6	MON-THUR	8/5-8/15	7/22	8/2	7/31

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	3:00	8, 25 minute lessons - \$55
Water Babies	9:30, 3:30, 5:30	8, 25 minute lessons - \$55
Tiny Tots	10:00, 4:00, 6:00	8, 25 minute lessons - \$55
Super Tots	10:00, 3:30, 5:00, 6:00	8, 25 minute lessons - \$55
Ages 6 - 11	10:30, 4:00, 6:00	8, 45 minute lessons - \$95

Private Weekday Sessions

Infant-Water Babies, Water Babies, Tiny Tots	4:30, 5:00, 5:30, 6:30	8, 25 minute lessons - \$155
Super Tots	3:00, 3:30, 5:00, 5:30, 6:00, 6:30	8, 25 minute lessons - \$155
Ages 6-11, Teen, Adult	9:30, 10:30, 3:00, 4:00, 5:00, 6:00	8, 45 minute lessons - \$195

Group Saturday Sessions

Infant - Water Babies	11:00	4, 50 minute lessons - \$55
Water Babies	10:00	4, 50 minute lessons - \$55
Tiny Tots	9:00, 12:00	4, 50 minute lessons - \$55
Super Tots	10:00, 12:00	4, 50 minute lessons - \$55
Ages 6 - 11	9:00, 11:00	4, 50 minute lessons - \$55

Private Saturday Sessions

Super Tots	9:00, 12:00	4, 50 minute lessons - \$155
Ages 6-11, Teen, Adult	9:00, 10:00, 11:00, 12:00	4, 50 minute lessons - \$155

TRAVEL

Places to Go

Please call (626) 852-8022 for information regarding tours, including travel brochures.
All prices subject to change.



New York City Holiday

Five day escorted tour of Greenwich Village, Wall Street, Radio City Music Hall, Statue of Liberty, Ellis Island and many more attractions. Price includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 5 meals.

Departure Date: December 2, 2013

Cost: \$2,599 double; \$3,599 single; \$2,569 triple

Payment terms: \$250 deposit, final payment date is 7/26/13.

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) 914-8530 or stop by the Counseling and Advisement Center located in the Student Services Building.



Citrus College

Study Abroad

for the ultimate educational experience



Visit our Website www.citruscollege.edu/studyabroad
Call 626.914.8560 for brochures and information.

NONCREDIT

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 in ESL: Beginning, ESL: Intermediate, or ESL: Advanced is determined at the time you register.

Registration is ongoing throughout the semester.

NC 302 – ESL A: Beginning

This course develops basic English skills through the practice of listening, speaking, reading, and writing.

Instructor:		Staff			
40564	Mon-Thurs	6/24-8/15	9am-12:15pm	LL	
40565	Mon-Thurs	6/24-8/15	5:30-8:45pm	LL	



NC 303 – ESL B: Intermediate

This course builds comprehension and communication of spoken English through the practice of the four skills - listening, speaking, reading, and writing. The course emphasizes building confidence in oral expression and refining pronunciation.

Instructor:		Staff			
40567	Mon-Thurs	6/24-8/15	9am-12:15pm	LL	
40569	Mon-Thurs	6/24-8/15	5:30-8:45pm	LL	



NC 300 – Academic ESL I

Academic ESL I is a course for non-credit students to prepare for credit ESL classes by practicing the four language skills - listening, speaking, reading, and writing. It is an introduction to credit course requirements that include attendance, homework, and assessment. The course includes pronunciation and conversation.

Instructor:		Staff			
40556	Mon-Thurs	6/24-7/18	9am-12:20pm	LL	
40557	Mon-Thurs	7/22-8/15	9am-12:10pm	LL	
40558	Mon-Thurs	6/24-7/18	5:30-8:50pm	LL	
40559	Mon-Thurs	7/22-8/15	5:30-8:40pm	LL	

NC 301 – Academic ESL II

Academic ESL II facilitates the transition of the noncredit ESL student to credit ESL. The course focus is to improve the student's skill of listening to, speaking, reading, and writing the English language. The course includes pronunciation and conversation to build communication skills and fluency.

Instructor:		Staff			
40560	Mon-Thurs	6/24-7/18	9am-12:20pm	LL	
40561	Mon-Thurs	7/22-8/07	9am-1:35pm	LL	
40562	Mon-Thurs	6/24-7/18	5:30-8:50pm	LL	
40563	Mon-Thurs	7/22-8/15	5:30-8:40pm	LL	



NC 607 - Skilled Nursing Facility Activity Leader

A course designed to meet minimum state certification requirements for activity leaders in skilled nursing care facilities. This course will also be helpful to anyone involved with care in an extended care facility.

Instructor: Bernetta Sailors
 40555 Tuesday/ 6/24 - 8/1 4:30-8:20pm LL
 Thursday
 Saturday 8:45am-12:50pm LL
 Student will be required to purchase a textbook.

NC 632 – Air Conditioning I

Topics will include fundamentals of refrigeration theory and practice, introductory basic electricity, service of refrigeration equipment and accessories including compressors, condensers, evaporators and metering devices. Review for EPA exam.

Instructor: Paul Fallat
 40449 Tuesday/ 6/25-8/15 6-9:20pm TE 102
 Thursday
 Student will be required to purchase a textbook.



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For a complete listing of all noncredit classes, check our Web site at www.citruscollege.edu/ce or call the Continuing Education office, (626) 852-8022.

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Summer 2013

High School Summer School programs are offered through the Noncredit Department in partnership with area high school districts, including Azusa, Claremont, Duarte and Monrovia. Programs include credit recovery and basic skills courses.

Please contact 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 12 – July 17

Days: Monday - Friday

Time: 7:55am – 1:05pm

Contact: Vincent Jantz 626-858-6192

Classes: Biology A, Biology B, Physical Science A, Physical Science B, Algebra 1A, Algebra IB, Freshman English A, Freshman English B

Claremont Unified School District

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

Dates: June 20 – July 19

Time: 8:00am – 2:30pm

Contact: Steven Patterson
909-624-9053 ext. 30406

Felipe Delvasto
909-398-0609 ext. 40001

Classes: Algebra IIB, U. S. History A, U. S. History B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, Biology A, Biology B, Chemistry A, Chemistry B

Duarte Unified School District

Location: Duarte High School
1565 E. Central Avenue
Duarte, CA 91010

Dates: June 17 – July 25

Days: Monday – Thursday

Time: 8:00am – 2:00pm

Contact: Paola Torres 626-599-5713
Pat Yamauchi 626-599-5711

Classes: Biology A, Biology B, Earth Science A, Earth Science B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, Geometry A, Geometry B, U. S. History A, U. S. History B, Algebra IA, Algebra IB, World History A, World History B

Monrovia Unified School District

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

Dates: June 13 – July 18

Days: Monday - Friday

Time: 7:30am – 12:45pm

Contact: Javier De La O 626-471-2868

Classes: Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, World History A, World History B, Algebra IA, Algebra IB, Algebra IIA, Algebra IIB, Biology A, Biology B, Earth Science A, Earth Science B

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

CLASS DESCRIPTIONS

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 integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles and spheres), probability and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 224B Geometry B

This integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles and spheres), probability and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently 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 English Standards to meet the minimum course requirements for high school graduation.

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

CLASS DESCRIPTIONS

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 215A World History A

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

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

CLASS DESCRIPTIONS

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 corrections or changes at any time without prior notice.

Cambios en el Horario de Clase

Citrus College hace todo lo necesario para asegurar la exactitud de la información encontrada en este catálogo. Sin embargo, el colegio se reserva el derecho de hacer cambios, en cualquier momento, sin previo aviso.

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. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

Inscripción Abierta

Todas las clases, secciones de clases, y clases del Distrito deben de contar con inscripción abierta para cualquiera persona que haya sido admitida al colegio. La inscripción puede estar sujeta a un sistema de prioridad establecido. La inscripción también puede estar limitada a estudiantes que llenen pre-requisitos o co-requisitos válidos, o debido a otras consideraciones o exenciones que sean.

Nondiscrimination Policy

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS), mental disability, sexual orientation or military status as a Vietnam-era veteran in any policies, procedures or practices. In addition, it is the stated policy of Citrus Community College District that harassment is prohibited and that regular employees shall not be denied family care leave if eligible under the Fair Employment and Housing Act. All of these categories are protected by the following legislation: Titles 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, the Fair Employment and Housing Act, California Government Code 12900 et seq., and the Americans with Disabilities Act of 1990. Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

Leyley de No-Discriminación

Citrus Community College District no discrimina a ninguna persona en base a su raza, color, linaje, lugar de origen, sexo, edad (más de 40 años), religión, estado civil, condición médica (incluyendo cáncer), incapacidad mental o física (incluyendo SIDA o HIV), orientación sexual, o estado militar como veterano de la guerra de Vietnam en ninguna de sus reglas, procedimientos o prácticas. Está también estipulado en los reglamentos del distrito que el acoso queda estrictamente prohibido, y que no se les negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de "Fair Employment and Housing Act." Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de "Fair Employment and Housing Act," el Código 12900 et seq. del Gobierno del Estado de California, y la ley de "Americans with Disabilities" de 1990. Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

Student Grievances

The student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Citrus Community College District, the Education Code of the State of California, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title VII of the Civil Rights Act of 1964. Students are advised that grievances must be filed within 20 school days of the alleged event. The procedures do not apply to the employment rights of students. Citrus College students have the right of protection against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or actions by an employee of the college. Information regarding student grievance procedures may be obtained in college planning classes or from the vice president of student services, Administration Building, first floor, 626-914-8534.

Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con 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 limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes. Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o mantenidas por parte de cualquier empleado de Citrus College. Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del edificio de Administración, 626-914-8534.

Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702

The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees.

With the exception of alcohol products intended fully for use in classroom scientific experiments, and not intended for human consumption, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any other controlled substance is prohibited on District-owned or controlled property, at District-sponsored or supervised functions, or related to or arising from

District attendance or activity.

All employees 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 dismissal. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the superintendent/president.

The superintendent/president shall assure that the college distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act. Approved April 28, 2004.

Programa Libre de Drogas y de Prevención del Consumo de Drogas

Referencias: Acta de Escuelas y Comunidades Libre de Drogas 20 U.S.C. Sección 1145g y 34 C.F.R. Sección 861 et seq.; Acta de Área de Trabajo Libre de Drogas 1988, 41 U.S.C. Sección 702

El Colegio estará libre del uso ilegal de drogas y de la posesión ilegal de drogas, distribución ilegal de drogas por los estudiantes y empleados.

El Distrito está comprometido a mantener un ambiente libre de posesiones ilícitas, uso o distribución de sustancias ilegales y de alcohol por los estudiantes y empleados.

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción legal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito.

Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

El Superintendente/presidente debe asegurarse de que el Colegio distribuya anualmente a cada estudiante la información que requiere el Acta de Escuelas y Comunidades Libre de Drogas Enmienda de 1989 y que se cumpla con otros requisitos del Acta. Aprobado el 28 de abril del 2004.

Sexual Harassment and Sexual Violence Information

No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime-free as possible. Sections 66281.5 and 67385.7 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual violence which occur on campus, as well as, providing them with information regarding treatment options and services. Citrus College takes the issue of sexual harassment and sexual violence very seriously and is proactive in offering a safe environment for students and visitors. For this, Citrus College offers informational and preventive programs to all students and staff to help prevent the risk of sexual harassment and sexual violence on campus. Additional information is available through the Sexual Violence Prevention Statement on the college website at www.citruscollege.edu.

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of sexual nature when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or,
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of Board Policy 7102 should immediately report such incidents by following the complaint procedure set forth under Administrative Procedure 7101 – Discrimination Complaint Procedure: Students, Employees, and Job Applicants. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

Sexual assault is defined as any kind of unwanted sexual contact. This includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault and related conduct that threatens the health and safety of another person. Sexual violence may include sexual assault, rape, date rape, acquaintance rape, domestic violence, stalking, dating violence, forcing a person to watch/engage in pornography, harassment, exposing/flashing, voyeurism and/or fondling.

Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on College-owned or controlled property, at College-sponsored or supervised functions, or related to or arising from College attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

Any person who has been the victim of sexual violence or who has information regarding sexual violence 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

sexual assault on campus you may also:

1. Contact Campus Safety 24 hours a day, 7 days a week at (626) 914-8611, extension 8611 when calling from a college phone, or by dialing *11 on any of the campus pay phones and/or the Student Health Center at (626) 914-8671 during normal business hours, located in the Student Services Building.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:
 - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: (909) 626-HELP (4357) or (626) 966-4155
 - House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: (909) 988-5559
 - National Sexual Assault Hotline: (800) 656-HOPE (4673)
 - National Domestic Violence Hotline: (800) 799-7233
3. If the perpetrator is a student at Citrus College, you may choose to contact the Vice President of Student Services at (626) 914-8532 to file an administrative complaint.

Hostigamiento Sexual e Información sobre Violencia Sexual

Ninguna comunidad hoy día en nuestra sociedad puede estar completamente libre de riesgos. Sin embargo, si trabajamos juntos los estudiantes, la facultad, el personal y los visitantes, pueden crear una atmósfera que sea segura y libre de crimen lo más que se pueda. Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los distritos de colegios comunitarios adopten e implementen procedimientos para asegurarse que se de una respuesta pronta a los casos de víctimas de hostigamiento sexual y de la violencia sexual que se pudieran presentar en el campus del colegio así como ofrecerles información sobre opciones de tratamientos y servicios. Citrus College toma este tema del hostigamiento sexual y la violencia sexual muy en serio, y es proactivo 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 está disponible en la Declaración de Prevención de Violencia Sexual que se encuentra en nuestro sitio de Internet en www.citruscollege.edu.

Hostigamiento Sexual (Política de la Junta 7102/Procedimiento Administrativo 7102)

El hostigamiento sexual consiste de avances sexuales no solicitados, pedir favores sexuales y otras conductas de naturaleza sexual cuando:

- Dicha conducta se hace en base a una condición de obtener empleo, estatus académico o para recibir un progreso;
- El someterse a dicha conducta o rechazarla, se usa como la base para dañar a la persona como condición a obtener empleo o decisiones académicas en su contra.
- La conducta tiene como propósito o como resultado el tener un impacto negativo en el trabajo de la persona o en su rendimiento académico, de crear un ambiente de trabajo o de estudios que sea hostil, intimidador u ofensivo.
- El someterse o rechazar tal conducta por la persona se usa como la base de una decisión que afecta a esta persona en los beneficios o servicios que recibe, honores, programas, o actividades en las que participe ya sea en el colegio o en todo el sistema del colegio.

Cualquier estudiante o empleado/a que considere que él/ella ha sido hostigado/a ha sufrido represalias en su contra y en violación de la Política de la Junta 7102 debe reportar inmediatamente dichos incidentes y seguir los procedimientos para emitir una queja que se describen en los Procedimientos Administrativos 7101 – Procedimiento para Quejas de Discriminación: Estudiantes, Empleados, y Solicitantes de Empleo. Los empleados que violen la política y procedimientos puedan estar sujetos a acciones disciplinarias que pudieran incluir el despido. Los estudiantes que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias incluyendo la expulsión del colegio.

Ataque Sexual (Política de la Junta 3540/Procedimientos Administrativos 3540)

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre novios, forzar a una persona a ver o a participar en pornografía, hostigamiento, a mostrar sus partes privadas, o a tocar a otras personas indebidamente.

Cualquier violencia sexual o abuso físico, tal y como lo define la Ley de California, ya sea cometido por un empleado, estudiante o alguien más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de las políticas del Distrito y de sus reglamentos, y esta sujeta a todos los castigos, incluyendo cargos criminales o civiles y procedimientos disciplinarios para estudiantes o empleados.

Cualquier persona que haya sido víctima de violencia sexual o que tenga información sobre un acto de violencia sexual que haya sucedido en el campus del Colegio, se le pide que llame al 911 o al departamento de policía o del sheriff en la ciudad en donde el crimen se llevó a cabo y reporte la situación tan pronto sea posible. Si usted es víctima de ataque sexual en el campus también puede:

1. Comunicarse con Seguridad del Campus, 24 horas al día, 7 días de la semana el teléfono (626) 914-8611, extensión 8611 si llama de un teléfono del campus o marque el *11 de cualquiera de los teléfonos de paga que se encuentran en el campus del colegio, o llame al Centro de Salud para Estudiantes al (626) 914-8671 durante horas de trabajo, éste está ubicado en el edificio Hayden Hall.
2. Vaya directamente a un hospital o sala de emergencia para recibir atención médica. Por favor tenga en mente, que existen una gran cantidad de servicios comunitarios para ayudarle en caso de que tenga una crisis. Estos incluyen pero no están limitados a:
 - Project SISTER Sexual Assault Crisis & Prevention Services/Servicios de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citatorios en la corte. La línea telefónica de 24 horas es: (909) 626-HELP (4357) o (626) 966-4155
 - House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospeda de transición, ayuda legal y grupos de apoyo y de consejería. La línea telefónica de 24 horas es: (909) 988-5559
 - National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques Sexuales: (800) 656-HOPE (4673)
 - National Domestic Violence Hotline/Línea Nacional de Violencia Doméstica: (800) 799-7233
3. Si el atacante es una estudiante en Citrus College, puede elegir comunicarse con el

Vicepresidente de Servicios Estudiantiles al (626) 914-8532 o presentar una queja administrativa.

Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Education Code, Title 5, California Civil Code, and the U.S. Patriot Act. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College AP 5040. A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record.

Questions concerning student's rights under the privacy act should be directed to the Admissions and Records Office, 626-914-8511.

Reglas de Derechos & Privacidad

Los records de los estudiantes de Citrus College se archivan de acuerdo al Código de educación, Título 5, Código Civil de California y el Acta U.S. Patriot. Se requiere por escrito el consentimiento del estudiante para tener acceso o para entregar información que sea definida como récord educativo tal y como lo describen las leyes federales y estatales en Citrus College AP 5040.

La información contenida en el directorio estudiantil (Nombre, dirección, teléfono, lugar y fecha de nacimiento, programa de estudios, horario de clases, participación en actividades o deportes del colegio, el peso y la estatura de los miembros de equipos atléticos, fechas de asistencia, títulos o premios recibidos) no podrá ser obtenida a menos que la oficina de "Admissions and Records" reciba una notificación por escrito por parte del estudiante, reservándose el derecho a aprobar el acceso a la información contenida en el directorio estudiantil. Esta restricción se mantendrá en efecto hasta que sea contradicha por escrito. Además, la ley indica que un estudiante puede tener acceso a su propio expediente académico y poner a tela de juicio la exactitud o la conveniencia de mantener cierta información en dicho expediente. Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidas a la oficina de "Admissions and Records," 626-914-8511.

Student Right-to-Know

In compliance with the Student Right-To-Know and Campus Security Act of 1990, it is the policy of the Citrus Community College District and Citrus College to make available its completion and transfer rates to all current and prospective students.

Student Right-To-Know (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking is identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year equivalent transfer-preparatory program) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK Rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey). The IPEDS-GRS also tracks part-time student cohorts over a six (6) year period; however, full-time cohort status after 3 years is the only basis for calculating SRTK rates.

Access to the Citrus College Student Right-To-Know Rates and further information about the rates and how they should be interpreted is available through the "Student Right-To-Know Information Clearinghouse Web site" maintained by the Chancellor's Office, California Community Colleges at <http://srtk.cccco.edu/index.asp>

Derecho de los Estudiantes a la Información

En cumplimiento del Acta de Derecho de los Estudiantes a la Información y del Acta de Seguridad en el Campus de 1990, es la política de Distrito Citrus Community College y de Citrus College hacer disponible la información sobre los tasa de transferencia y de cursos completados a todos los estudiantes actuales y futuros.

El Derecho de los Estudiantes a la Información (Student Right-To-Know, SRTK por sus siglas en inglés) se refiere al mandato federal que requiere que se haga pública la tasa del porcentaje de estudiantes que se transfieren y que terminan los requisitos. La intención de SRTK es ofrecer al consumidores estadísticas comparativas para que puedan determinar cualquier colegio seleccionador. Se requiere que todos los colegios a nivel nacional participen de forma efectiva en hacer pública esta información a partir del 2000.

SRTK es un "grupo específico" del cual se adquiere información; lo que quiere decir que un grupo de estudiantes que por primera vez entran al colegio, estudiantes "freshmen" que están inscritos de tiempo completo en busca de un título, se inscriben durante el otoño y el resultado de su estudiantes se mide a lo largo de un periodo de tiempo. Los resultados que mide SRTK son la tasa de Cumplimiento (el total del número de estudiantes en el "grupo específico" que logran obtener su título, certificado, o que de forma exitosa terminan un programa equivalente de dos años de transferencia) y la tasa de Transferencias (el número total del "grupo específico" que no logran completar el curso de estudios y fueron identificados de haberse inscrito en otra institución).

El periodo de colección de información del grupo específico es de tres (3) años, durante el cual las tasas de SRTK serán calculadas y se harán públicas. Las Tasas de SRTK se derivan y se reportan cada año en el IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey por sus siglas en inglés). El IPEDS-GRS también colecciona información de estudiantes de grupos específicos de medio tiempo durante el transcurso de seis (6) años; sin embargo, la base para calcular la tasa de SRTK para los estudiantes de tiempo completo dentro de los grupos específicos sólo se colecciona por tres años.

Acceso a las Tasas y al Derecho de Información para Estudiantes de Citrus College e información adicional sobre las tasas y sobre cómo deben interpretarse está disponible en el sitio de internet de Acceso a la Información "Student Right-To-Know Information Clearinghouse Web site" mantenido por la Oficina del Canciller de los Colegios Comunitarios de California <http://srtk.cccco.edu/index.asp>

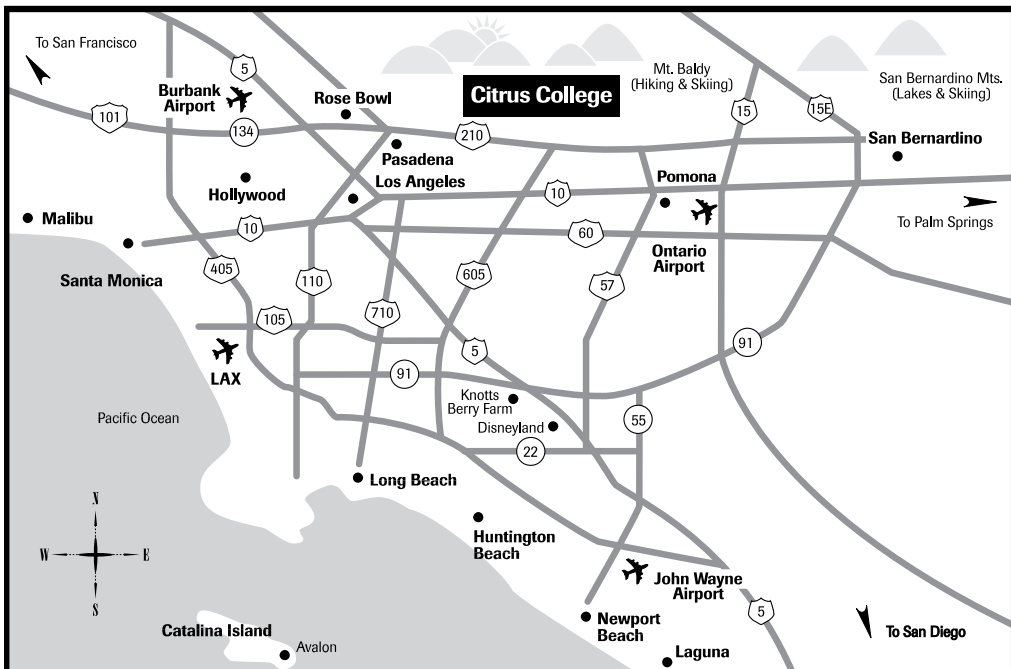
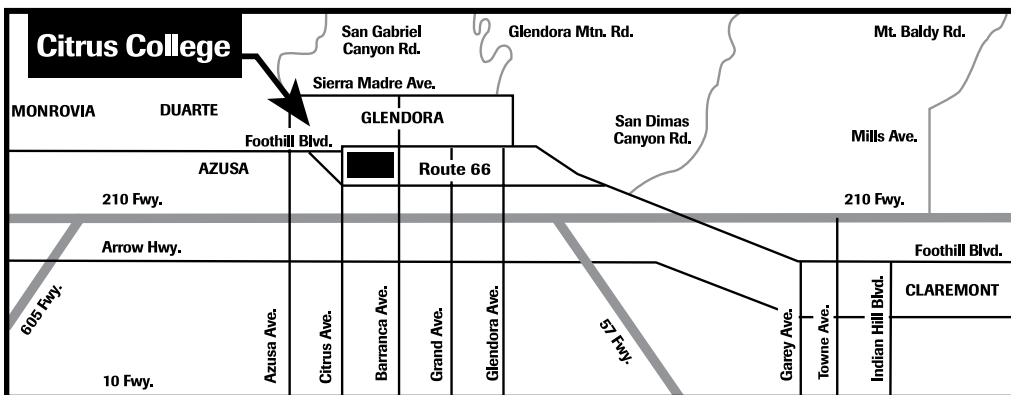
Parking Regulations/Maps

Get a Citrus College Parking Permit—At Your Fingertips

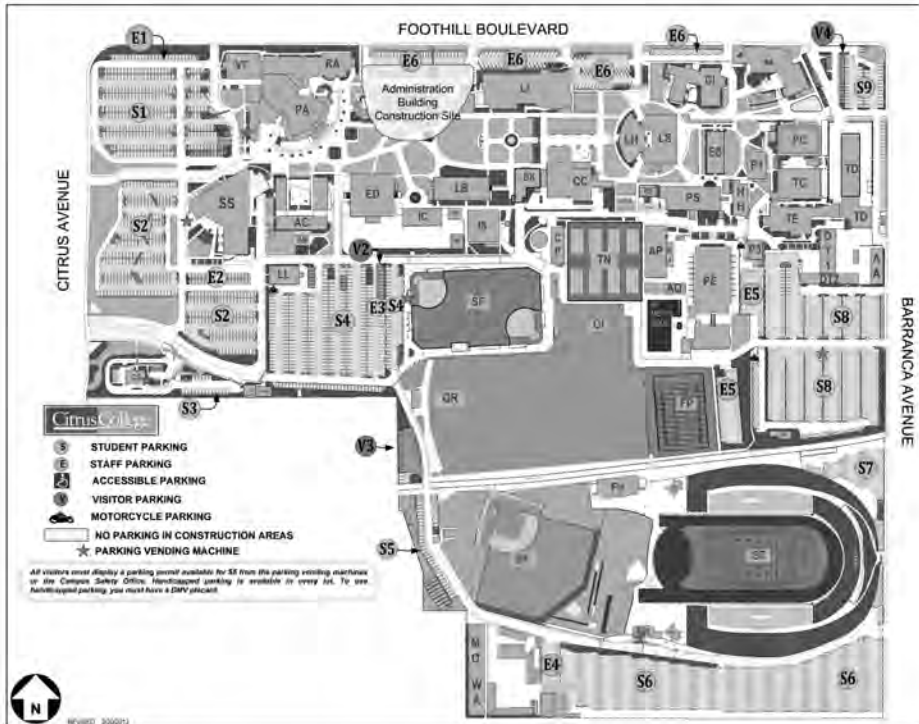
Effective Summer Session 2013, Citrus College offers an easy, convenient online method for purchasing parking permits.



- Summer parking permits are \$25.
- 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 located in lots S1, S2, S3, S4, and S8.
- Daily and semester permits are not available in the Continuing Education Office.



Citrus College Campus Directory



Buildings

AA.....Automotive Annex (formerly Tech F)	LHLecture Hall
ACArt Center	LIHayden Library
ADAdministration (Under Construction)	LLLifelong Learning Center
ANAnnex	LSLife Science
APAdaptive Physical Education	MAMathematics/Sciences
AQAquatics	MOMaintenance/Operations
BFBaseball Field (FLD 2)	NBNorth Bungalow
BKOwl Bookshop	P1Portable #1
CCCampus Center	P2Portable #2
CICenter for Innovation	P3Portable #3
CPCentral Plant	PAPerforming Arts Center
CSCampus Safety	PCProfessional Center
DT 1Diesel Technology	PEPhysical Education
& DT 2 (formerly Tech G)(formerly Main Gym)
EDEducational Development Center	PSPhysical Science
ESEarth Science	RARecording Technology
FHField House	RGReprographics (Print shop)
FPFootball Practice Field (FLD 5)	SBSouth Bungalow
GHGate House	SFSoftball Field (FLD 3)
GIGolf Instruction (FLD 1)	SSStudent Services
GRGolf Driving Range	STStadium (FLD 4)
HHHayden Hall	TDTechnology Center
ICInformation Systems	TETechnician Development
LBLiberal Arts/Business	TETechnology Engineering
	TNTennis Courts
	VTVideo Technology
	WAWarehouse / Purchasing

Services

Admissions and RecordsSS	Food ServiceCC
Associated StudentsCC	FoundationCI
Athletics /KinesiologyPE	Health CenterSS
Art and Coffee BarSS	Health SciencesPC
AudiovisualLI	Human ResourcesED
AuditoriumPA	InformationSS
Board RoomCI	Instruction OfficeED
Box OfficePA	International Student CenterSS
BursarED	Learning CenterED
Business ServicesED	Little TheatrePA
Cafeteria – Owl CaféCC	Noncredit EducationLL
CalWORKSLL	Noncredit MatriculationLL
Career/Transfer CenterSS	NursingPC
CashierSS	OutreachSS
Claron, Student NewspaperTC	Printing, ReprographicsRG
College AdvancementCI	Public InformationCI
Community EducationLL	ReceivingWA
Computer CenterIS	Receiving, BookstoreBK
CosmetologyPC	Safety OfficeCS
Counseling and Advisement CenterSS	Student AffairsCC
Dental AssistingPC	Student Employment ServicesSS
Disabled Students CenterSS	Student Services OfficeSS
Distance EducationCI	Superintendent/President's OfficeSS
EstheticianP1	Swimming PoolAQ
EOP&SSS	Testing CenterED
External RelationsCI	Transfer CenterSS
Facilities RentalED	Veteran's CenterHH
Faculty / Staff LoungeCC	Vocational Education OfficeTE
Financial AidSS	
Fitness CenterAP	
FLS Language CentresP2	

Revised 2/20/2013

Learn English at Citrus College!



Improve Your English Language Skills to:

- Find Work
- Make More Money
- Improve Relationships
- Achieve Success

The Citrus College Noncredit Department offers beginning, intermediate, and advanced levels of ESL classes.

Register in person in the Continuing Education Office located in the Lifelong Learning Center, (626) 852-8022.

Register now to reserve space!

Classes are free. Minimal charge for textbook and parking permit. See page 35 for details.



Morning and evening classes are available!!

Citrus College Foundation

A Way to Remember and Be Remembered...



Over the years, planned and charitable gifts of all sizes have played an important role in educating generations of Citrus College students. Gifts of all types donated to Citrus College can leave a lasting legacy to the value you place on education.

Examples of Planned Gifts include:

- Charitable Remained Trusts (CRT)
- Bequests
- Charitable Gift Annuities (CGA)
- Real Estate Remainder Gifts
- IRA Distributions
- Retirement Funds
- Life Insurance

Contact the Citrus College Foundation today to learn about options that can make a difference in the lives that follow.

(626) 914-8825
foundation@citruscollege.edu
www.citruscollege.edu/foundation

No legal or financial advice is provided herein. Individuals should seek the advice of their own professional advisors.

Summer 2013 Junior Golf Lessons



For 7 to 17 Year Olds • \$45 Per Session • 8 a.m.-10 a.m.

SESSION DATES

SESSION 1: June 17-20

SESSION 2: June 24-27

SESSION 3: July 8-12

SESSION 4: July 15-19

ITINERARY

MONDAY – FUNDAMENTALS

TUESDAY – WOODS AND IRONS

WEDNESDAY – CHIP AND PUTT

THURSDAY – RULES AND REVIEW

The Range At Citrus will provide range balls and golf clubs if needed.

For more information visit www.citruscollege.edu/golf, call (626) 914-8688, or contact lstoner@citruscollege.edu





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Glendora, CA 91741-1899
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www.citruscollege.edu/ce

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