

# Continuing Education

## SUMMER 2010 CLASS SCHEDULE



**FITNESS  
CLASSES**  
PAGE 20-21

**SWIM  
LESSONS**  
PAGE 25-28

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

Session begins June 14

## 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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### Continuing Education Office

Website: [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce)  
 Tel: 626-852-8022  
 Hours: Mon. - Thurs., 8:00am - 9:00pm  
 Sat., 8:00am - 4:00pm

James Lancaster ..... Dean  
 Debbie Vanschoelandt ..... Supervisor  
 Kathie Garcia ..... Secretary  
 Linda Reed ..... Clerk  
 Carol Christian ..... Clerk

**Online Registration**  
**is**  
**so**  
**Easy**



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## Citrus College

### Mission Statement

Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society.

We are dedicated to fostering a diverse educational community that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

### La Misión de Citrus College

Citrus College ofrece instrucción de alta calidad que capacita a los estudiantes para que puedan competir a nivel mundial y contribuir al crecimiento económico de la sociedad de hoy en día.

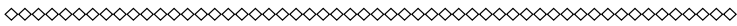
Estamos comprometidos a promover una comunidad educativa con diversidad y un ambiente cultural de aprendizaje que apoye el éxito estudiantil en su excelencia académica, oportunidades económicas y logros personales.

Now Available

# Online Registration

at <http://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.

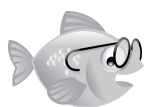
When you finish selecting your course, you will reach the **My Shopping Cart** page. If you wish to register for more classes, click **Choose Additional Classes** and repeat **Step 2**. Otherwise, you may proceed directly to Checkout.

### 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 email confirmation of your registration and transaction. You may also log in at any time to view your current (and past) registrations and transactions.

# CITRUS COLLEGE CONTINUING EDUCATION



## Summer 2010

### Community Education

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NEW! The Business Of Bartending	
NEW! Become A Child Visitation Monitor	
Become A Mystery Shopper And Other Fun	
Ways To Earn Money	
An Introduction To Voiceovers	
Professional Speaking For The Clueless	
NEW! Water Distribution Operator Exam	
Preparation	
NEW! The 1-Year HD Film School In A Month	
NEW! Can I Make It In Television?	
NEW! RDA Practical Exam Review Seminar	
Become A Notary In One Day	
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NEW! Lap Swimming Punch Card	
NEW! Cardio-Circuit Training	
NEW! Body Contouring/Sculpting	
NEW! Low Impact Cardio Conditioning	
NEW! Yoga Basics, Conditioning, Multi-Level	

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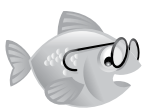
#### Campus Directory ..... Inside Back Cover

*Parking Permits are required.*

*Parking Regulations: see page 40.*

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*Citrus College publications are available in an alternate format upon request by persons with verifiable disabilities.*



# Community Education

## Fee-Based Classes

Community Education classes are supported by your class fees, not state funds. We determine fees based on length of 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.

### Register In Advance

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 cancelled 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.

### When Are Classes Offered?

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.

#### Summer 2010 Semester Begins June 14 - August 12

However, class start and end dates vary throughout the semester. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

#### Summer 2010 Semester Holiday

Classes will not meet on the following date:

July 5

Fourth of July

### Where Do Classes 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.

### 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 College for Kids.

### 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 40.*

*Registration Form: See page 6.*

*Online Registration Instructions: See page 1.*



# Fee-Based Classes

## Five Easy Ways To Register



### **1 Now Available... 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 <http://citruscollege.edu/ce>. Place one or more classes in your shopping cart and checkout. For detailed online instructions see page 1.



### **2 By Mail**

Just fill out the quick and easy registration form found on page 6. 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 or MasterCard information, or a check or money order payable to Citrus College, and mail to:

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



### **3 By Phone**

You can register by phone using your VISA or MasterCard. Have the class information and your credit card ready, and call 626-852-8022 Monday through Thursday from 8:00 am to 9:00 pm, Saturday from 8:00 am to 4:00 pm.



### **4 By Fax**

For 24-hour service, you can fax your registration form any time using your VISA or MasterCard. Complete the registration form found on page 6 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, Monday through Thursday from 8:00 am to 9:00 pm, Saturday from 8:00 am to 4:00 pm.



### **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.



# Fee-Based Classes

## 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.



*Parking Permits are required.*

*Parking Regulations: See page 40.*

*Registration Form: See page 6.*

*Online Registration Instructions: See page 1.*



## 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 website  
[www.citruscollege.edu/ce](http://www.citruscollege.edu/ce).



# 5 Easy Ways to Register

## 1. ONLINE

Have the class information and your credit card ready, and logon to [citruscollege.edu/ce](http://citruscollege.edu/ce). For detailed online instructions see page 1.

## 2. BY MAIL

Fill out the registration form and include a check or money order payable to Citrus College. If you're using VISA or MasterCard, include account information. Mail to:

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

## 3. BY PHONE

Have your VISA or MasterCard and class information ready. Call **626.852.8022** Mon-Thur, 8am-9pm, Sat, 8am-4pm.

## 4. BY FAX

Fill out the registration form including VISA or MasterCard account information and fax it to **626.852.8028**.

## 5. IN PERSON

Register at the Continuing Education Office in the Lifelong Learning Center, Mon-Thur, 8am-9pm, Sat, 8am-4pm throughout the semester.

# Fee-Based Classes Registration Form

## Community Education/Fee-Based Classes Only

(please print)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

### Please List Each Class You Wish To Enroll In

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

#### OFFICE USE ONLY

Parking Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_

Parking Fee \$ \_\_\_\_\_

Total Fees \$ \_\_\_\_\_

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

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

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

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



**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 a college or university of your choice.

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:**

**\$79**

**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 CONNECTIONS

## Cashing In On Your Ideas And Inventions

Have you seen your ideas in the store with someone else's name on them? This class will teach you how to take your ideas off the paper and onto the shelves. If you're afraid to talk about your idea because someone might steal it, you'll discover there are a variety of ways to obtain proprietary protection and allow you to profit from your inventions.

Topics discussed in class will include:

- how to establish the proprietary rights to give you legal recourse from inception through sale
- using patents, trademarks and copyrights to protect your idea
- making your ideas marketable and competitive
- finding a manufacturer to buy your invention
- understanding and negotiating the contracts when you sell your invention



Instructor: Nancy Miller      Fee: \$45\*  
9101 Tuesday 7/13 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).

## NEW! 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, also.



Learn to bartend like a rock star! The Business of Bartending will leave

you with a thorough understanding of how the bar business works, the ethics of serving cocktails and a common sense approach to bartending. 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 also alternative ways to make money in the beverage industry.

## Be the master of your time



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

*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 Saturday 7/10, 7/17 12-4:30pm LL

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

# CAREER CONNECTIONS

## NEW! 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 Sat/Sun 7/24, 7/25 9am-4pm AN 101  
 \*plus \$60 materials fee payable to instructor, includes two books and the certificate of completion

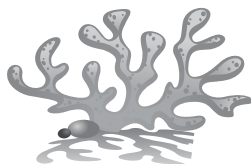


## Become A Mystery Shopper And Other Fun Ways To Earn Money

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 Tuesday 7/20 6:30-9:15pm LL  
 \*plus \$20 materials fee payable to instructor



## An Introduction To Voiceovers



Have you ever wondered whose voice you are listening to on TV and radio commercials? You too can become a professional voice actor! This fun and informative seminar will teach all the fundamentals of entering a successful career as a professional voiceover artist.

In this seminar we'll discuss the many details of the voiceover industry, our philosophy of marketing, the importance of your voice demo, and much more. Everyone will get to make a recording of his or her voice in the classroom. You'll learn all the ins and outs of this huge and lucrative industry. Come ready to laugh, learn and be inspired.

Instructor: Voices for All, LLC Fee: \$45  
 9105 Tuesday 6/15 7-9pm LL



Move  
to  
your  
own  
rhythm

# CAREER CONNECTIONS

## Professional Speaking For The Clueless

This seminar is designed for those who want to enter the highly lucrative business of seminars, workshops, and professional speaking. As a professional presenter, you will share your expert knowledge of information with people who have a need for your expertise and are willing to pay for it. You'll learn:

- the choices that affect your success as a speaker
- how to apply as a trainer with seminar companies
- how to book over 100 paid engagements in your first year of business
- how bureaus and agents operate
- how to create profitable support products like books and audio products

Instructor: Mike Rounds Fee: \$45\*  
 9100 Tuesday 7/13 6:30-9:30pm LL  
 \*plus \$30 materials fee payable to instructor for CD,  
*Professional Speaking for the Clueless*  
 (ISBN #978-1-891440-53-3)

## NEW! The One-Year HD Film School In A Month

In this four-week intensive workshop, Emmy winning writer/producer/director Jim Lindsay and his team of pros from the Discovery, History and National Geographic channels provide the essential skill sets and real-world secrets necessary to jump start a career in professional video production. The workshop is designed for high school and college students and other career professionals needing to learn HD production skills. Topics cover key elements of story structure, screenwriting, directing, cinematography, lighting, sound recording, editing, post production and the business of the entertainment industry. There will be an opportunity for students to produce shorts or music videos to be critiqued by instructors. The workshop also includes hands-on introduction to editing and shooting with pro HD cameras, plus group and one-on-one advice on how to get jobs in Los Angeles.

Instructor: Jim Lindsay Fee: \$450  
 Primary instructor and curriculum designer has written, produced and directed more than 100 hours of award winning prime-time programming for major networks, including NBC, CBS, FOX, SHOWTIME & DISCOVERY

9243 Mon - Fri 6/14 - 7/9 9am-4pm PA 133  
 9244 Mon - Fri 7/12 - 8/6 9am-4pm PA 133



Take  
a new  
path

## NEW! Water Distribution Operator Exam Preparation

This course in drinking water distribution is designed as a review for water distribution operators preparing to take the California Department of Public Health D2 or D3 examinations.

Instructor: James Glancy Fee: \$75  
 Adjunct Faculty, Citrus College  
 9241 Saturday 7/10 - 7/31 8am-12:30pm TBA

## NEW! Can I Make It In Television?

This two-day weekend seminar with Emmy winning writer/producer/director Jim Lindsay and his team of pros from the Discovery, History and National Geographic channels is designed for high school and college students, graduates and others considering a career in pro HD video production. Insights into the real world of what can be expected in terms of skill sets, formal education and connections required to succeed will be discussed. Topics will include basic story structure, cinematography, editing and how to get the jobs in Los Angeles, regardless of experience and academic background.

Instructor: Jim Lindsay Fee: \$150  
 Primary instructor and curriculum designer has written, produced and directed more than 100 hours of award winning prime-time programming for major networks, including NBC, CBS, FOX, SHOWTIME & DISCOVERY

9273 Sat/Sun 6/26, 6/27 9am-4pm PA 133  
 9267 Sat/Sun 7/17, 7/18 9am-4pm PA 133  
 9268 Sat/Sun 8/7, 8/8 9am-4pm PA 133

# CAREER CONNECTIONS

## NEW! RDA Practical Exam Review Seminar

Get prepared for taking the California RDA Practical Exam!

This one-day review seminar will provide:

- An overview of the practical exam requirements, protocols, and the exam facility.
- A review of the criteria used in assessing the dental procedures completed by the RDA applicant at the exam. This knowledge will help you understand what is required to effectively complete the exam.
- A live step-by-step demonstration of each of the procedures, plus a review on the use of the materials and equipment needed to complete the procedures successfully.
- Hands-on practice to help you achieve minimal competency in each of the procedures as required for passing the practical exam. There will be instructor supervision and guidance during the practice sessions.
- Printed procedure sheets will be provided.

Please bring your own gloves, masks and safety goggles. It is recommended that you wear your scrubs/uniform for this lab class as we will be simulating taking the practical exam. All equipment and materials will be available for use during the lab session. Register now, space is limited. Any questions regarding the RDA Practical Exam Review Seminar or exam kit rentals, please contact the Dental Assisting Office, (626) 914-8727.

Instructor: Dora Arredondo      Fee: \$175\*  
Faculty, Citrus College  
9242 Sunday 8/1      8:30am-4:30pm PC 223  
\*plus \$25 materials fee payable to instructor

## 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-5:00pm. The exam will be from 5:00pm-6:00pm.

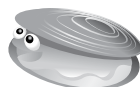
You will need to bring the following:

- 1) A \$40 check made payable to the Secretary of State
- 2) Proper ID – current driver's license with photo or state issued ID card
- 3) Two #2 pencils
- 4) 2 x 2 color passport photo

Live Scan fingerprints are required after you pass the exam. A serious conviction may disqualify an applicant.

**Please Note:** Arrive early. Due to state regulations, no one will be admitted to the classroom after 8:30 am. You must be on time when returning from breaks.

Instructor: Notary Public Seminars, Inc.      Fee: \$105\*  
9102 Saturday 7/17      8am-6pm AN 101  
\*plus \$30 materials fee payable to instructor



## Be A Special Event/Wedding Planner

You'll learn how to enjoy coordinating 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 events 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      Fee: \$55\*  
Event planner for over 20 years.  
9106 Thursday 7/29      6-9pm LL  
\*plus \$25 materials fee payable to instructor



# CAREER CONNECTIONS

## 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.

## Introduction To Medical Insurance Billing

One of the physicians' most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. 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
- learn 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: Kris Hernandez of KGP Consulting, LLC

Fee: \$125\*

9112 Mon - Thur 6/21 - 6/24 6:30-9:15pm LL

\*plus \$69 materials fee payable to instructor

## 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
- HIPPA-Health Insurance Portability & Accountability Act
- various issues of concern to Medical Billers through open discussions

Instructor: Kris Hernandez of KGP Consulting, LLC

Fee: \$85\*

9113 Saturday 6/26 8am-2:30pm AN 101

\*plus \$39 materials fee payable to instructor



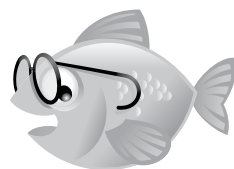
# CAREER CONNECTIONS



## 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: Kris Hernandez of KGP Consulting, LLC      Fee: \$65\*  
9114    Saturday    6/26                      3-5:30pm                      AN 101  
\*plus \$29 materials fee payable to instructor

## Workers' Compensation & Personal Injury

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

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

- an overview of 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: Kris Hernandez of KGP Consulting, LLC  
Fee: \$85\*

9115    Sunday            6/27                      9:30am-4:30pm                      AN 101  
\*plus \$39 materials fee payable to instructor

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

*Prerequisite: Experience as a medical biller or completion of previous classes*

This course must be completed within two weeks. 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: Kris Hernandez of KGP Consulting, LLC  
Fee: \$25\*

9116    Sunday            6/27                      9-9:15am                      AN 101  
\*plus \$89 materials fee payable to instructor

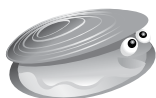


# COMPUTER SKILLS

## Photo Magic Using Adobe Photoshop CS3

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

Instructor: Bill Napoli                      Fee: \$125\*  
9121 Saturday 7/10, 7/17                      9am-4pm                      LL 103  
\*plus \$45 materials fee payable to instructor



## Introduction To Microsoft Windows

What happened to my file?! If you've ever saved a file and can't find it, this class is for you! This course will review the Windows file structure and other features of Windows. It will enable you to quickly and methodically save and retrieve files.

Instructor: Joyce Miyabe                      Fee: \$45  
9119 Tuesday 6/15                      6-9pm                      LB 201  
9120 Saturday 7/10                      9am-12pm                      LB 201

## Put ideas into action



## 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 8/7                      9am-4pm                      LL 103  
\*plus \$40 materials fee payable to instructor

## Building Your Own Web Site For \$5 A Month

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

- determining your specific Web design needs
- sustaining Web traffic by making your site user-friendly
- making a cost-saving online shopping system
- getting your site listed with a search engine

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

Instructor: Mike Rounds                      Fee: \$45\*  
9127 Monday 7/12                      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).

# COMPUTER SKILLS



## NEW! Essential Computer Skills

Learn or brush up on computer skills to increase your value in the office. This course will be an overview of several Microsoft Office products. We will cover organizing your files in Windows, learning formulas in Excel and creating high impact flyers or newsletters using Microsoft Publisher. These key skills will optimize your efficiency and worth at work.

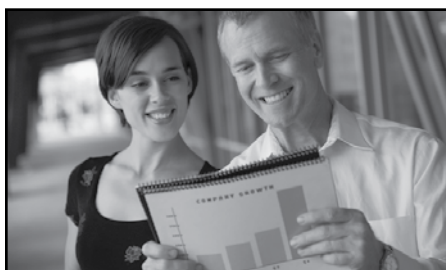
	Instructor:	Joyce Miyabe		Fee: \$65
9245	Tue/Thur	6/22, 6/24	6-9pm	LB 201
9246	Tue/Thur	7/20, 7/22	6-9pm	LB 201



## Microsoft Excel 2007

Update your skills in this hands-on computer workshop. You'll learn where the NEW features of Microsoft Excel are located and the new ribbon interface. From the fundamentals of Excel to the advanced concepts of a spreadsheet, this is best suited for students who understand basic formulas. You'll have the opportunity to apply Excel concepts in the planning and creation of spreadsheets and import data from other applications. The class includes lecture, hands-on lab time and useful tips and tricks for the savvy Excel user. The student should be familiar with Windows and the use of a mouse.

	Instructor:	Tom Gerfen		Fee: \$105
9118	Wednesday	7/7 - 7/28	6-9pm	IS 110

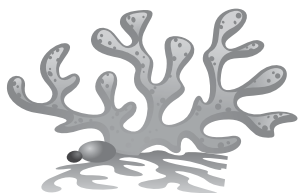


# FOREIGN LANGUAGES

## Beginning Conversational Russian I

Begin with the alphabet and learn to read, write and speak basic conversational Russian. This class is designed for students without prior knowledge of the Russian language.

	Instructor:	Zoia Sproesser		Fee: \$105*
9133	Saturday	6/19 - 7/31	12-2pm	LL
	*plus \$10 materials fee payable to instructor			



## Conversational Japanese – Speaking/Listening

This course is designed for beginning Japanese students who wish to learn basic conversational Japanese. Group discussion and practice will take place in a classroom environment.

	Instructor:	Yasuko Inoue		Fee: \$75*
9130	Wednesday	6/16 - 7/21	6-7pm	LL
	*plus \$5 materials fee payable to instructor			

## Conversational Japanese – Writing/Reading

This course is designed for intermediate Japanese students who wish to learn to read and write Japanese, including traditional Japanese calligraphy.

	Instructor:	Yasuko Inoue		Fee: \$75*
9131	Wednesday	6/16 - 7/21	7-8pm	LL
	*plus \$5 materials fee payable to instructor			

# NEW EXPRESSIONS



## Sewing Machine Basics

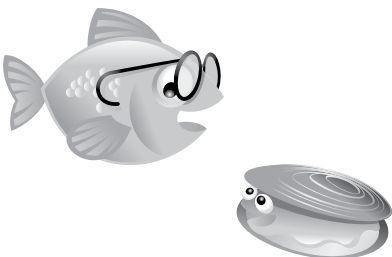
Learn sewing machine basics and make a market tote in this fun hands-on class. The following basic machine functions will be covered; straight stitch, zig-zag, stitch length and width adjustments, threading, and winding a bobbin. The making of a market tote will include measuring and cutting, seam finishing, a folded hem, attaching straps and boxing the corners. Bring to our first class meeting your sewing machine with attachments and manual, and a pair of scissors. A supply list will be provided for the supplies needed for our second week project.

Instructor: Rebecca Prange      Fee: \$59\*  
9136    Wednesday    7/14, 7/21      6:30-9:30pm      LL  
\*plus \$15 materials fee payable to instructor

## Beginning Rubber Stamping I

Create beautiful greeting cards using rubber stamps. Students will learn the fundamentals of rubber stamping, how to use a paper trimmer to cut and score cardstock, how to choose colors using a color wheel for layering and how to select ink pads. Students will make a variety of cards using pastels and markers and will embellish with ribbons and glitter using techniques learned in class. Class is hands on. Students will bring a portable 12-inch Fiskars paper trimmer to class.

Instructor: Yolanda Rizzardi      Fee: \$29\*  
9214    Saturday      6/26      9am-1pm      LL  
\*plus \$20 materials fee payable to instructor



## Add flair...



## to the ordinary

## Beginning Rubber Stamping II

Students will have a short review on the use of the paper trimmer and use of the color wheel for layering. New techniques will be introduced, such as embossing and using watercolor crayons. Students will learn how to make favors, gift boxes and toppers for parties using rubber stamps. Class is hands on. Students must bring a portable 12-inch Fiskars paper trimmer to class.

Instructor: Yolanda Rizzardi      Fee: \$29\*  
9215    Saturday      8/14      9am-1pm      LL  
\*plus \$20 materials fee payable to instructor

# NEW EXPRESSIONS

## NEW! Tropical Floral Design

Explore floral arranging techniques with a tropical twist. Six single classes offer different design resolutions incorporating beautiful tropical flowers and foliage. No pre-requisite or previous floral experience required.

Instructor: Raymond Tucker Fee: \$25\* per class  
\*plus \$25 materials fee (per class) payable to instructor

Class #1 Learn how to create a tropical party centerpiece using exotic tropicals and foliage that will complement your summer party decor.

Anthurium, Heleconia and more will be featured.

9247 Tuesday 6/15 6-9pm LL 113

Class #2 Say "Aloha" with a floral lei that will be fashioned from fresh flowers. In addition, create a vase arrangement of tropical and temperate zone exotic flowers. Ginger, orchids and other floral favorites will make this design a special one.

9248 Tuesday 6/22 6-9pm LL 113

Class #3 Learn how to design a festive Hawaiian Luau party decoration that will be the center of attention on your party table. Dendrobium orchids and more will be featured in this creative arrangement.

9249 Tuesday 6/29 6-9pm LL 113

Class #4 Fruit and tropical flowers combine to make a beautiful floral design appropriate for any summer celebration. Learn how to create a fruit gift basket that is truly professional looking. Explore shrink wrapping techniques and more!

9250 Tuesday 7/6 6-9pm LL 113

Class #5 Learn how to create a stunning tropical Palm tree accented with fresh tropical flowers and foliage. It's a fun lesson in prop construction. The end result is a sure party pleaser!

9251 Tuesday 7/13 6-9pm LL 113



Grow  
your  
skills

Class #6 Shells, tropical flowers and foliage combine to create a beautiful design appropriate to give as a gift or to keep and enjoy for yourself.

9252 Tuesday 7/20 6-9pm LL 113



## NEW! Introduction To Fine Art Acrylic Painting

Explore the versatility of this contemporary painting medium. Discover acrylic painting materials and their application in a variety of techniques. Students will learn how to work in loose watercolor, impasto, and other popular styles. No drawing or previous art experience is necessary for this fun seminar!

Instructor: Raymond Tucker Fee: \$50\*  
9254 Wednesday 8/4, 8/11 1-4pm LL 113  
\*plus \$25 materials fee payable to instructor

# NEW EXPRESSIONS

## Floral Design I

This class is an introduction to the art of floral design as to form, style and composition through lecture and lab assignments. Students will create floral arrangements including vases, baskets, wreaths, sprays, wedding flowers, corsages, and boutonnieres.

Instructor: Raymond Tucker Fee: \$75\*  
9140 Wednesday 6/16 - 7/7 6-9pm LL 113  
\*plus \$100 materials fee payable to instructor



## Floral Design II

*Prerequisite: Floral Design I or instructor's permission*

This class continues the application of principles in the art of floral design as to form, style and composition utilizing more advanced theories. Emphasis will be on creativity, self expression and intermediate design situations.

Instructor: Raymond Tucker Fee: \$75\*  
9141 Thursday 7/22 - 8/12 6-9pm LL 113  
\*plus \$100 materials fee payable to instructor



## Writing For The Kids And Family Audience

For all of you who would like to write the next "Twilight" or "Shrek" or "Suite Life," this course is for you. Writing for Kids offers both the practical and the creative tools to develop and write a book, film or TV project for the kids and family audience. You'll be prepared to understand the marketplace and develop and write your ideas.

Instructor: Garrett Hicks Fee: \$59  
9138 Tuesday 6/15 - 6/29 6:30-8:30pm LL

## NEW! Fun With Flowers And Balloons!

Learn how fresh flowers and balloons work so well together in this fun-filled class. Balloon and flower basics will be covered to create two creative projects (value \$60 each) that will enhance your summer home or office décor. Enjoy the arrangements or sell them for profit! No previous floral experience is necessary for this short introductory class.

Instructor: Raymond Tucker Fee: \$50\*  
9253 Monday 8/2, 8/9 1-4pm LL 113  
\*plus \$40 materials fee payable to instructor

## Hatch new ideas



# MONEY MANAGEMENT

## NEW! How To Be A Successful First-Time Home Buyer

In this course, you'll discover how to successfully purchase a home in today's changing market. You'll 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:

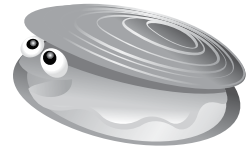
- foreclosures, REO, and short sales
- importance of your credit score
- FHA vs. Conventional mortgages
- loan qualifying guidelines
- tax benefits and incentives



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

9255    Saturday    7/17      9:30am-1pm      LL



# FITNESS

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



## NEW! Water Aerobics

Improve strength, endurance and cardiovascular fitness in this low-impact aerobic class held at the Citrus College Aquatics Center. Holiday closure: Monday, July 5.

Instructor: Stephen Smith,      Fee: \$26  
Tim Kyle and Chris Belt

9269	Monday	6/21 - 8/9	12-1pm	Pool
9270	Tuesday	6/22 - 8/10	5:45-6:45pm	Pool
9271	Wednesday	6/23 - 8/11	12-1pm	Pool
9272	Thursday	6/24 - 8/12	5:45-6:45pm	Pool

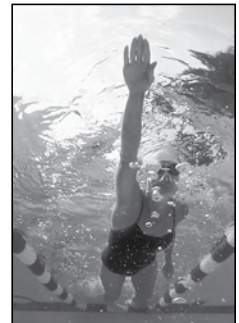
\* No refunds will be issued after classes begin.

## NEW! Lap Swimming Punch Card\*

Holiday closure: Monday, July 5.

		Fee: \$20 - good for 20 visits		
9193	Mon-Thur	6/21 - 8/12	6:30-7:30am 12-1pm 5:30-6:30pm	Citrus Pool

\*Online registration is not available for this class. You must register in person at the Continuing Education office located in the Lifelong Learning Center. No refunds will be issued after classes begin.



## Swimming And Diving Lessons

Private or special group swimming and diving lessons are available throughout the year for infants through adults. Please see pages 25-28 for details and summer schedule.

# FITNESS

## 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 3 "Register In Advance" for details.

## NEW! 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 Steve Hartman for an appointment, (626) 914-8685. Proof of registration is required at the orientation. Holiday closure: Monday, July 5.

9231	Fee: \$24*				
9232	Fee: \$21*	Forever Young 55+			
	Mon - Thur	6/21 - 8/12	6:30-8:30am	AP 109	
			4:30-6:30pm		

\* No refunds will be issued after classes begin.

## NEW! Body Contouring/Sculpting

This class is designed to firm, tone and sculpt the entire body through the use of hand weights and your own body weight. Holiday closure: Monday, July 5.

	Instructor: Bonnie Murphy			Fee: \$26*	
9233	Monday	6/21 - 8/9	5-6pm	AP 110	

\* No refunds will be issued after classes begin.



## NEW! 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: Irene George			Fee: \$26*	
9234	Tuesday	6/22 - 8/10	5:30-6:30pm	AP 110	

\* No refunds will be issued after classes begin.

Change  
your  
shape



## NEW! 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			Fee: \$26*	
9235	Thursday	6/24 - 8/12	5:30-6:30pm	AP 110	

\* No refunds will be issued after classes begin.

## NEW! Yoga Conditioning

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

	Instructor: Irene George			Fee: \$26*	
9258	Thursday	6/24 - 8/12	6:30-7:30am	AP 110	

\* No refunds will be issued after classes begin.

## NEW! Multi-Level Yoga

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

	Instructor: Linda Wright			Fee: \$26*	
9238	Wednesday	6/23 - 8/11	5-6pm	AP 110	

\* No refunds will be issued after classes begin.

# LIFE IMPROVEMENT



## Beauty Makeover On A Budget

Do you have a drawer full of expensive cosmetic purchase mistakes? You will leave this hands-on workshop with many new ideas to help erase the years and help you present a new you without spending a fortune! Learn techniques to assist with personal facial anti-aging care and contour your makeup to your best advantage. Restore your youthful look with guidance in selecting the right seasonal color palette for you. Also included is personal hair care and style. Bring your questions, enjoy a fun afternoon and leave feeling good about the new younger you!

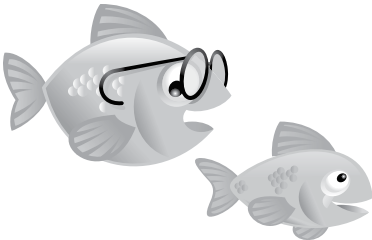
Instructor: **Betty Nethery** Fee: \$30  
 Former fashion and photographic model and makeup artist, president of Uniquely You, a national image consulting firm.

9158 Saturday 7/24 10am-2pm LL

## NEW! Self-Hypnosis For Self-Improvement

Learn how to direct your subconscious mind to improve or correct unwanted behavior, and free yourself from negative self-talk and unsuccessful attitudes. You will learn to use hypnosis and effectively worded, positive suggestions to enhance the quality of life through success in the areas of communication, confidence, learning, love, public speaking, self-esteem, and weight loss; while minimizing concerns such as anxiety, fear, procrastination, smoking, stress and worry.

Instructor: **Jethro Carter, C.C.Ht.** Fee: \$45\*  
 9259 Saturday 6/26 9am-12:30pm LL  
 \*plus \$15 materials fee payable to instructor



## Unclutter Your Mind

According to the National Science Foundation, the average person thinks about twelve thousand thoughts per day. Our minds never sleep, functioning 24/7, dreaming even when the body must rest. We know that our minds chatter with undisciplined and untrained thoughts. And most of our thoughts focus on fear, survival and helplessness. We believe we 'can't help it.' Yet the reality is we can help it. We can always choose to change our minds. In this class, you'll learn how to let go and:

- understand that the power of decision is your one remaining freedom
- use simple exercises to unclutter and retrain your mind
- breathe and meditate to calm your body allowing the mind to refocus and be still
- practice appreciation, compassion, and forgiveness for yourself and others

When our mind is silent, uncluttered, and calm, we send peace to everything and everyone around us, influencing them deeply—including ourselves.

Instructor: **Margaret Pappas, MLS** Fee: \$45\*  
 Life strategies coach, professional organizer, Quantum Touch practitioner, attitudinal healing facilitator.

9155 Wednesday 7/14 6:30-9:30pm LL  
 \*plus \$10 materials fee payable to instructor



# LIFE IMPROVEMENT

## NEW! Savvy Travel Tips

Planning a trip soon, a summer vacation, family reunion, trip to Europe, Africa or across the United States, or just a great getaway? Get inside tips on how to plan for and take a great trip while saving time, money and your sanity. Find out about the changes in airline fares and new charges, plus updates on the new passport changes and security requirements. Learn successful secrets of traveling, including how to pack, ask for discounts, stretch your travel dollar, buy inexpensive airfare and look for hidden costs in travel tours. Get tips on the use of the Internet to find travel bargains and look up information before you make your final plans.

Instructor: Tom Gerfen Fee: \$39  
9260 Wednesday 6/30 6:30-9pm Faculty Lounge



## NEW! 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
- Distinguishing between organized and neat
- How much keeping your stuff costs
- How to determine keep items from toss items
- Removing clutter to improve your life
- Creating an efficient environment so you can get more done

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

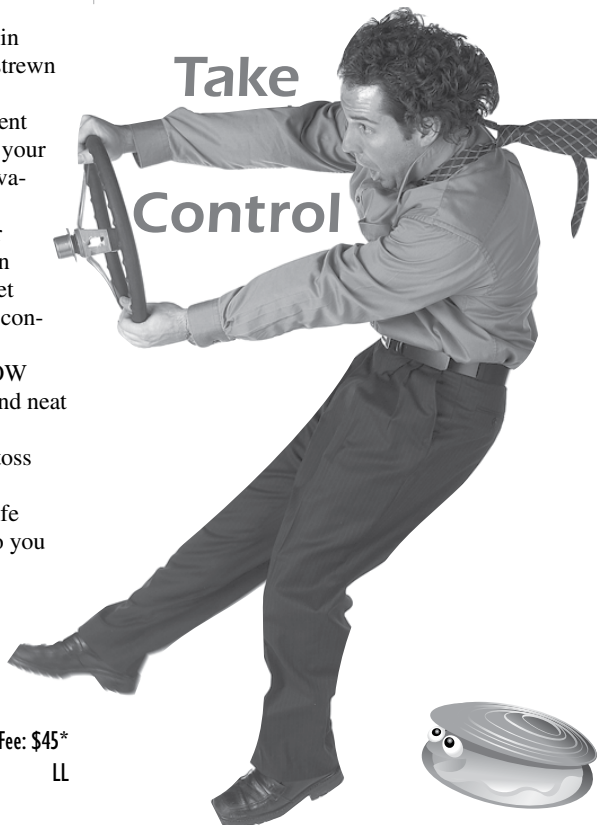
Instructor: Nancy Miller Fee: \$45\*  
9261 Monday 7/12 6:30-9:30pm LL



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

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: James Lancaster Fee: \$79  
9153 Saturday 8/21 8am-4:30pm Automotive Annex



# PLACES TO GO

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



## Cruise The Bays And Railways Of New England

Ten day escorted tour of Boston, Lobster Dinner, Casco Bay, Conway Scenic Railroad, Crawford Notch, Mount Washington Cog Railway, Green Mountain Flyer Train, Foxwoods Resort Casino, Essex Steam Train & Riverboat and Newport Dinner Cruise. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 15 meals.

Departure date: September 12, 2010

Costs: \$3,699 single; \$2,899 double; \$2,869 triple

Payment terms: \$250 deposit, final payment date is 7/12/10

## Say "Goodbye"



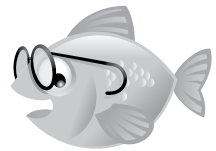
## New England Back Roads

Eight day escorted tour of Boston, Bennington, Molly Stark Trail, Adams Farm, Shelburne Museum, Cold Hollow Cider, Ben & Jerry's Ice Cream Factory, Stowe, Lincoln, North Conway, Boothbay Harbor and Kennebunkport. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 11 meals.

Departure Date: October 8, 2010

Cost: \$3,049 single; \$2,299 double; \$2,249 triple

Payment terms: \$250 deposit; final payment date is 8/9/10



## Holiday At The Waldorf

Five day escorted tour of Greenwich Village, Wall Street, Tavern on the Green, Christmas Spectacular at Radio City Music Hall, Statue of Liberty, Ellis Island, Metropolitan Museum of Art and a Broadway show. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 4 meals.

Departure Date: December 6, 2010

Cost: \$3,399 single; \$2,599 double; \$2,549 triple

Payment terms: \$250 deposit, final payment date is 10/6/10



# SWIMMING LESSONS - CLASS DESCRIPTIONS

## Infants - Water Babies

### (6 months to 1 ½ years)

There must be an adult with the child in the water at all times. Goals: develop high comfort level in and around water; develop breath control; work on basic swimming and survival skills; progress to a readiness to swim.

## Water Babies

### (1 ½ to 3 years)

See class description for Infants - Water Babies.

## Tiny Tots

### (3 - 5 years)

A fun introduction to water with emphasis on safety and basic swimming skills; water entry; water adjustment; breath control; front and back floating; jumping in; front and back kick; basic arm action.

## Super Tots

### (3 - 5 years with Tiny Tot skills)

Water adjustment; water entries; breath control; extended front and back float with kick; rhythmic breathing; underwater exploration; basic arm action; jumping into shallow and deep water; basic safety skills.

## Level I: Introduction to Water Skills

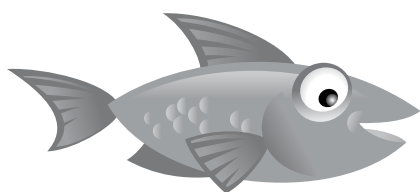
### (6-13 years)

Enter and exit water safely; open eyes underwater; pick up submerged object; swim on front and back using arm and leg actions; submerge mouth, nose and eyes; float on front and back; basic water safety rules; exhale underwater through mouth and nose; explore arm and hand movements; use a life jacket.

## Level II: Fundamental Aquatic Skills

### (6-13 years)

Enter water by stepping or jumping from side; open eyes underwater; pick up submerged object; roll over from front to back, back to front; swim on front and back using combined strokes; move in water using life jacket; exit water safely using ladder or side; float on front and back; swim on side; tread water using arm and leg motions; submerge entire head; perform front and back glide.



## Level III: Stroke Development

### (6 - 13 years)

Jump into deep water from side; bob with head fully submerged; perform survival float; perform the HELP and Huddle position; change from horizontal to vertical position on front and back; dive from kneeling or standing; use rotary breathing in horizontal position; perform front and back crawl; perform a reaching assist; submerge and retrieve an object; perform front and back glide; butterfly-kick and body motion; use Check-Call-Care in an emergency.

## Level IV: Stroke Improvement

### (6 - 15 years)

Perform shallow dive or dive from stride position; open turns on front and back using any stroke; swim underwater; tread water using sculling arm motions and kick; feet-first surface dive; safe diving rules; compact jump from height while wearing life jacket; perform throwing assist; care for conscious choking victim; front and back crawl; elementary backstroke; breaststroke; butterfly; swim on side.

## Level V: Stroke Refinement

### (6 - 15 years)

Tread water with two different kicks; survival swimming; rescue breathing; standing dive; tuck surface dive; backstroke flip turn; breaststroke; shallow dive, glide two body lengths and begin front stroke; pike surface dive; front and back crawl; elementary backstroke; front flip turn; butterfly; sidestroke.

## Level VI: Swimming and Skill

### Proficiency (6 - 15 years)

Personal water safety; fitness swimmer; lifeguard readiness; fundamentals of diving.

## Beginning Adult

### (14 years - seniors)

Adjustment to water; breath control; floating on front and back; basic arm and leg movements; breathing in basic strokes; treading water; basic safety skills.

## Intermediate Adult

### (14 years - seniors)

Develop good stroke technique; ability to swim some distance doing front and back crawl, sidestroke and other survival strokes; breaststroke; and other more advanced swimming skills will be introduced as skill level improves.

# SWIMMING LESSONS\* - SESSIONS 1, 2, 3

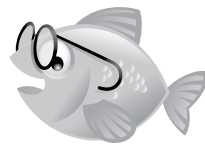
## SWIM LESSON FEE INFORMATION

All classes provide Red Cross Certification upon request.

Group Lessons (5-6 people)	Fee: \$55
Semi-private (3 people)	Fee: \$85
Private (available any session)	Fee: \$135

Please see page 25 for class descriptions.

Please see page 29 for swimming registration form.



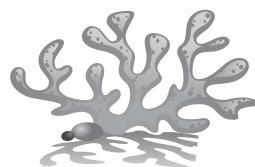
### Session 1 Saturday 6/5 - 6/26

	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm
Infants-Water Babies							•
Water Babies			•				
Tiny Tots	•				•		
Super Tots			•				•
Level I Introduction					•		
Level II Fundamental Skills	•						

**\*Online registration is not available for these classes. Please contact the Continuing Education office at (626) 852-8022 to register for swim lessons and to purchase recreational swim passes.**

### Session 2 Saturday 7/3 - 7/24

	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm
Infants-Water Babies					•		
Water Babies			•				•
Tiny Tots	•						
Super Tots			•				•
Level I Introduction					•		
Level II Fundamental Skills	•						



### Session 3 Mon-Thur 6/14 - 6/24

	10:00am	10:30am	11:00am	11:30am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	6:00pm	6:30pm
Infants-Water Babies							•				•
Water Babies	•						•			•	
Tiny Tots					•				•		
Super Tots			•			•				•	
Level I Introduction				•			•				•
Level II Fundamental Skills	•				•					•	
Level III Stroke Development			•					•			•
Level IV Stroke Improvement	•				•					•	
Level V Stroke Refinement				•		•					•
Beginning Adult				•						•	

# SWIMMING LESSONS\* - SESSIONS 4, 5



## Recreational Swim

Children and adults

Fee: \$1 daily at pool

Summer Pass: \$65 Family – \$30 Adult – \$25 Child

Mon-Thur 6/21 - 8/12 1-3pm Pool

Please see page 25 for class descriptions.

Please see page 29 for swimming registration form.

## Diving Lessons Available

Mon-Thur 3 or 6:30pm

Saturday 12pm

Group Lessons (5-6 people)

Fee: \$55

Semi-private (3 people)

Fee: \$85

Private (available any session)

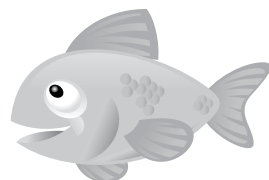
Fee: \$135

### Session 4 Mon-Thur 6/28 - 7/1 Tue-Fri 7/6 - 7/9

	10:00am	10:30am	11:00am	11:30am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	6:00pm	6:30pm
Infants-Water Babies				•					•		
Water Babies					•						•
Tiny Tots	•						•			•	
Super Tots			•	•					•		
Level I Introduction		•			•					•	
Level II Fundamental Skills			•	•			•				•
Level III Stroke Development	•						•			•	
Level IV Stroke Improvement		•					•				•
Level V Stroke Refinement	•					•				•	
Level VI Skill Proficiency		•		•							•
Beginning & Intermediate Adult			•							•	

### Session 5 Saturday 7/31 - 8/21

	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm
Infants-Water Babies		•					
Water Babies				•			
Tiny Tots	•					•	
Super Tots				•			
Level I Introduction						•	
Level II Fundamental Skills		•					
Level III Stroke Development	•						



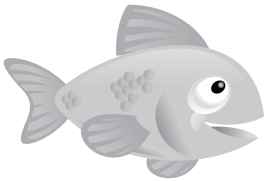
**\*Online registration is not available for these classes. Please contact the Continuing Education office at (626) 852-8022 to register for swim lessons and to purchase recreational swim passes.**

# SWIMMING LESSONS\* - SESSIONS 6, 7

Please see page 25 for class descriptions.

Please see page 29 for swimming registration form.

Session 6 Mon-Thur 7/12 - 7/22	10:00am	10:30am	11:00am	11:30am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	6:00pm	6:30pm
	Infants-Water Babies	•							•		
Water Babies					•					•	
Tiny Tots				•				•		•	
Super Tots			•	•				•			
Level I Introduction	•			•							•
Level II Fundamental Skills			•		•						•
Level III Stroke Development		•					•			•	
Level IV Stroke Improvement	•				•					•	
Level V Stroke Refinement		•					•				•
Level VI Skill Proficiency			•					•		•	
Beginning & Intermediate Adult			•								•



\*Online registration is not available for these classes. Please contact the Continuing Education office at (626) 852-8022 to register for swim lessons and to purchase recreational swim passes.

Session 7 Mon-Thur 7/26 - 8/5	10:00am	10:30am	11:00am	11:30am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	6:00pm	6:30pm
	Infants-Water Babies				•					•	
Water Babies					•						•
Tiny Tots	•						•			•	
Super Tots		•		•				•			
Level I Introduction			•	•			•				•
Level II Fundamental Skills		•			•					•	
Level III Stroke Development			•	•						•	
Level IV Stroke Improvement	•						•				•
Level V Stroke Refinement		•					•			•	
Level VI Skill Proficiency			•					•			
Beginning Adult	•									•	
Intermediate Adult			•								•

### 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 Summer 2010 College for Kids.*

I give my consent for my son/daughter \_\_\_\_\_ to participate in the Summer 2010 College for Kids Program, and release the Citrus Community College District, and any instructors and assistants on staff from liability arising from my child's participation in said programs or classes. I understand the college does not provide health and medical insurance for the participants, and release Citrus College from any medical liability incurred as a result of his/her participation. I hereby authorize the staff of College for Kids and the Citrus Community College District, to act for me according to their best judgement in any emergency requiring attention and hereby waive and release College for Kids and Citrus Community College District from any and all liability for injuries or illness incurred while at Summer 2010 College for Kids.

I have no knowledge of any physical impairment that would be affected by the above student's participation in College for Kids.

Signature of Parent/Guardian \_\_\_\_\_

Print Name \_\_\_\_\_

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

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

# Swimming Lessons/Summer 2010

(please print)

Name (last) \_\_\_\_\_ (first) \_\_\_\_\_ Age \_\_\_\_\_  
 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 In

Class Level	Session	Date	Time	Fee
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

#### OFFICE USE ONLY

Parking Permit Number \_\_\_\_\_ Date \_\_\_\_\_ CK \_\_\_\_\_ CA \_\_\_\_\_  
 Received by \_\_\_\_\_ Parking Fee \$ \_\_\_\_\_  
 Total Fees \$ \_\_\_\_\_

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

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

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

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

# COLLEGE FOR KIDS

College for Kids offers classes that enrich the experiences of children and teens. They learn new skills, make new friends, and develop social skills and self-esteem. Plus, it's fun to "go to college."

## Register In Advance

You must register for the classes in advance and enclose a parental consent form with your registration (page 32). You can register any time after you receive this schedule. Early registration helps to ensure that your child will have a space in the class. The registration form on page 32 must be completed and signed. Signing indicates parents' understanding and acceptance of the rules and regulations regarding College for Kids. **Please note: Children must be picked up immediately following classes.**

See the Community Education section, page 3, for general registration information. For information call 626-852-8022 or visit our website at [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce).

*Parking Permits are required. Parking Regulations: See page 40.*

## NEW! Mom & Daughter Beauty Makeover

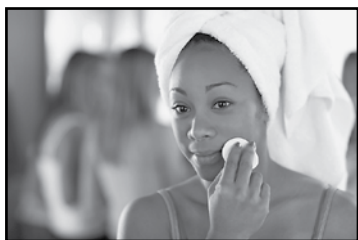
Daughters, treat your mom to a wonderful day with a beauty makeover. Come and learn simple and practical tips to keep your skin young, healthy, and glowing with a basic skin care routine you can continue at home. Enhance your natural beauty by discovering how to treat acne, skin discoloration, rosacea and dark circles under the eyes with products best suited for your skin type. With a less is more make-up application regimen, each student will leave confident and ready to put their best face forward. (Ages 12-17)

Instructor: Michelle Jackson      Fee: \$55\* per person  
or \$99\* per couple

One of Hollywood's leading celebrity  
makeup artists for television, motion  
pictures and Vogue magazine.

9262	Monday	7/26	6-9pm	LL
9263	Monday	8/9	6-9pm	LL

\*plus \$25 materials fee payable to instructor  
(per person)



## Teen Makeup And Skin Care

Learn step-by-step makeup application techniques that will enhance your beauty. Learn to cover and treat acne and dark under-eye circles. Find out what your skin type is and how to have beautiful clear skin. You will learn how to apply makeup and create different looks for everyone. (Ages 13-17)

Instructor: Michelle Jackson      Fee: \$55\*

One of Hollywood's leading celebrity  
makeup artists for television, motion  
pictures and Vogue magazine.

9165	Monday	7/26	2-5pm	LL
9166	Monday	8/9	2-5pm	LL

\*plus \$25 materials fee payable to instructor



Fight  
for  
good  
skin



# COLLEGE FOR KIDS

## NEW! Summer Acting Intensive For High School Students

A challenging theatre arts program, which stimulates the student's imagination and excites their passion for training. Course includes acting techniques, movement, voice, speech and scene study with a final showcase performance on July 15 at 7:00pm! Students work THREE hours a day THREE days a week for FOUR weeks with professional theatre, television, voice over actor and adjunct professor, John DeMita. This is an intensive and rigorous program that is fast and affordable. Join us and experience the quality of theatre training available at Citrus College! (Grades 10-12)

Instructor: John Demita                      Fee: \$110  
Adjunct Instructor, Citrus College

9264 Tu/Wed/Th 6/22 - 7/15 1-4pm The Little Theatre, Citrus College

For additional information, please email Cherie Brown, Program Director for Performance at [cbrown@citruscollege.edu](mailto:cbrown@citruscollege.edu).

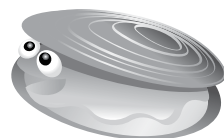
## NEW! Children's Drawing & Painting

This class is designed to support each student's creativity and individual expression using a wide assortment of materials and techniques. We will explore line, color, shape and composition from the children's unique perspectives of the world around them. We will work with some fairly common art materials, but the instructor will teach techniques which will combine materials in new ways to maximize their effectiveness; such as, combining crayons with liquid watercolors to create a mixed media, crayon-resist picture. All materials will be provided by the teacher. (Ages 6-9)

Instructor: Cathy Manzo                      Fee: \$90\*

9265 Thursday 6/17- 7/22 10-11:30am LL 113

\*plus \$10 materials fee payable to instructor



## NEW! Pre-Teen/Teen Drawing & Painting

This class is designed to support each student's creativity and individual expression. We will explore line, color (lots of color), shape, texture, and composition from the student's unique perspective of the world around them. The focus of the class will be on drawing. By building each student's confidence in their drawing ability they will continue to draw and create. Students will draw with colored pencils, paint brushes, and markers, while using different techniques and combining materials to maximize their effectiveness. All materials will be provided by the teacher. (Ages 10-14)

Instructor: Cathy Manzo                      Fee: \$90\*

9266 Thursday 6/17- 7/22 1-2:30pm LL 113

\*plus \$10 materials fee payable to instructor

## Let summer rock



**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 Summer 2010 College for Kids.*

I give my consent for my son/daughter \_\_\_\_\_ to participate in the Summer 2010 College for Kids Program, 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 College for Kids and the Citrus Community College District, to act for me according to their best judgement in any emergency requiring attention and hereby waive and release College for Kids and Citrus Community College District from any and all liability for injuries or illness incurred while at Summer 2010 College for Kids.

I have no knowledge of any physical impairment that would be affected by the above student's participation in College for Kids.

Signature of Parent/Guardian \_\_\_\_\_

Print Name \_\_\_\_\_

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

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

# College for Kids: Summer 2010

(please print)

Name (last) \_\_\_\_\_ (first) \_\_\_\_\_ Age \_\_\_\_\_

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 In**

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

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

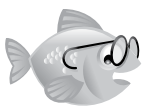
Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

Name of Card Holder (please print clearly) \_\_\_\_\_

**OFFICE USE ONLY**

DATE \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ CK \_\_\_\_\_ CA \_\_\_\_\_



# 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 For Noncredit Courses

Register for noncredit courses in the classroom at the first class meeting or any time during the semester, if space is available. If a course requires preregistration, it will be indicated in the course description.

To register for English as a Second Language (ESL), see page 36.

## Who May Attend?

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

## Minimum Class Size

Noncredit courses may be canceled if sufficient enrollment and attendance are not maintained.

## When Are Courses Offered?

### Summer 2010 Semester Begins June 14 - August 12

However, class start and end dates vary throughout the semester. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

### Summer 2010 Semester Holiday

Classes will not meet on the following date:

July 5

Fourth of July

## Where Do Classes 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 courses are held in local communities. Addresses are given for the courses that meet off campus.

## Who Teaches The Courses?

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

## 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.



*Parking Permits are required.*

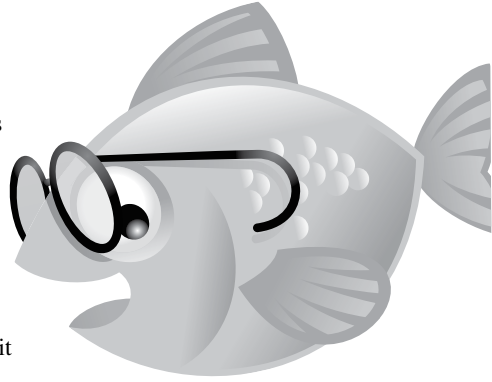
*Parking Regulations: See page 40.*



# Noncredit Courses

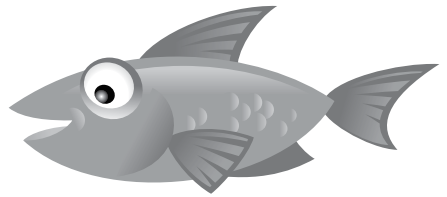
## Counseling Support Services

Students can take advantage of **FREE** noncredit classes to strengthen their skills in math, writing, reading or English as a Second Language or to help prepare for the GED, CAHSEE and Accuplacer assessment test. Noncredit counselors provide the guidance you need for setting your goals, planning your educational experience and helping you to succeed! Make an appointment to see a noncredit counselor to access the services listed below and get started right away. You may be eligible to earn school supplies for utilizing the noncredit support services through the Noncredit Counseling Rewards Program!



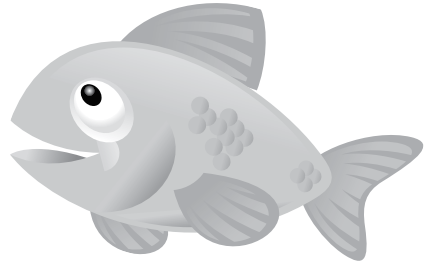
Academic, Career and Personal counseling services include:

- Orientation to noncredit services, resources and classes
- Personalized registration assistance
- Individual sessions to plan, implement and evaluate your educational goals
- Degree and certificate information
- Noncredit Student Educational Plan
- Transition assistance to degree/certificate programs



Programs and Services:

- College Life Course
- POWER Math program (summer)
- Adult Re-entry Support group
- College success, career development and personal enrichment workshops



An orientation session is **required** of all students enrolling in the College Success Center lab, POWER Math Program, English as a Second Language classes, short term vocational classes and counseling support resources.

For more information or to schedule an appointment with a counselor please call (626) 852-8023, visit <http://citruscollege.edu/stdntsrv/counsel/nccounsel> or stop by the Lifelong Learning Center today (Se Habla Español).

### Noncredit Matriculation Exemption Criteria

A student may be exempted from noncredit matriculation activities including orientation, assessment, counseling or advisement based on the completion of an associate degree or higher from a regionally accredited college. Please call or stop by the Lifelong Learning Center for more information.

### Refusal of Noncredit Matriculation Services

Citrus College strongly believes in the value of its noncredit matriculation process. However, the college recognizes the right of students to refuse to participate in its assessment, orientation, counseling or advisement services. Please call or stop by the Lifelong Learning Center for more information.

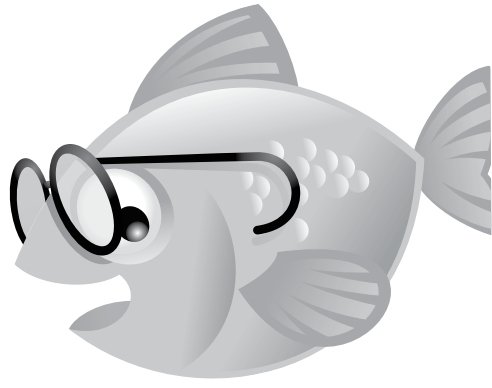


# Noncredit Courses

## Counseling Support Services

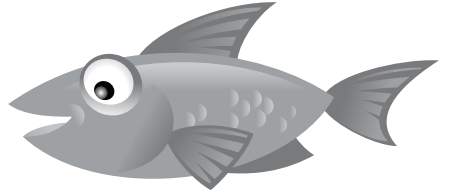
### BASIC SKILLS WORKSHOPS AND TUTORING

- Prepare for assessments such as Accuplacer and the California High School Exit Examination (CAHSEE)
- Reading, writing & math focus
- Ask about the College Success Center lab for computer assisted studies



### COLLEGE LIFE COURSE

- Topics such as test taking skills, study skills and mastering anxiety
- Gain new skills to succeed in college



### POWER MATH

- Eight-day, summer intensive math preparation program utilizing lab, class, tutoring, counseling support and workshops in a fun and supportive environment
- Opportunity to retake the math portion of the college math placement test (Accuplacer)
- Call the Lifelong Learning Center for eligibility and program information



### ADULT RE-ENTRY SUPPORT GROUP

- A warm and supportive environment for adults re-entering college
- Topics may include adjusting to new role as a college student and time management
- Motivational guest speakers will share their stories of inspiration



### COLLEGE SUCCESS, CAREER DEVELOPMENT & PERSONAL ENRICHMENT WORKSHOPS

- College Success topics may include test taking skills, note taking skills and study skills
- Career Development topics may include resume writing, interviewing skills and career planning
- Personal Enrichment topics may include managing stress, noncredit-to-credit transition, improving communication skills and relationship building



Noncredit Counseling and Matriculation  
Lifelong Learning Center  
(626) 852-8023  
<http://citruscollege.edu/stdntsrv/counsel/ncounsel>  
Se Habla Español

*Services and schedule are subject to change without notice.*



# Noncredit Courses



## COLLEGE SUCCESS LAB

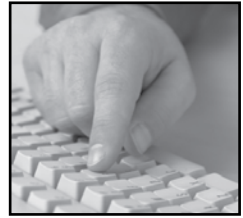
The lab offers an individualized study plan to help you improve your skills in reading, writing or math. Computer-assisted studies allow you to start at your own level—beginning, intermediate or advanced—and proceed at your own pace. Lab aides will provide guidance throughout the program to help meet your needs. Open-entry/open-exit provides you with the flexibility to work around your class schedule, job and family. The self-directed lab is perfect for individuals returning to college who wish to brush up on a variety of skills and for college students who need assistance in various courses.

### Reading/Writing

Improve your writing, spelling, grammar and language skills by writing; improve your reading comprehension and vocabulary by reading. Start at your own level and go at your own pace. Individualized independent study and computer assisted instruction are combined to meet your needs. Open-entry/open-exit; begin any time and continue until you achieve your goals.

### Math

Basic math programs fit your schedule and your needs. Learn math fundamentals. Start at your own level and go at your own pace. Computer-assisted instruction to help meet your needs. Open-entry/open-exit; begin at any time and continue until you achieve your goals.



### Registration

Students may register in the Lifelong Learning Center anytime throughout the semester. A meeting with a counselor is required.

## 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.)

### Registration Information

You must register in person in the Lifelong Learning Center. Your placement in ESL: Beginning, ESL: Intermediate or ESL: Advanced is determined by an assessment at the time you register. A meeting with a counselor is required.

Registration and assessment are ongoing throughout the semester.

### ESL: Beginning

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

Instructor: Karen Christopher  
M W 6/14 - 7/28 9am-12pm LL114

Instructor: Lorraine Brown  
M W 6/14 - 7/28 6-9pm LL114

### ESL: Intermediate

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

Instructor: Karen Christopher  
Tu Th 6/15 - 7/29 9am-12pm LL114

Instructor: Cris Powers  
Tu Th 6/15 - 7/29 6-9pm LL114

### ESL: Advanced

Academic ESL I: This integrated skills class is designed to help ESL students develop the skills necessary to be successful in a college-level ESL course. This class includes conversation and pronunciation practice.

Instructor: Karen Christopher  
M W 6/14 - 7/28 12:30-2pm LL114

Instructor: Karen Christopher  
W 6/16 - 7/28 6-9pm LL114

# Noncredit Courses

## HEALTH AND FITNESS

### After-Stroke Socialization And Communication

This no-fee program is designed to stimulate independence, and relieve isolation and depression. The program provides a safe and positive environment for the “stroker” to relearn and strengthen a broad range of academic, social, and personal skills. Trained staff and dedicated volunteers provide the guidance and support needed. Our goal is to offer stroke survivors and families every opportunity to regain what was lost. This program is sponsored by Citrus College Continuing Education and Glendora Community Services.

Instructor: Nancy Gonsalves  
W 6/16 - 8/25 9am-3pm  
La Fetra Senior Center, Glendora

## SPECIAL INTERESTS

### Gems And Minerals – Field Trips

Instructor: C. Bidwell  
For more information, contact instructor by email:  
LarryBme2@aol.com  
Field trips: Subject to funding



### Partner Coached Lamaze

Designed for expectant women and their partners, the course includes material on the importance of excellent prenatal care and its relationship to a safe, satisfying and joyful birth. Couples will learn exercises and techniques to increase the comfort of childbirth delivery through relaxation and natural breathing.

Instructor: Jolanda Christiansen  
R.N., B.S., B.S.N.  
Sat 7/10 – 8/14 9am-12pm LL



### Enrichment Classes For Older Adults

Classes held at hospitals, senior centers, convalescent and retirement homes include arts and crafts, nutrition, current events, communication, discussion, literature, after-stroke socialization and exercise.

- **Ability First**  
480 S. Indian Hill, Claremont 91711
- **Azusa Senior Center**  
740 N. Dalton Avenue, Azusa 91702
- **Country Villa Claremont Healthcare Center**  
590 Indian Hill Boulevard, Claremont 91711
- **Country Villa Monrovia Healthcare Center**  
615 W. Duarte Road, Monrovia 91016
- **Country Villa Monte Vista Healthcare Center**  
802 Buena Vista, Duarte 91010
- **City of Hope**  
1500 E. Duarte Road, Duarte 91010
- **Claremont Manor**  
650 W. Harrison Avenue, Claremont 91711
- **Claremont Place**  
120 W. San Jose Avenue, Claremont 91711
- **Community Convalescent Hospital of Glendora**  
638 Colorado Ave., Glendora 91740
- **Duarte Community Care Center**  
2335 S. Mountain Avenue, Duarte 91010
- **Duarte Senior Center**  
1610 E. Huntington Drive, Duarte 91010
- **Integrated Nursing & Rehabilitation Care** • 805 W. Arrow Highway, Glendora 91740
- **Gables**  
201 E. Foothill Boulevard, Monrovia 91016
- **Gladstone Care & Rehabilitation Center**  
435 E. Gladstone Street, Glendora 91740
- **La Fetra Senior Center**  
333 E. Foothill Boulevard, Glendora 91741
- **Mainstream Center**  
350 W. Mauna Loa, Glendora 91740
- **Royal Oaks Manor**  
1763 Royal Oaks Drive, Duarte 91010
- **Santa Teresita Manor**  
819 Buena Vista, Duarte 91010
- **Westminster Gardens**  
1420 Santo Domingo Avenue, Duarte 91010

# Disclosures And 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

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

## Sistema de Inscripciones Abiertas

Cada curso, sección o clase, a menos que esté específicamente exento por ley, tendrá inscripciones abiertas para cualquier persona que haya sido admitida al colegio y que cumpla con los requisitos establecidos conforme al Título 5 del Código Administrativo de California.

## 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.

## Ley de No-Discriminación

Citrus Community College District no discrimina a ninguna persona en base a su raza, color, linaje, lugar de origen, sexo, edad (más de 40 años), religión, estado civil, condición médica (incluyendo cáncer), incapacidad mental o física (incluyendo SIDA o "HIV"), orientación sexual, o estado militar como veterano de la guerra de Vietnam en ninguna de sus reglas, procedimientos o prácticas. Está también estipulado en los reglamentos del distrito que el acoso queda estrictamente prohibido, y que no se les negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de "Fair Employment and Housing Act." Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964,

el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de "Fair Employment and Housing Act," el Código 12900 et seq. del Gobierno del Estado de California, y la ley de "Americans with Disabilities" de 1990.

Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

## Student Grievances

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

## Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con una manera rápida y justa de buscar una solución apropiada a cualquier supuesta violación de sus derechos. Los derechos protegidos bajo este procedimiento incluyen, pero no se limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes. Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o malintencionadas 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.

## Sexual Harassment

It is the policy of the college to provide a workplace and study environment free of sexual harassment. All students should be aware that the college strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All formal complaints will be investigated and appropriate action taken. Complaints should be reported to the human resources/staff diversity officer, 626-914-8830.



## Hostigamiento Sexual

Es la política de esta institución el proveer un ambiente de estudio y trabajo libre de hostigamientos sexuales. Todos los estudiantes deben de estar al tanto de que este colegio está en contra de cualquier conducta que constituya un acto de hostigamiento sexual y tomará medidas apropiadas. Cualquier queja debe ser reportada al oficial de "Human Resources/Staff Diversity," 626-914-8830.

## Substance Abuse

Citrus Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on college property and as part of any college sponsored or sanctioned activity. The use of tobacco is prohibited in all District buildings and vehicles. (Citrus Community College District Board Policy P-4220, Education Code 87335, Standards of Student Conduct and U.S. Public Law 101-226). Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from college or termination from employment for violations of the standard of conduct. The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the superintendent/president of the college.

## Abuso de Sustancias Químicas

Citrus Community College District prohíbe la posesión o distribución ilegal de drogas y alcohol ilícitos por parte de los estudiantes y empleados dentro de sus dominios y en cualquier actividad patrocinada o sancionada por el colegio. El uso de tabaco queda prohibido en todos los edificios o vehículos del colegio. (Board Policy P-4219, Código Educativo 87335, Reglamento de Conducta Estudiantil, y Ley Pública de los Estados Unidos 101-226.) Cualquier estudiante o empleado en violación de este reglamento está expuesto a acción disciplinaria, incluyendo expulsión del colegio o terminación de empleo, por las violaciones de las normas de conducta. La decisión de tomar acción disciplinaria en cualquier instancia depende del Consejo de Administración (Board of Trustees) después de la consideración de la recomendación del superintendente/presidente del colegio.

## 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 récords 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.

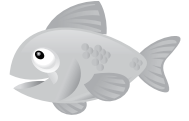
Student Right-To-Know (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are 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://srnk.cccco.edu/index.asp>

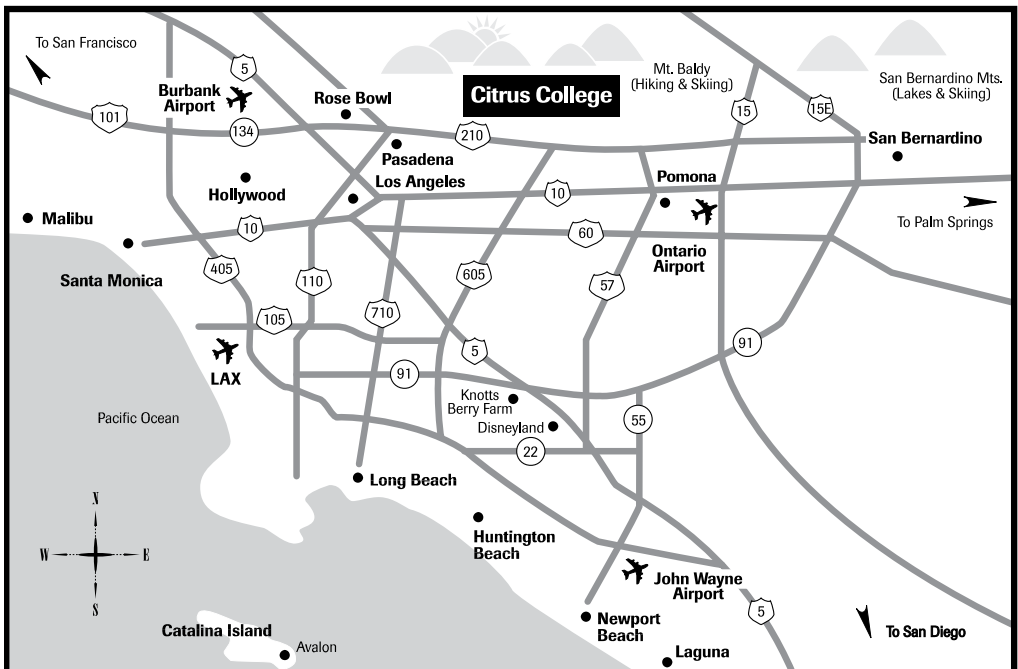
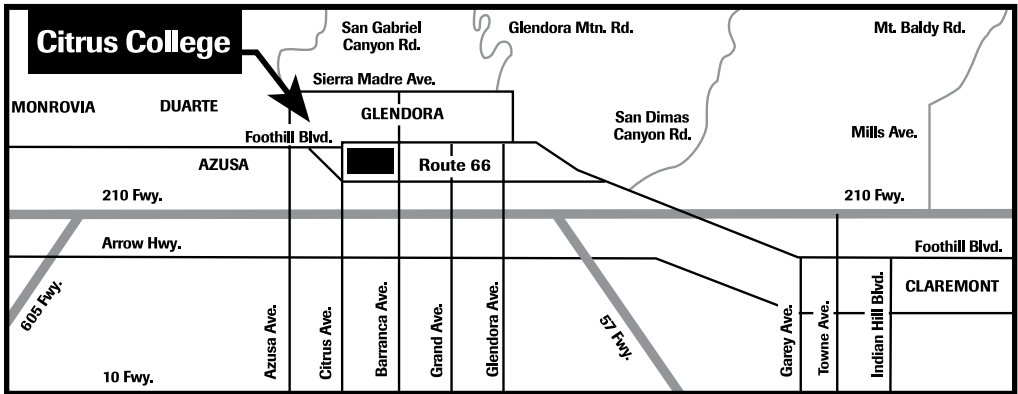
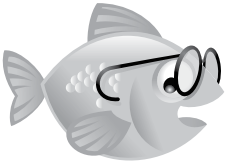
# Parking Regulations/Maps



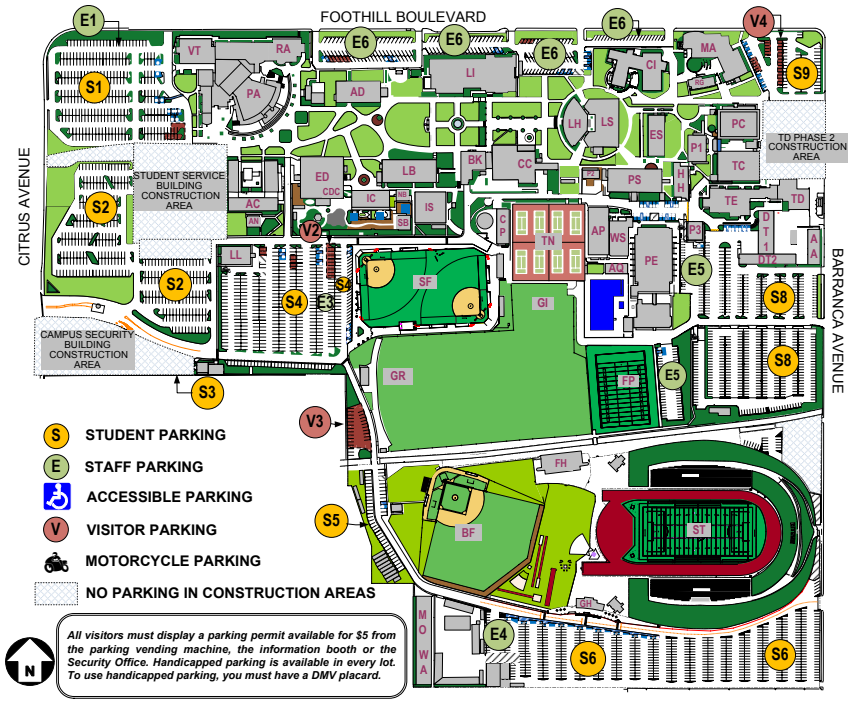
Parking permits are required on all vehicles that park on the Citrus College campus.

You may purchase:

1. A term-length parking permit (\$30) at the Continuing Education Office.
2. A short-term parking permit, valid for the length of the class. The permit costs \$5 per day for the number of days the class meets and is available in the Continuing Education Office.
3. A daily permit for \$5 at the information booth, located at the main campus entrance off Citrus Avenue, or from the parking dispenser, located in the Gym Parking Lot off Barranca Avenue.



# Citrus College Campus Directory



REVISED 9/11/2009

## Buildings

- AA ..... Automotive Annex
- AC ..... Art Center
- AD ..... Administration
- AN ..... Annex
- AP ..... Adapted Physical Education
- AQ ..... Aquatic Center
- BF ..... Baseball Field (FLD 2)
- BK ..... Owl Bookshop
- CC ..... Handy Campus Center
- CDC ..... Child Development Center
- CI ..... Center for Innovation
- CP ..... Central Plant
- DT 1 ..... Diesel Technology
- & DT 2 (formerly Tech G)
- ED ..... Educational Development Ctr
- ES ..... Earth Science
- FH ..... Field House
- FP ..... Football Practice Field (FLD 5)
- GH ..... Gate House
- GI ..... Golf Instruction (FLD 1)
- GR ..... Golf Driving Range
- HH ..... Hayden Hall
- IC ..... Infant Center
- IS ..... Information Services (Dan Angel Data Processing Ctr)
- LB ..... Liberal Arts/Business
- LH ..... Lecture Hall
- LI ..... Hayden Library
- LL ..... Lifelong Learning Center
- LS ..... Life Science
- MA ..... Mathematics/Sciences
- MO ..... Maintenance/Operations
- NB ..... North Bungalow
- P1 ..... Portable #1
- P2 ..... Portable #2
- P3 ..... Portable #3
- PA ..... Haugh Performing Arts Center
- PC ..... Professional Center
- PE ..... Physical Education

- PS ..... Vaniman Physical Science
- RA ..... Recording Technology
- RG ..... Reprographics (Print shop)
- SB ..... South Bungalow
- SF ..... Softball Field (FLD 3)
- ST ..... Stadium (FLD 4)
- TC ..... Technology Center
- TD ..... Technician Development
- TE ..... Technology & Engineering
- TN ..... Tennis Courts
- VT ..... Video Technology
- WA ..... Warehouse
- WS ..... Women's Shower

## Services

- Admissions and Records ..... AD
- Associated Students ..... CC
- Athletics ..... PE
- Audiovisual ..... LI
- Auditorium ..... PA
- Board Room ..... AD
- Box Office ..... PA
- Business Services ..... AD
- Cafeteria ..... CC
- CalWORKs ..... LL
- Career/Transfer Center ..... ED
- Cashier ..... AD
- Clarion, Student Newspaper ..... TC
- College Advancement ..... CI
- Community Education ..... LL
- Computer Center ..... LL
- Cosmetology ..... PC
- Counseling and Advisement Center ..... AD
- Dental Assisting ..... PC
- Disabled Students Center ..... ED
- Distance Education ..... CI
- Esthetician ..... PI
- EOP&S ..... ED
- External Relations ..... CI
- Facilities Rental ..... AD

- Faculty Lounge ..... CC
- Financial Aid ..... ED
- Fitness Center ..... AP
- FLS Language Centres ..... ES
- Food Service ..... CC
- Foundation ..... CI
- Health Center ..... HH
- Health Sciences ..... PC
- Human Resources ..... AD
- Information ..... AD
- Instruction Office ..... AD
- International Student Center ..... ED
- Learning Center ..... ED
- Little Theatre ..... PA
- Noncredit Education ..... LL
- Noncredit Matriculation ..... LL
- Nursing ..... PC
- Orfaela Family Children's Center ..... ED
- President's Office ..... AD
- Printing, Reprographics ..... RG
- Public Information ..... CI
- Receiving ..... WA
- Receiving, Bookstore ..... BK
- Security Office ..... CC
- Student Affairs ..... CC
- Student Employment Services ..... ED
- Student Services Office ..... AD
- Swimming Pool ..... AQ
- Testing Center ..... ED
- Transfer Center ..... ED
- Vocational Education Office ..... P2

All visitors must display a parking permit available for \$5 from the parking vending machine, the information booth or the Security Office. Handicapped parking is available in every lot. To use handicapped parking, you must have a DMV placard.



1000 West Foothill Boulevard,  
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(626) 852-8022

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