



Citrus College

# EXERCISE

your body and mind

Enroll Today for:

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

## Continuing Education

*2013 Winter & Spring Class Schedule*

Register Online at [citruscollege.edu/ce](http://citruscollege.edu/ce)

# Citrus College Continuing Education

## Winter & Spring 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.



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Become a fan

**Citrus College Continuing Education**

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

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## Continuing Education Office

Located in the Lifelong Learning Center  
Web site: [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce)  
Tel: 626-852-8022  
Hours\*: Mon. & Wed., 8:00am - 6:00pm  
Tue. & Thur., 8:00am - 9:00pm  
Fri., 8:00am - 2:00pm  
Sat., 8:30am - 1:00pm  
\*hours subject to change

Jim Lancaster ..... Dean  
Debbie Vanschoelandt..... Supervisor  
Malaika Brown .....Secretary  
Linda Reed.....Clerk  
Carol Christian.....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. Joanne Montgomery**

President  
Monrovia/Bradbury and portions of Duarte  
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Member  
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Representative

### **Mr. Crescencio Calderon**

Student Representative

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### **Dr. Geraldine M. Perri**

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

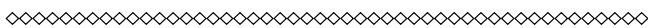
or submit on Web site  
[www.citruscollege.edu/ce](http://www.citruscollege.edu/ce).



# Online Registration

at [www.citruscollege.edu/ce](http://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?

**Winter/Spring Semester Begins January 7.** 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.

**Winter/Spring Semester Holidays** - Classes will not meet on the following dates: January 19-21, February 15-18, April 15-20, May 25-27.

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](http://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](http://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 a check or money order payable to Citrus College, and mail 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](http://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 \_\_\_\_\_

Visa ( ) MasterCard ( ) or Discover ( ) CHECK# \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name of Card Holder \_\_\_\_\_

Parking Fee \$ \_\_\_\_\_  
 Total Fees \$ \_\_\_\_\_

## 5 Easy Ways to Register

### 1. ONLINE

Have the class information and your credit card ready, and logon to [ctrucollege.edu/ce](http://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, 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			\$ _____

Visa ( ) MasterCard ( ) or Discover ( ) \_\_\_\_\_ Total \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

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](http://www.citruscollege.edu/ce)**

**You can also reach us by calling**

**(626) 852-8022**

**ed2go | GES**

Learn  
from the  
comfort of  
home!

# > 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](http://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](http://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: 2/4 End Date: 3/29

Last day to register: 2/8

7000 Start Date: 4/1 End Date: 4/26

Last day to register: 4/5



### How To Sell Your Ideas and Inventions

Want to learn proven ways to cash in on your inventions? Television programs have shown that people, just like you, are selling their inventions for big money!

If you want to secure the rights to your ideas and learn the proven way to sell your inventions, this class will show you how to:

- use patents, trademarks and copyrights to protect your idea
- evaluate your ideas for marketability
- find potential buyers for your invention
- offer it for sale in the safest method possible

Instructor: Mike Rounds Fee: \$45\*

9101 Tuesday 1/22 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 Child Visitation Monitor

Make a difference in a child's life! If you are interested in child advocacy work, consider a career as a professional Child Visitation Monitor. The courts often require scheduled monitored visits between a child and a non-custodial parent. As a Child Visitation Monitor, you will monitor the visit to provide a measure of safety to the child.

In our two-part workshop, you'll learn the basic principles and practice of supervised visitation, including: your defined and neutral role as a monitor, proper and effective parent intake and preparation of the parent and child for the visit, focusing on the child's best interest and safety, how to observe objectively and comprehensively document child and adult contact, proper intervention to prevent physical and emotional harm and how to handle separation and termination of the visit.

You will also gain a basic understanding of the stages of child development, different forms of violence and reflective listening, and maintaining neutrality. You will also receive information on how to effectively market yourself as a Child Visitation Monitor. *Must be 21 years of age or older and able to provide a clean Live Scan background check if you decide to get into the field.*

Instructor: Notary Public Seminars, Inc. Fee: \$199\*

9240 Saturday/Sunday 4/27 & 4/28 9am-4pm AN 101

\*plus \$60 materials fee payable to instructor, includes two books and the certificate of completion

### 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\*

Author of *How to Become a Mystery Shopper*, nominated as one of the top three mystery shoppers in the country.

9107 Saturday 2/2 9:30am-12:30pm LL

\*plus \$20 materials fee payable to instructor

# CAREER

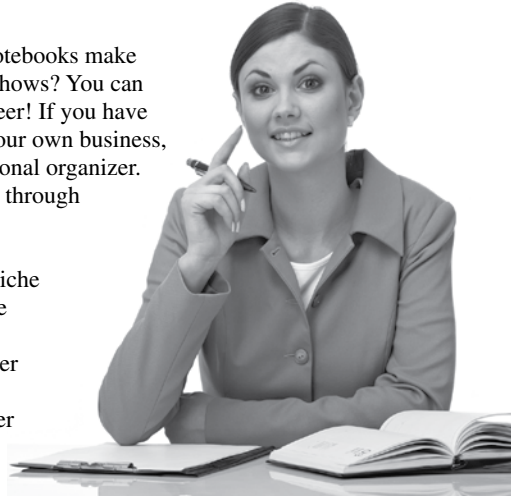
## Be Your Own Boss

### 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\*  
9201 Tuesday 1/22      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).

### Cash In With A Successful Home-Based Business

Are you tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits at home by learning how to start a home-based business from a Chamber of Commerce past president and successful Southern California entrepreneur. During this comprehensive, informative workshop, you will discover:

- more than 100 home business ideas
- mandatory legal documentation
- many ways to market your product/services
- how to take tax deductions (this workshop included!)
- FREE future Q & A opportunities

If you really want to succeed in a home-based business, this step-by-step workshop is a must!

Instructor: LeeAnne Krusemark      Fee: \$45\*  
9201 Thursday 2/7      6-8pm      LL

\*plus \$20 materials fee payable to instructor



### Make Money With A Typing/Word Processing Business

**Prerequisite:** Cash in with a Successful Home-based Business

If you type, then you can make money at home using your typewriter/word processor or computer. Having already learned about home-based business, you will discover the secrets to profits in the typing/word processing business, including:

- how and where to find clients
- 50 ways to advertise/market your services
- effective home office equipment choices
- 100 ways to make money with a computer
- FREE national networking information

There really is a need for your services, so why not have the freedom to be your own boss, set your own hours, and have the opportunity to make more money than you ever did before by attending this workshop.

Instructor: LeeAnne Krusemark      Fee: \$35\*  
9202 Thursday 2/7      8-9pm      LL

\*plus \$10 materials fee payable to instructor

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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



## 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](mailto: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



## 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](mailto: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



## 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](mailto:collegeinfo@careerstep.com) or call (877) 225-7151.

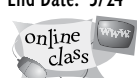
9415 Instructor: Career Step Fee: \$1,795\*  
 \*includes all necessary materials and software, personalized student support and job placement assistance



## 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: 2/4 End Date: 3/29  
 Last day to register: 2/8  
 7047 Start Date: 4/1 End Date: 5/24  
 Last day to register: 4/5



## Special Event & Wedding Planning

Looking for a new career or just wanting to coordinate your next special gala, wedding, corporate or social event, fundraiser or small private gathering? This information-packed seminar includes basic tools and techniques and valuable trade secrets for starting a new and exciting career in special event planning. You'll learn how to:

- coordinate a stress-free event and create a budget and timeline
- assemble creative invitations and announcements
- find unique locations and create exciting themes
- choose a caterer and menu
- enhance theme/floral décor and design dazzling favors/gifts
- choose the perfect photographer and videographer
- select unforgettable music and entertainment
- create a memorable event for your guests Participants will take home tools and checklists.

Instructor: Farla Binder, event planner for over 20 years. Fee: \$55\*  
 9106 Wednesday 1/23 6-9pm LL  
 \*plus \$25 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.

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

- how the bar business works
- the ethics of serving cocktails
- a common-sense approach to bartending

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

Instructor:	Kellie Nicholson	Fee: \$159*	
9239	Thursday 1/17, 1/24, 1/31	6-10pm	LL
9417	Thursday 4/25, 5/2, 5/9	6-10pm	LL

\*plus \$55 materials fee payable to instructor (90-page colored manual, flash cards, jigger, pour spout, plastic practice shaker, three certificates)

## Citrus College

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Call 626.914.8560 for brochures and information.



## Certificate Program In Medical Billing

If you are bored, underpaid or job insecure, this medical billing program can make you a valued professional in a fast-growing health care field.



Required Courses (complete all)

- Introduction to Medical Insurance Billing
- Advanced Medical Insurance Billing
- Workers' Compensation & Personal Injury
- Computerized Medical Insurance Billing (orientation)
- Receive a \$20 discount when you enroll in all four courses at the same time.

**Registration:** All courses must be pre-paid. Proof of registration must be presented at each course. Course materials and texts are not included in the registration fee. Materials fees are payable to the instructor at the first meeting of each course. Students will receive a certificate of attendance from the instructor at the end of each course. Those who complete the certificate program will also receive a completion award issued by the college. Participation in the certificate program is not required. Courses may be taken individually as long as you meet the prerequisites.

## Workers' Compensation And Personal Injury

Learn how to bill California Workers' Compensation and Personal Injury cases. Some of the areas this seminar will cover are:

- an overview of the California's Workers' Compensation system
- filing Workers' Compensation Appeals Board liens
- tips for screening patients up-front to minimize payment problems
- maximizing reimbursement
- turning objection letters into payments
- negotiating with attorneys on lien cases
- how to make sure the case is really "pending"
- billing automobile insurance carriers and personal injury cases



Instructor: KGP Consulting, LLC      Fee: \$85\*  
9115 Sunday 4/14 9:30am-4pm AN101  
\*plus \$39 materials fee payable to instructor, cash or money order only

## Introduction To Medical Insurance Billing

One of the physician's most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. In this seminar, you'll learn:

- how to bill Medicare, Medicaid (MediCal in California), TRICARE and CHAMPVA
- how to complete the CMS 1500 (universal insurance claim form) used to bill insurance carriers
- how to keep current on changes in rules and regulations of government plans, also where to take free continuing education courses offered by major insurance carriers
- how to read an Explanation of Benefits (EOB) and how to use it to bill secondary insurance carriers
- how to look up diagnosis codes, procedures codes and modifiers; codes which are necessary for billing insurance carriers payment reimbursement

Instructor: KGP Consulting, LLC      Fee: \$125\*  
9112 Sat/Sun 4/6 & 4/7 9am-4:30pm AN101  
\*plus \$69 materials fee payable to instructor, cash or money order only



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.

### Advanced Medical Insurance Billing

*Prerequisite: Experience as a medical biller or Certificate of Attendance from Introduction to Medical Insurance Billing*

This workshop is for those students who have completed the Introduction to Medical Insurance Billing course or students who are already billers and want to further their knowledge in medical billing. In this seminar, you'll learn:

- the difference between PPOs, HMOs, IPAs and other managed care issues
- the ins and outs of contracting with managed care plans
- HCPCS coding-when to use these codes
- to analyze and solve difficult billing problems
- HIPAA-Health Insurance Portability & Accountability Act
- various issues of concern to Medical Billers through open discussions

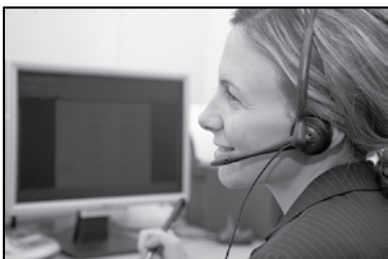
Instructor: KGP Consulting, LLC      Fee: \$85\*  
 9113 Saturday 4/3      8am-2:15pm      AN101  
 \*plus \$39 materials fee payable to instructor, cash or money order only

### Start A Medical Billing Service

Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. In this seminar you'll learn:

- how to obtain clients
- setting your fees
- what other services you could offer
- marketing your services
- where to obtain HIPAA complaint software
- HIPAA Business Associate Agreement
- what billing organizations you can join
- how to obtain updates from insurance companies
- about Sole Proprietorship, Partnership, Corporation & LLCs

Instructor: KGP Consulting, LLC      Fee: \$65\*  
 9114 Saturday 4/13      2:30-5pm      AN101  
 \*plus \$29 materials fee payable to instructor, cash or money order only



### Computerized Medical

#### Insurance Billing (a home study course)

This course must be completed within one month. Most students complete the course within six to eight hours. You will have the assistance of an instructor (via e-mail) for any questions or concerns. Meet the instructor for a 15-minute orientation to receive course material and practice software. You'll learn how to set up a medical practice using your own computer. (Windows 98 or above required).

In this hands-on course you will set up the following:

- practice & provider information
- practice superbill
- patient/guarantor information
- insurance companies to be billed
- post charges, payments and adjustments
- print insurance claims, patient statements & management reports
- create database for electronic claims

Instructor: KGP Consulting, LLC      Fee: \$25\*  
 9116 Sunday 4/14      9-9:15am      AN101  
 \*plus \$89 materials fee payable to instructor, cash or money order only

### Medical Front Office

Running the front desk in a medical practice is a very rewarding experience and an excellent way to begin a career in the medical field. Intended for students interested in becoming a Medical Front Office/Medical Receptionist/Intake Coordinator, this course will ensure students are prepared to begin a rewarding career and to become an integral part of a medical office team. Students will receive a completion certificate upon completion of the course. Topics covered include:

- basic medical benefit terms and plans
- eligibility and insurance benefit verification
- appointment scheduling (manual and computerized)
- improving telephone skills
- patient arrival and departure
- handling medical/office forms
- HIPAA/patient privacy, confidentiality
- medical terminology (specific to the front office)

This two-part course will be offered under the following format: the first portion will be lecture and the second portion will be hands-on (using your own computer) using a web-based software program that allows you to enter new patients and schedule computerized appointments. The online portion of this course must be completed in two weeks.

Instructor: KGP Consulting, LLC      Fee: \$105  
 9319 Tues/Thurs 4/9 & 4/11      6:30-9pm      LL 103  
 \*plus \$89 materials fee payable to instructor, cash or money order only

# CAREER

## Professional Development



**Aim higher**

### 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: 3/4 End Date: 3/29  
Last day to register: 3/8

7005 Start Date: 5/6 End Date: 5/31  
Last day to register: 5/10



### 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: 3/4 End Date: 3/29  
Last day to register: 3/8

7049 Start Date: 5/6 End Date: 5/31  
Last day to register: 5/10



### 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: 2/4 End Date: 3/1  
Last day to register: 2/8

7007 Start Date: 4/1 End Date: 4/26  
Last day to register: 4/5



### 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.

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

7036 Start Date: 3/4 End Date: 3/29  
Last day to register: 3/8

7036 Start Date: 5/6 End Date: 5/31  
Last day to register: 5/10



# CAREER

## Professional Development

### 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: 3/4 Last day to register: 3/8	End Date: 3/29
7041	Start Date: 5/6 Last day to register: 5/10	End Date: 5/31



### 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: 2/4 Last day to register: 2/8	End Date: 3/1
7046	Start Date: 4/1 Last day to register: 4/5	End Date: 4/26



### 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: 3/4 Last day to register: 3/8	End Date: 3/29
7044	Start Date: 5/6 Last day to register: 5/10	End Date: 5/31



### 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: 3/4 Last day to register: 3/8	End Date: 3/29



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

### 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. 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 4/13 8am-6pm AN 101  
 \*plus \$30 materials fee payable to instructor



### Renew Your Notary Commission

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 4/13 12:45-6pm AN 101  
 \*plus \$30 materials fee payable to instructor

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# CAREER

## skills for the 21<sup>st</sup> Century

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

### Mobile Marketing

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



Mobile Marketing

Instructor: Heather Dimitt, UGotClass Fee: \$195

7051 Start Date: 2/4 End Date: 3/1

Last day to register: 2/8

Creating Cell Phone Apps For Your Business

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

7037 Start Date: 3/4 End Date: 3/29

Last day to register: 3/8

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7052 Start Date: 4/1 End Date: 4/26

Last day to register: 4/5

### eMarketing Essentials

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



Improving E-mail Promotions

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

7013 Start Date: 2/4 End Date: 3/1

Last day to register: 2/8

Boosting Your Web Site Traffic

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

7014 Start Date: 3/4 End Date: 3/29

Last day to register: 3/8

Online Advertising

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

7015 Start Date: 4/1 End Date: 4/26

Last day to register: 4/5



### Video Marketing

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



Video Marketing

Instructor: Erin Huggins, UGotClass Fee: \$195

7054 Start Date: 2/4 End Date: 3/1

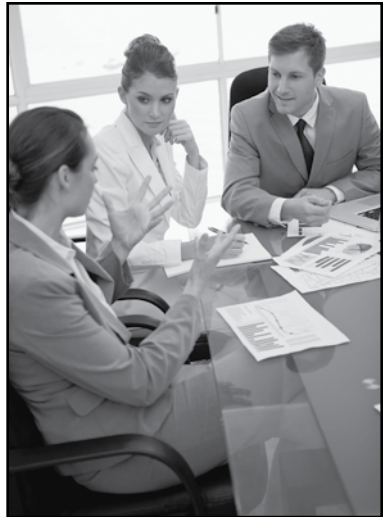
Last day to register: 2/8

YouTube For Business

Instructor: Jennifer Selke, UGotClass Fee: \$195

7042 Start Date: 3/4 End Date: 3/29

Last day to register: 3/8



### Business Research

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



Introduction to Business Research

Instructor: Cathy Boys, UGotClass

Start Date: 2/4 End Date: 3/1

Last day to register: 2/8

Business Statistics

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 3/4 End Date: 3/29

Last day to register: 3/8

Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 4/1 End Date: 4/26

Last day to register: 4/5

# CAREER

## skills for the 21<sup>st</sup> Century

For detailed class information, additional dates and to register online, visit our Continuing Education website at <http://citrus.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: 2/4 End Date: 3/1

Last day to register: 2/8

Marketing with Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 3/4 End Date: 3/29

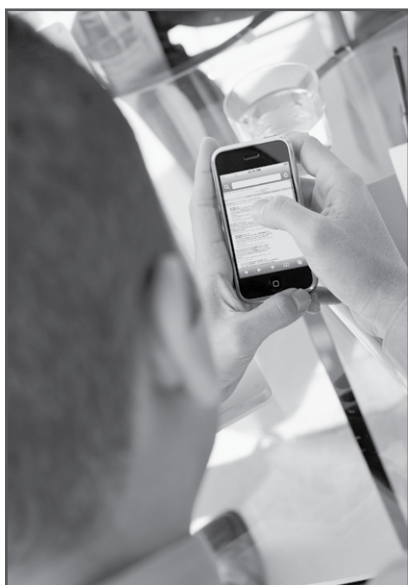
Last day to register: 3/8

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 4/1 End Date: 4/26

Last day to register: 4/5



### Online Teaching

7024 Certificate to become a Certified Online Instructor (COI) (completion of all classes below) Fee: \$795 includes exam, online course critique, and peer evaluation of online course

Designing Online Instruction

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

7027 Start Date: 2/11 End Date: 2/15

Last day to register: 2/4

Building Online Learning Communities

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

7025 Start Date: 3/11 End Date: 3/15

Last day to register: 3/4

Advanced Teaching Online

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

7026 Start Date: 4/15 End Date: 4/19

Last day to register: 4/8

### LEED Green Associate Exam Prep

Instructor: Kelly Gearheart, UGotClass Fee: \$695

7022 Start Date: 2/4 End Date: 3/29

Last day to register: 2/8

### Supervisory & Leadership

Instructor: Sally Klaus, UGotClass Fee: \$395

7028 Certificate

Start Date: 2/4 End Date: 3/29

Last day to register: 2/8

### 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: 3/4 End Date: 3/29  
Last day to register: 3/8



### 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: \$245  
7031 Start Date: 4/1 End Date: 4/26  
Last day to register: 4/5



### Social Media 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 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: 4/1 End Date: 4/26  
Last day to register: 4/5



### 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.

Instructor: Julie Coates and Williams A. Draves, UGotClass Fee: \$145  
7030 Start Date: 3/4 End Date: 3/29  
Last day to register: 3/8



### 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: \$245  
7032 Start Date: 3/4 End Date: 3/29  
Last day to register: 3/8





# 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: January 19-21, February 15-18, April 15-20 and May 25-27.**

\*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.

9324 Fee: \$29\* Winter 6 weeks: 1/7 - 2/14  
 9325 Fee: \$24\* Forever Young 55+ (same as above)  
 Register for the Winter session by 12/23 to receive a \$4 discount.

9280 Fee: \$35\* Spring First 8 weeks: 2/19 - 4/11  
 9281 Fee: \$29\* Forever Young 55+ (same as above)  
 Register for the first 8-weeks of Spring by 2/3 to receive a \$5 discount.

9231 Fee: \$35\* Spring Second 8 weeks: 4/22 - 6/13  
 9232 Fee: \$29\* Forever Young 55+ (same as above)  
 Register for the second 8-weeks of Spring by 4/7 to receive a \$5 discount.

Winter Hours: Mon - Thur 6:15-8:15am AP 109  
 5-7pm

Spring Hours: Mon - Thur 6-8am AP 109  
 5-7pm

\* No refunds will be issued after classes begin.



### 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	1/7 - 2/11	6-7pm	AP 110	\$21
9317	Monday	2/25 - 4/8	6-7pm	AP 110	\$31
9333	Monday	4/22 - 6/10	6-7pm	AP 110	\$31

### NEW! 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	1/10 - 2/14	5-6pm	AP 110	\$27
9428	Thursday	2/21 - 4/11	5-6pm	AP 110	\$35
9429	Thursday	4/25 - 6/13	5-6pm	AP 110	\$35

# PERSONAL ENRICHMENT

## Fitness

\* No refunds will be issued after classes begin.

Holiday closures: January 19-21, February 15-18, April 15-20 and May 25-27.

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

### 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	1/8 - 2/12	5:30-6:30pm	AP 110	\$27
9234	Tuesday	2/19 - 2/9	5:30-6:30pm	AP 110	\$35
9282	Tuesday	2/23 - 6/11	5:30-6:30pm	AP 110	\$35



### Low Impact – Cardio Conditioning

This class works through a range of fundamentals. You'll learn to use simple exercises without running or jumping. Movements and exercises are intended for improving balance. Class includes 20-30 minutes of aerobics.

Instructor: Bonnie Murphy

9327	Monday	1/7 - 2/11	5-6pm	AP 110	\$21
9233	Monday	2/25 - 4/8	5-6pm	AP 110	\$31
9284	Monday	4/22 - 6/10	5-6pm	AP 110	\$31

### 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	Wednesday	1/9 - 2/13	6:30-7:30am	AP 110	\$27
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### 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	1/10 - 2/14	6-7pm	AP 110	\$27
9235	Thursday	2/21 - 4/11	6-7pm	AP 110	\$35
9283	Thursday	4/25 - 6/13	6-7pm	AP 110	\$35

### 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	1/9 - 2/13	5-6pm	AP 110	\$27
9238	Wednesday	2/20 - 4/10	5-6pm	AP 110	\$35
9286	Wednesday	4/24 - 6/12	5-6pm	AP 110	\$35
9334	Saturday	1/12 - 2/9	9-10am	AP 110	\$18
9285	Saturday	2/23 - 4/13	9-10am	AP 110	\$35
9287	Saturday	4/27 - 6/15	9-10am	AP 110	\$31



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

### Makeup 101

Makeup 101 is for people who want to learn the basic steps to becoming your 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. *Certificate of completion upon request.*

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	2/9	10am-12:30pm	LL
9354	Saturday	4/13	2-4:30pm	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	1/12	10am-1pm	LL
9323	Saturday	2/9	1:30-4:30pm	LL

\*plus \$30 materials fee payable to instructor



### Acupressure Facial

Reduce and relieve the tension of stress. Facial acupressure massage techniques increase your facial circulation, decrease facial lines and help you to feel younger. Your face will reflect a new vigor and healthy glow. These techniques can be done on yourself or a partner. Please bring a mat and large towel to class.

Instructor: Pam Francis, L.Ac., C.MT Fee: \$39\*  
9149 Saturday 4/6 9am-12pm LL

\*plus \$2 materials fee payable to instructor

### Acupressure For Headaches and Backaches

You don't have to live with debilitating migraines or nagging backaches anymore! In this class, you'll learn simple techniques for all kinds of headaches as well as acupressure points that soothe and relax the back. Acupressure is a powerful tool that often succeeds where modern Western methods fail. Dress is loose clothing. Bring a mat and towel to class.

Instructor: Pam Francis, L.Ac., C.MT Fee: \$39\*  
9378 Saturday 3/9 9am-12pm LL

\*plus \$2 materials fee payable to instructor



# PERSONAL ENRICHMENT

## Health & Self

### Swedish Massage

Would you like to massage like the professionals? By the end of this class you'll be able to give a fantastic full body massage. You'll learn how to give a revitalizing, stress reducing massage. Learn easy techniques to increase circulation and relieve sore muscles. Please bring shorts, large towel and mat to class. Massage lotion included in materials fee.

	Instructor:	Pam Francis, L.Ac., C.MT	Fee: \$39*
9151	Saturday	2/2 9am-12pm	LL

\*plus \$10 materials fee payable to instructor



### NEW! Emotional Eating

This workshop focuses on understanding how balancing our emotions plays an important role in our eating habits, why we eat the way we do, and how its connected to our relationships with others and how we relate to the world. Simple tools will be given to challenge you to take control of your eating by making better choices for permanent results.

	Instructor:	Rachael Clark	Fee: \$69*
9418	Wednesday	1/9 & 1/16 6:30-9pm	LL
9419	Wednesday	5/1 & 5/8 6:30-9pm	LL

\*plus \$15 materials fee payable to instructor

### NEW! Finding Balance In Life

Our high-tech, fast paced lifestyle causes us to make unhealthy choices bringing us out of balance with devastating results, including sickness, disease and stress induced illnesses. This workshop focuses on bringing us back into balance so we can have happy, healthy quality living that brings us joy.

	Instructor:	Rachael Clark	Fee: \$49*
9420	Wednesday	1/30 6:30-9pm	LL
9421	Wednesday	5/22 6:30-9pm	LL

\*plus \$10 materials fee payable to instructor

### 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	3/23 9am-12pm	LL

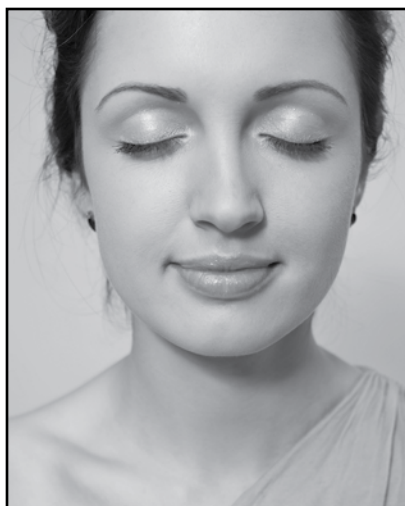
\*plus \$15 materials fee payable to instructor

### 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	5/18 9am-12pm	LL

\*plus \$15 materials fee payable to instructor



# 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 and 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 Tuesday 1/15                      6:30-9:30pm                      LL

\*plus \$30 materials fee payable to instructor for the book, *Clutterology®* (ISBN #978-1-891440-62-5). Please bring charitable donations including old cell phones, empty printer cartridges, books, something from the kitchen and two items from the closet.



### Unclutter Your Mind

Did you know that the average person thinks over 12,000 thoughts per day? That 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 helps 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 un-clutter our mind to see 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\*  
Life strategies coach, professional organizer, Quantum Touch practitioner, attitudinal healing facilitator.  
9155 Saturday 2/9                      9:15am-12:15pm                      LL

\*plus \$10 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Computers & Technology

### 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 work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover 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: 3/4 End Date: 3/29  
 Last day to register: 3/8  
 7038 Start Date: 5/6 End Date: 5/31  
 Last day to register: 5/10



### Spectacular PowerPoint® 2007

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 3/16 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: 3/4 End Date: 3/29  
 Last day to register: 3/8  
 7039 Start Date: 5/6 End Date: 5/31  
 Last day to register: 5/10



### 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 4/6 & 4/13 9am-4pm LL 103  
 \*plus \$45 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Computers & Technology

### Building Your Web Site On \$5 A Month

You can have your own Web site for as little as \$5 a month. You don't have to be a programmer to design professional looking and cost effective Web sites, but you do have to decide what you want the Web site to do, what you put on it, and how you promote it.

Don't be deceived by Web site designers that insist that creating a Web site will take thousands of your dollars, weeks to complete and insist that they be paid ongoing charges for changes that only they can make. In this class, you'll learn how to:

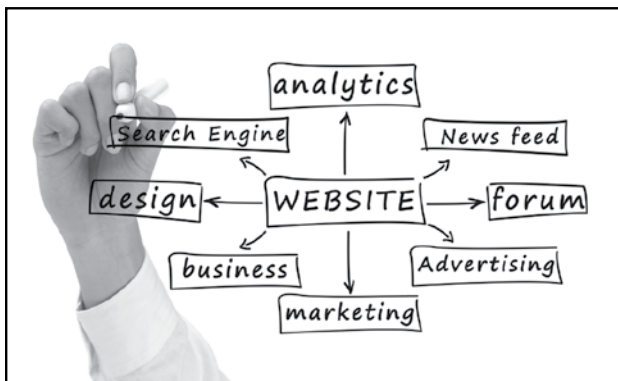
- improve your business with a Web site
- analyze your needs and select the best Web design criteria
- make the site user friendly
- get a FREE shopping cart that only costs if sales are made
- promote your Web site and link with search engines to make sure you can be found

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 Web site development experience necessary.** **This program is for Web site beginners, experts, managers and Web designers.**

Instructor: Mike Rounds Fee: \$45\*

9127 Tuesday 1/15 6:30-9:30pm LL

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



### Microsoft Word 2010

Update your skills in this hands-on workshop! In this class, you'll learn where the new features of Microsoft Word 2010 are located and the new ribbon interface. The class covers topics including the fundamentals of Word and advanced concepts in creating, editing, formatting and printing documents, certificates and labels. In this class, you will learn:

- Tabbed ribbon systems
- Find and replace commands
- Copy and paste and Paste Special options
- How to add clip art, insert footnotes, headers and footers

You'll also learn how to use mail merge and tables. The class includes lecture, hands-on lab time, and useful tips and tricks for the savvy Word user. The student should be familiar with Windows and the use of a mouse.

Instructor: Tom Gerfen Fee: \$105

9117 Wednesday 11/23, 1/30, 2/6, 2/13

6-9pm

IS 110

9381 Wednesday 5/1, 5/8, 5/15, 5/22

6-9pm

IS 110



# PERSONAL ENRICHMENT

## Computers & Technology

### Microsoft Excel 2010

Update your skills in this hands-on computer workshop! In this class, you'll learn where the NEW features of Microsoft Excel 2010 are located and the new ribbon interface. This class is best suited for students who understand the basic use of a spreadsheet. In this class, you will learn:

- Calculations with function keys
- Tables and the use of table lookups
- Data sorting
- Data filtering
- Mail merge

You'll have the opportunity to apply Excel concepts in the planning and creation of basic spreadsheets, graphs, charts and presentations. The class includes lecture, hands-on lab time and useful tips and tricks for the savvy Excel user. The students should be familiar with Windows and the use of a mouse.

Instructor: Tom Gerfen      Fee: \$105  
9118    Wednesday    3/13, 3/20, 3/27, 4/3    6-9pm    IS 110

### 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: 2/4      End Date: 3/1  
Last day to register: 2/8  
7056    Start Date: 4/1      End Date: 4/26  
Last day to register: 4/5



### Advanced Web Site Strategies

You have a Web site, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it?

Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it.

In one month, you will be better equipped to create your own content marketing strategy and create a content-rich Web site that exceeds the needs of your visitors.

Instructor: Michael Weiss, UGotClass      Fee: \$195  
7055    Start Date: 3/4      End Date: 3/29  
Last day to register: 3/8



### ProTools 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\*  
9410    MTWR    1/7-1/17    5-8pm    VT 320



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

## Hobbies & Interests

### Music Theory Mastery: A Visual Approach

Learn music theory using visual and mathematical approaches! College preparatory students and adults will learn note recognition in treble and bass clefs, and how to write and count rhythm patterns without guessing. Scales, intervals, key signatures and chords will be introduced with visual and mathematical approaches.

	Instructor:	Mary Bigley-Cronin	Fee: \$105*
9398	Saturday	1/12 - 2/9	11:30am-1:30pm LL
9422	Saturday	4/27 - 5/18	11:30am-1:30pm LL

\*plus \$2 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	1/12 - 2/9	9-11am LL
9423	Saturday	4/27 - 5/18	9-11am LL

\*plus \$2 materials fee payable to the instructor

### “Ladies, Start Your Engines” Essential Car Care For Women

Ever had that feeling that you were being ripped off on a car repair? Do you wish you knew just a little more about how your car works and what all the lights mean on your dash? This hands-on course will empower women to perform some basic maintenance on their own vehicle, guard them from getting ripped off by a repair facility, and prepare them for roadside emergencies. Topics include: how to change a flat tire, checking and adding fluids, how to replace wiper blades, how to check belts and hoses, checking and adjusting tire pressure, replacing bulbs and fuses, jumpstarting your car, communicating with the repair shop, and other general automotive knowledge. Come with your vehicle and be ready to get a little greasy under the hood.

	Instructor:	Tom Bender	Fee: \$79
9153	Saturday	3/9	8am-1pm TE 114

Automotive Annex

### NEW! Music Composition – A Real Numbers Game

In this class, you'll learn how to write a soprano melody with alto, tenor and bass harmonies in a classical vocal style in major and minor keys. Intervals, chords, including sevenths, passing and neighboring tones, accidentals, figured bass symbols, and vocal ranges will be introduced for composition and discussion. Music is a numbers game with chord analysis! Student should be able to read notes in treble and bass clefs.

	Instructor:	Mary Bigley-Cronin	Fee: \$105*
9424	Saturday	2/23 - 3/16	9-11am LL

\*plus \$2 materials fee payable to the instructor

### NEW! Exploring Sixth Chords

In this class, you'll learn harmonic principles for composing simple melodies and utilizing sixth chords. Major, minor and augmented sixths and chord formulas will be emphasized through written drills and original composition. Bring a hymnal or other music for chord analysis. This class is ideal for school and church musicians. Student should be able to read notes in treble and bass clefs.

	Instructor:	Mary Bigley-Cronin	Fee: \$105*
9425	Saturday	3/23 - 4/13	9-11am LL

\*plus \$2 materials fee payable to the instructor

### How To Sight Read Like A Pro

College preparatory students and adults will learn how to sight read notes and intervals in treble and bass clefs. Drill, repetition and pre-study are secrets to sight reading like a pro!

	Instructor:	Mary Bigley-Cronin	Fee: \$105*
9411	Saturday	3/23 - 4/13	11:30am-1:30pm LL

\*plus \$2 materials fee payable to the instructor

### Elements of Music

College preparatory students and adults will learn about the elements of music, offered in four classes: sound and rhythm; melody and harmony; composition and conducting; form and style. Bring a music book to review and discuss musical signs and symbols.

	Instructor:	Mary Bigley-Cronin	Fee: \$105*
9412	Saturday	2/23 - 3/16	11:30am-1:30pm LL

\*plus \$2 materials fee payable to the instructor

# PERSONAL ENRICHMENT

## Hobbies & Interests

### The Basics: A Watercolor Workshop For The Beginner

This class is aimed at the artist who is new to watercolor. Projects will be set to practice the basic skills of the media: brush handling, color mixing, the marks and washes, and the saving and reclaiming of the lights. Artists will learn how to render the landscape, trees, water, and rocks using these skills. 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  
9382 Friday-Wednesday 2/15 - 2/20 9am-3pm AC 109  
For more information, contact instructor by  
e-mail: [chrisvw@charter.net](mailto:chrisvw@charter.net)

### Beginner's Guide To Getting Published

Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to:

- become a 'published' writer overnight
- submit manuscripts the correct way
- find the right publisher for your work
- write irresistible query letters
- 100 ways to make money as a freelance writer
- obtain future Q&A opportunities

If you really want to succeed, this step-by-step workshop, taught by a successful, published writer, is a must!

Instructor: LeeAnne Krusemark      Fee: \$45  
9220 Thursday 2/7 3-5pm LL  
\*plus \$20 materials fee payable to instructor

### The Basics: A Watercolor Workshop For Intermediates

This class will assume that artists have completed the beginning basic skills. Artists will explore design and composition ideas. They will study color theory and the artist's expanded use of color in the history of art. They will learn how to critique their own work. 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 4/15 - 4/20 9am-3pm AC 109  
For more information, contact instructor by  
e-mail: [chrisvw@charter.net](mailto:chrisvw@charter.net)

### Meet The Publisher – Get Your Manuscript Critiqued

Have you ever wanted to talk to a real publisher? Are you tired of having your manuscripts critiqued by non-professionals? Bring your in-progress manuscript for an in-class critique of your poetry, article, short story, novel, non-fiction book, or children's book. You will learn about the pros and cons of traditional publishing and self-publishing options. You can leave a COPY of your manuscript for a professional critique (for an optional materials fee of \$50 for up to 25 double-spaced pages + \$1/page thereafter) and a list of publishers and/or agents who are interested in your type of work.

Instructor: LeeAnne Krusemark      Fee: \$35  
9221 Thursday 2/7 5-6pm LL  
\*plus \$10 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Languages

### Sign Language - Beginning

This is an introductory course in communication with the deaf, including basic understanding, communications and finger spelling. Emphasis is placed on the ability to read signs.

Instructor: John Stockman      Fee: \$149  
9386 Thursday 3/7 - 5/30 6:30-8:30pm LL



Additional online Language classes – Braille Transcription, French, Japanese, Italian, Speed Spanish ... and more. Go to <http://citruscollege.augusoft.net/>. Click on courses, under 'on the net' look under LANGUAGES.

# 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:

- foreclosures, REO, 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	2/23	9:30am-1pm	LL
9426	Saturday	4/13	9:30am-1pm	LL

# FINANCE

## Retirement

### Retirement Planning Today

Due to recent and ongoing tax law changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In straightforward language, this class explains time-tested strategies that help you to make informed financial decisions. Whether your objective is to build a nest egg, protect your assets or preserve your lifestyle throughout retirement, this class helps you plan your future with confidence. Unlike financial seminars that focus on a specific topic, this comprehensive course helps you see the "big picture." It examines many aspects of personal finance and how you can work together to create an integrated retirement plan. This class is educational and non-commercial. No specific financial products are discussed or sold.

**Instructor:** Edward Yoon **Fee:** \$59  
Registered representative and registered investment advisor affiliated with First Allied Securities, Inc., member FINRA/SIPC.

9146	Tuesday	1/29 & 2/5	6:30-9pm	LL
9147	Tuesday	5/7 & 5/14	6:30-9pm	LL
9148	Saturday	2/2 & 2/9	9-11:30am	LL



# YOUTH

## Teens



### 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	1/12	2-5pm	LL
9166	Saturday	4/13	10am-1pm	LL

\*plus \$30 materials fee payable to instructor



Additional online Finance 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' look under BUSINESS.

# TRAVEL

## Places to Go

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

### Washington, D.C.

Seven day escorted tour of White House Visitor Center, World War II Memorial, Mount Vernon, Arlington National Cemetery, Smithsonian Institution, Annapolis, Baltimore, Washington National Cathedral, and The Ford Theatre. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 9 meals.

Departure Date: April 3, 2013

Cost: \$2,199 double; \$2,799 single; \$2,169 triple

Payment terms: \$250 deposit, final payment date is 2/2/13.



### Rome & The Amalfi Coast

Ten day escorted tour of Rome, Ravello, Villa Rufolo, Vietri-sul-Mare, Sorrento, Amalfi Coast, Paestum, Pompeii, Naples, and Archeological Museum. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fee, plus 13 meals.

Departure Date: April 18, 2013

Cost: \$3,399 double; \$3,799 single; \$3,369 triple

Payment terms: \$250 deposit, final payment date is 2/17/13.

### The Best Of Eastern Canada

Nine day escorted tour of Montreal, Quebec City, Ottawa, Toronto, and Niagara Falls. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 12 meals.

Departure Date: August 4, 2013

Cost: \$3,049 double; \$3,699 single; \$3,019 triple

Payment terms: \$250 deposit, final payment date is 6/5/13.

## 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](mailto:conted@citruscollege.edu) to speak with someone regarding your customized training needs.

# 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.



# 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 and assessment are ongoing throughout the semester.

### NC 302 – ESL A: Beginning

This is an introductory-level basic course in English skills: reading, writing, listening and speaking for non-English speaking students.

Instructor:	Staff			
25295	Mon-Fri	1/7-2/14	9am-12:35pm	LL
31792	Mon & Wed	2/20-6/12	9am-12:10pm	LL
31793	Mon & Wed	2/20-6/12	5-8:10pm	LL

### NC 303 – ESL B: Intermediate

This is a course in comprehension and communication of spoken English. The class emphasizes building confidence in oral expression and refining pronunciation.

Instructor:	Staff			
25296	Mon-Fri	1/7-2/14	9am-12:35pm	LL
31794	Tues & Thurs	2/21-6/13	9am-12:10pm	LL
31795	Tues & Thurs	2/21-6/13	5-8:10pm	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			
25293	Mon-Fri	1/7-1/25	9am-12:35pm	LL
25364	Mon-Fri	1/28-2/14	9am-12:35pm	LL
31789	Mon & Wed	2/20-4/10	9am-12:10pm	LL
31808	Mon & Wed	4/22-6/12	9am-12:10pm	LL
31790	Mon & Wed	2/20-4/10	5-8:10pm	LL
31809	Mon & Wed	4/22-6/12	5-8:10pm	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			
25297	Mon-Fri	1/7-1/25	9am-12:35pm	LL
25365	Mon-Fri	1/28-2/14	9am-12:35pm	LL
31798	Tues & Thurs	2/21-4/11	9am-12:10pm	LL
31810	Tues & Thurs	4/23-6/13	9am-12:10pm	LL
31799	Tues & Thurs	2/21-4/11	5-8:10pm	LL
31811	Tues & Thurs	4/23-6/13	5-8:10pm	LL

# NONCREDIT

## Career

### NC 638 – Electricity For Heating And Air Conditioning

*Strongly recommended: NC 632 or industry experience*

A course in electricity, covering the functions and operations of electric motors and controls used in mechanical systems.

Instructor: Staff  
25288 Th, Wed, Thurs 1/8- 2/14 6-8:50pm TE 102

### NC 634 – Air Conditioning II

*Strongly recommended: NC 632 or industry experience*

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

Instructor: Staff  
31764 Tuesday 2/26 - 6/11 6-9:10pm TE 102

### NC 642 – Trouble Shooting For Heating And Air Conditioning

*Strongly recommended: NC 632 or industry experience*

This course covers the techniques to locate, identify, and correct the problems that occur in heating, air conditioning, and refrigeration systems, both domestic and commercial.

Instructor: Staff  
31765 Wednesday 2/20 - 6/12 6-9:10pm TE 102



### NC 640 – HVAC Control Systems

*Strongly recommended: NC 632 or industry experience*

An explanation of HVAC control system theory, control hardware, and both simple and complex control systems, supervisory controls and the use of computers in control systems.

Instructor: Staff  
31769 Thursday 2/21 - 6/13 6-9:10pm TE 102



### 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. **Textbook required.**

Instructor: Bernetta Sailors  
31768 Tuesday 2/26 - 6/11 4:30-10pm LL

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

# 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](http://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](http://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>



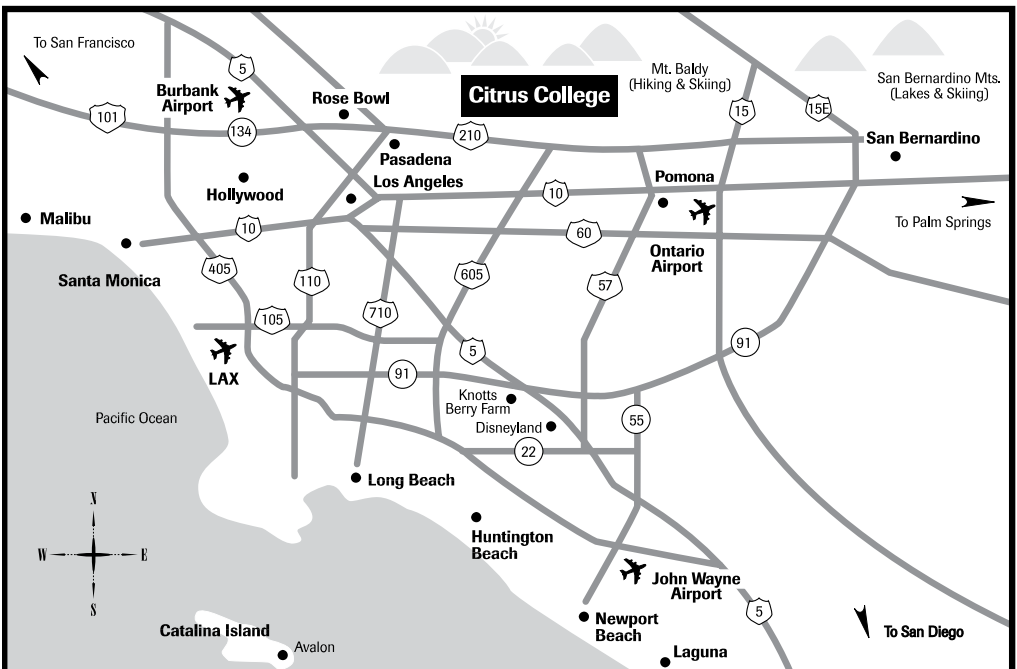
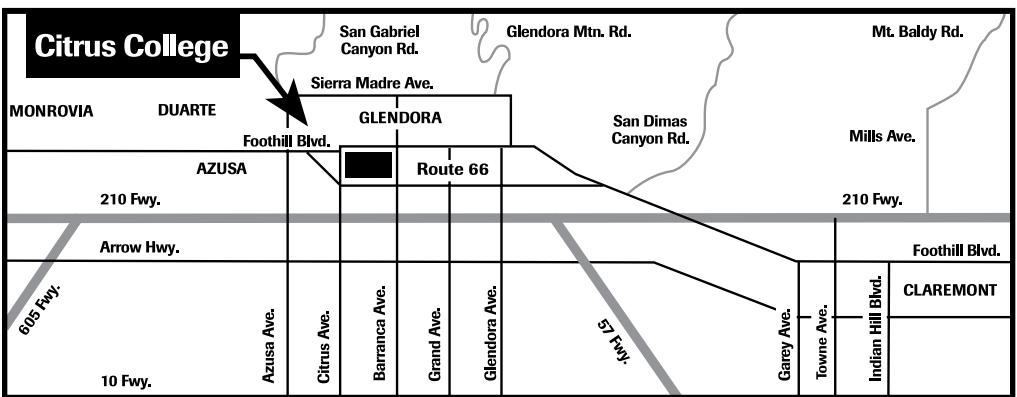
# Parking Regulations/Maps

Parking permits are required on all vehicles that park on the Citrus College campus. A parking permit is not required on Saturday or Sunday.

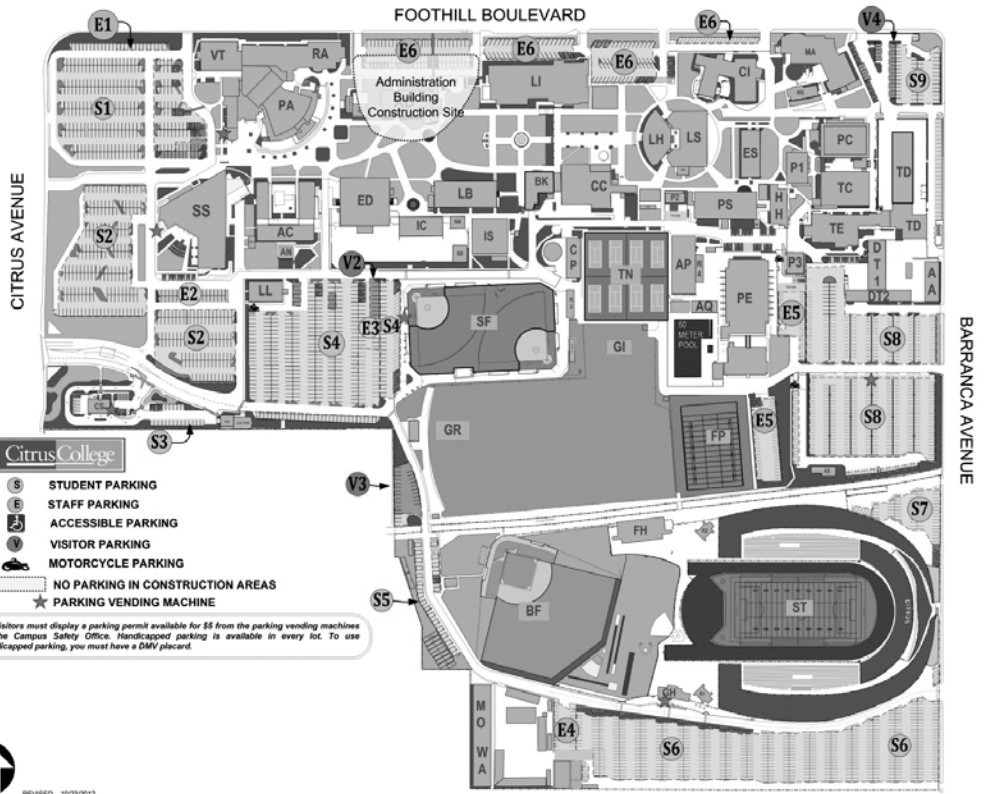
You may purchase:



1. A term-length parking permit (\$20 winter session/\$50 spring semester) at the Continuing Education Office.
2. A daily permit for \$5 at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from the parking dispenser, located in the Gym Parking Lot off Barranca Avenue. Daily permits are not available in the Continuing Education Office.



# Citrus College Campus Directory



## Buildings

AA.....Automotive Annex (formerly Tech F)	LH .....Lecture Hall
AC .....Art Center	LI .....Hayden Library
AD .....Administration (Under Construction)	LL .....Lifelong Learning Center
AN .....Annex	LS .....Life Science
AP .....Adaptive Physical Education	MA .....Mathematics/Sciences
AQ .....Aquatics	MO.....Maintenance/Operations
BF .....Baseball Field (FLD 2)	NB .....North Bungalow
BK.....Owl Bookshop	P1 .....Portable #1
CC.....Campus Center	P2 .....Portable #2
CI .....Center for Innovation	P3 .....Portable #3
CP .....Central Plant	PA .....Performing Arts Center
CS .....Campus Safety	PC .....Professional Center
DT 1.....Diesel Technology	PE.....Physical Education
& DT 2 (formerly Tech G)	.....(formerly Main Gym)
ED .....Educational Development Center	PS.....Physical Science
ES.....Earth Science	RA .....Recording Technology
FH.....Field House	RG .....Reprographics (Print shop)
FP .....Football Practice Field (FLD 5)	SB .....South Bungalow
GH.....Gate House	SF .....Softball Field (FLD 3)
GI .....Golf Instruction (FLD 1)	SS.....Student Services
GR.....Golf Driving Range	ST.....Stadium (FLD 4)
HH.....Hayden Hall	TC.....Technology Center
IC .....Information Systems	TD.....Technician Development
LB .....Liberal Arts/Business	TE .....Technology Engineering
	TN.....Tennis Courts
	VT.....Video Technology
	WA.....Warehouse / Purchasing

## Services

Admissions and Records .....	SS	Food Service .....	CC
Associated Students .....	CC	Foundation .....	CI
Athletics /Kinesiology .....	PE	Health Center .....	SS
Art and Coffee Bar .....	SS	Health Sciences .....	PC
Audiovisual .....	LI	Human Resources .....	ED
Auditorium .....	PA	Information .....	SS
Board Room .....	CI	Instruction Office .....	ED
Box Office .....	PA	International Student Center .....	SS
Bursar .....	ED	Learning Center .....	ED
Business Services .....	ED	Little Theatre .....	PA
Cafeteria – Owl Café .....	CC	Noncredit Education .....	LL
CalWORKs .....	LL	Noncredit Matriculation .....	LL
Career/Transfer Center .....	SS	Nursing .....	PC
Cashier .....	SS	Outreach .....	SS
Clarion, Student Newspaper .....	TC	Printing, Reprographics .....	RG
College Advancement .....	CI	Public Information .....	CI
Community Education .....	LL	Receiving, Bookstore .....	BK
Computer Center .....	IS	Safety Office .....	CS
Cosmetology .....	PC	Student Affairs .....	CC
Counseling and Advisement Center .....	SS	Student Employment Services .....	SS
Dental Assisting .....	PC	Student Services Office .....	SS
Disabled Students Center .....	SS	Superintendent/President's Office .....	SS
Distance Education .....	CI	Swimming Pool .....	AQ
Esthetician .....	P1	Testing Center .....	ED
EPS&S .....	SS	Transfer Center .....	SS
External Relations .....	CI	Veteran's Center .....	HH
Facilities Rental .....	ED	Vocational Education Office .....	TE
Faculty / Staff Lounge .....	CC		
Financial Aid .....	SS		
Fitness Center .....	AP		
FLS Language Centres .....	P2		

Revised 10/24/2012

# 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!!**



## Heating and Air Conditioning Classes

The Noncredit Heating and Air Conditioning Program prepares students for the job opportunities available in an industry that pays a high wage with a history of longevity. Regardless of economic conditions, people and businesses depend on climate control systems and refrigeration.



Classes are free. Minimal charge for textbook and parking permit. See page 36 for details.

### Offered this Winter/Spring

- NC 634** Air Conditioning II
- NC 638** Electricity for Heating and Air Conditioning
- NC 640** HVAC Control Systems
- NC 642** Trouble Shooting For Heating And Air Conditioning

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



*A Way to Remember and BeRemembered...*



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 in 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](mailto:foundation@citruscollege.edu)  
[www.citruscollege.edu/foundation](http://www.citruscollege.edu/foundation)

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



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

NON-PROFIT ORG.  
 U.S. POSTAGE  
 PAID  
 CITRUS COLLEGE



**New Classes**

Fitness Fusion .....23  
 Emotional Eating.....26  
 Finding Balance in Life.....26  
 Harmony & Composition –  
 A Real Numbers Game.....31  
 Harmony & Composition –  
 Exploring Sixth Chords.....31

**TIME DATED MATERIAL**



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

