

# Continuing Education

## WINTER & SPRING 2011 CLASS SCHEDULE

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



Take  
Time For  
Yourself

Career



Personal  
Enrichment



Finance



Youth



On the  
Net



# Citrus College Continuing Education

Winter/Spring 2011

## 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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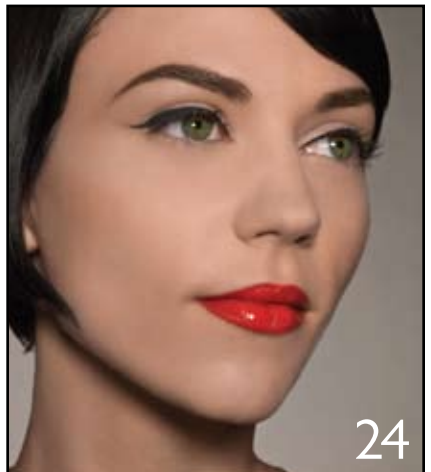


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Citrus College publications are available in an alternate format upon request by persons with verifiable disabilities. Please contact Disabled Students Programs and Services at (626) 914-8675.

## Continuing Education Office

Located in the Lifelong Learning Center  
Website: [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce)  
Tel: 626-852-8022  
Hours: Mon. - Thurs., 8:00am - 9:00pm  
Fri. and Sat., 8:00am - 4:00pm



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

## 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.

## Citrus Community College District Board of Trustees

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Student Representative

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## *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).

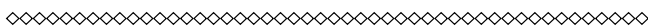


# Online Registration

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



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



## *Online Instructions* (Recommended browser: Internet Explorer)

### **Step 1: Sign In**

Click on the **Sign In** link on the Options Menu located on the left of the screen.

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

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

### **Step 2: Select Courses**

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

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

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

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

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

### **Step 3: Checkout**

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

*That's it!* You will receive an email confirmation of your registration and transaction. You may also log in at any time to view your current (and past) registrations and transactions.



# Fee-Based Classes

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

## Registering

You must pre-register for Community Education classes. Pre-registering secures your space in a class you want to take. (Some classes have limited enrollment.) It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. **Classes may be 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.

## Who Teaches The Classes?

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

## Who Can Enroll?

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

## When Are Classes/Courses Offered?

**Winter/Spring Semester Begins January 3.** However, class start and end dates vary throughout the semester. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

**Winter/Spring Semester Holidays** - Classes will not meet on the following dates:  
January 15-17, February 18-21, April 18-23 (spring break), May 28-30

Community Education classes are flexible. You can take a class that meets just one day or a class that meets for several weeks. Most classes are offered evenings and weekends. You'll also find special all-day workshops and seminars.

## Where Do Classes/Courses Meet?

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

## Want To Know More?

Check out our web site at [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce) or call us at 626-852-8022.

*Community Education courses are presented for your information and enjoyment. They do not necessarily reflect the views or policies of Citrus College. Citrus College does not endorse any person or product. The Citrus Community College District Board of Trustees reserves the right to change courses, programs or instructors.*

**All classes in this schedule are subject to change without notice by the college.**

*Parking Permits are required. Parking Regulations: See page 36.*

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

# Noncredit Courses

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

## Registering

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.

## Who Teaches The Courses?

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

## Who May Attend?

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

## Minimum Class Size

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



# Fee-Based Classes

## *Five Easy Ways To Register*



### **1 Online**

The most convenient way to register is online using your VISA, MasterCard or Discover card. Have the class information and your credit card ready, and logon to [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce). Place one or more classes in your shopping cart and checkout. For detailed online instructions see page 3.



### **2 By Mail**

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



### **3 By Phone**

You can register by phone using your VISA, MasterCard or Discover card. Have the class information and your credit card ready, and call 626-852-8022 Monday through Thursday from 8:00 am to 9:00 pm, Friday and 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, MasterCard or Discover card. Complete the registration form found on page 6 (page 7 for youth) 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, Friday and 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.

## *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.

# Registration Form for Adults

## Community Education/Fee-Based Classes Only

(please print)

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

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

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

**OFFICE USE ONLY**  
 Parking Permit Number \_\_\_\_\_ Date \_\_\_\_\_  
 Received by \_\_\_\_\_

Visa ( ) MasterCard ( ) or Discover ( ) CHECK# \_\_\_\_\_  
 Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_  
 Name of Card Holder \_\_\_\_\_

Parking fee \$ \_\_\_\_\_  
 Total Fees \$ \_\_\_\_\_

## 5 Easy Ways to Register

### 1. ONLINE

Have the class information and your credit card ready, and logon to [citruscollege.edu/ce](http://citruscollege.edu/ce). For detailed online instructions see page 3.

### 2. BY MAIL

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

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

### 3. BY PHONE

Have your credit card and class information ready. Call **626.852.8022** Mon-Thur, 8am-9pm, Fri & Sat, 8am-4pm.

### 4. BY FAX

Fill out the registration form including credit card account information and fax it to **626.852.8028**.

### 5. IN PERSON

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



**Parental Consent Form**

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

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

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

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

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

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

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

**Community Education/Fee-Based Classes Only**

(please print)

Name (last) \_\_\_\_\_ (first) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

**Please List Each Class You Wish to Enroll In**

| Course Number                           | Course Title | Start Date | Fee            |
|---|--------------|------------|----------------|
| _____                                   | _____        | _____      | \$ _____       |
| _____                                   | _____        | _____      | \$ _____       |
| _____                                   | _____        | _____      | \$ _____       |
| _____                                   | _____        | _____      | \$ _____       |
| Visa ( ) MasterCard ( ) or Discover ( ) |              |            | Total \$ _____ |

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

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

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

OFFICE USE ONLY  
DATE \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ CK \_\_\_\_\_ CA \_\_\_\_\_

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



## Online Career Training Programs

**Citrus College**

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

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

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

## Be Your Own Boss

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

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

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

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

Instructor: LeeAnne Krusemark      Fee: \$45  
 9201 Monday 1/24 6-8pm LL  
 \*plus \$20 materials fee payable to instructor

### Entrepreneur Boot Camp

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

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

Instructor: Conrad Brian Law, UGotClass  
 Fee: \$195, plus book  
 9105 Start Date: 2/7      End Date: 3/4  
 Last day to register: 2/11



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

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

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

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

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

Instructor: LeeAnne Krusemark      Fee: \$30  
 9202 Monday 1/24 8-9pm LL  
 \*plus \$10 materials fee payable to instructor

### Introduction To Voice Acting

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  
 7000 Thursday 3/10 7-9pm LL

### Get Paid To Shop!

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



Instructor: Elaine Moran      Fee: \$45\*  
 Author of How to Become a Mystery Shopper, nominated as one of the top three mystery shoppers in the country.  
 9107 Monday 2/7 6:30-9:15pm LL  
 \*plus \$20 materials fee payable to instructor

# CAREER

*Be Your Own Boss*



## 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 3/19 & 3/20 9am-4pm AN 101  
\*plus \$60 materials fee payable to instructor,  
includes two books and the certificate of completion

## Cashing In On Your Ideas And Inventions

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

Topics discussed in class include:

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

Instructor: Nancy Miller Fee: \$45\*  
9101 Wednesday 1/12 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).

## NEED A NEW CAREER FAST?

*Don't spend time you don't have. In less than a year, you can train for a rewarding career in healthcare.*



### TRAIN AT HOME FOR A NEW MEDICAL CAREER

Citrus College offers training courses in:

- Ⓞ In and Outpatient Medical Coding and Billing
- Ⓞ Outpatient Medical Coding and Billing
- Ⓞ Medical Transcription and Editing
- Ⓞ Medical Transcription

FOR MORE INFORMATION CONTACT  
626-852-8022

[conted@citruscollege.edu](mailto:conted@citruscollege.edu)  
[www.careerstep.com/citrus](http://www.careerstep.com/citrus)





## Special Event & Wedding Planning

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

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

Participants will take home tools and checklists.



Instructor: Farla Binder                      Fee: \$55\*  
 Event planner for over 20 years.

9106    Monday    1/24                      6-9pm                      LL  
 \*plus \$25 materials fee payable to instructor

## Bartend Like A Rock Star - The Business Of Bartending

Quick and Easy! Why pay more? This exceptional course will prepare you to work as a bartender in all types of establishments, while also teaching you the business side of the beverage industry. This practical and effective method of instruction is sweeping the industry and updating old ways of thinking. Professional bartending requires so much more than knowing how to put ice in a glass and adding the



proper ingredients. This class will prepare you to be a great salesperson, a customer service expert and an honest and valuable employee, skills that will help you succeed in the real world of bartending and throughout life. The lessons taught are extremely beneficial to managers, waitresses and novice bartenders, also.

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.

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

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

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

Instructor: Kellie Nicholson                      Fee: \$159\*  
 9239    Saturday    3/5 & 3/12                      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)



Additional online New Career classes - Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more.

Go to <http://citruscollege.augusoft.net/>. Click on courses, under ON THE NET and look under CAREERS.



## Certificate Program In Medical Billing

If you are bored, underpaid or job insecure, this medical billing program can make you a valued professional in the 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 physician's most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. In this seminar, you'll learn:

- how to bill Medicare, Medicaid (MediCal in California), TRICARE and CHAMPVA
- how to complete the CMS 1500 (universal insurance claim form) used to bill insurance carriers
- 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, procedure codes and modifiers; codes which are necessary for billing insurance carriers payment reimbursement

Instructor: Kris Hernandez      Fee: \$149\*  
of KGP Consulting, LLC

912 Sat/Sun 2/5, 2/6 9am-4:30pm LL  
\*plus \$69 materials fee payable to instructor

### Advanced Medical Insurance Billing

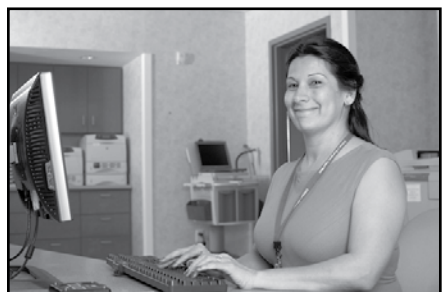
*Prerequisite: Experience as a medical biller or Certificate of Attendance from Introduction to Medical Insurance Billing*

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

Instructor: Kris Hernandez      Fee: \$85\*  
of KGP Consulting, LLC

913 Saturday 3/12 8am-2:30pm AN 101  
\*plus \$39 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      Fee: \$105\*  
of KGP Consulting, LLC  
9115 Sunday 3/13 9am-4pm 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      Fee: \$25\*  
of KGP Consulting, LLC  
9116 Sunday 2/6 12-12:15pm AN 101  
\*plus \$89 materials fee payable to instructor

### Medical Front Office

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

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

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

Instructor: Kris Hernandez      Fee: \$105\*  
of KGP Consulting, LLC  
9319 Tues/Thur 3/8, 3/10 6:15-9:15pm LL  
\*plus \$79 materials fee payable to instructor

### 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      Fee: \$65\*  
of KGP Consulting, LLC  
9114 Saturday 3/12 3-5:30pm AN 101  
\*plus \$29 materials fee payable to instructor

# CAREER

## Professional Development

Aim  
higher



### Digital Brochures

Discover the latest hot new technology to promote your products, services and information. Find out how you can use this low-cost new eMarketing tool to support and enhance your current marketing efforts. Understand the tools needed to create a multi-modal marketing approach for your program. Find out how to create a digital brochure for your organization and how to include search, interaction, and interest tracking features. Get on the cutting edge of this new marketing trend. This course could be worth thousands of dollars to your organization.

Instructor: Julie Coates, UGotClass Fee: \$195  
7003 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11



### Practical Math For The Workplace

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

Instructor: David White, UGotClass Fee: \$145  
7007 Start Date: 2/7 End Date: 3/4  
Last day to register: 2/11



### 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 4/16 8am-6pm AN 101  
\*plus \$30 materials fee payable to instructor

### Renew Your Notary Commission

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

Instructor: Notary Public Seminars, Inc. Fee: \$55\*  
9103 Saturday 4/16 12:45-6:00pm AN 101  
\*plus \$30 materials fee payable to instructor



Additional online Business classes — Effective Selling, Accounting, PMP Certification Preparation, Home Based Business ... and more. Go to <http://citruscollege.augusoft.net/>. Click on courses, under ON THE NET and look under BUSINESS.

# CAREER

## Professional Development



### Mentoring & Coaching In The Workplace

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Instructor: Marie Johnson and Sherri Restauri Carson, UGotClass Fee: \$295

7001 Start Date: 2/7 End Date: 3/4  
Last day to register: 2/11



### Green Workplace

A greener workplace can provide substantial benefits to your organization's triple bottom line – people, planet and profits. By reducing the energy intensity of their buildings and materials demand and waste, green workplaces can save money and reduce their impact on the environment. Come discover the keys to making green workplaces a success for you and your organization. This course is suitable for those new to green workplaces or already working in a green space and interested in enhancing their knowledge of what makes it a green space. Includes a green workplace toolkit.

Instructor: Pepper Smith and Kelly Gearhart, UGotClass Fee: \$195

7002 Start Date: 2/7 End Date: 3/4  
Last day to register: 2/11



### Your Business, Your Employees, And The Law

In today's lawsuit-prone work environment company leaders are required to comply with various workplace laws, regulations, and mandates that apply to their workplace. Acquiring a basic understanding of these compliance issues, and knowing what policies, record-keeping requirements, and HR forms to use, can minimize the risk of incurring employee-related claims and lawsuits.

This course will provide a roadmap for effectively minimizing and/or defusing employee-related problems and workplace compliance issues that affect employers of all sizes and work industries. Each class is filled with step-by-step guidelines, HR forms and includes sample policies, as well as practical strategies for complying with workplace laws.

Instructor: Lupe T. McElroy, UGotClass Fee: \$395

7006 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11



### Extraordinary Customer Service

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

Instructor: Nanette Sanders-Cobb, UGotClass Fee: \$145

7005 Start Date: 2/7 End Date: 3/4  
Last day to register: 2/11



# CAREER

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



### Social Media For Business

7008 Certificate (completion of all classes below) Fee: \$495



Introduction to Social Media

Instructor: Jennifer Selke, UGotClass Fee: \$195

7009 Start Date: 2/7 End Date: 3/4

Last day to register: 2/11

Marketing with Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 3/7 End Date: 4/1

Last day to register: 3/11

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 4/4 End Date: 4/29

Last day to register: 4/8

### eMarketing Essentials

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



Improving Email Promotions

Instructor: Dan Belhassen, UGotClass Fee: \$195

7013 Start Date: 2/7 End Date: 3/4

Last day to register: 2/11

Boosting Your Website Traffic

Instructor: Dan Belhassen, UGotClass Fee: \$195

7014 Start Date: 3/7 End Date: 4/1

Last day to register: 3/11

Online Advertising

Instructor: Dan Belhassen, UGotClass Fee: \$195

7015 Start Date: 4/4 End Date: 4/29

Last day to register: 4/8



### Managing Teleworkers

7016 Certificate (completion of all classes below) Fee: \$395



Keys to Telework Success

Instructor: Julie Coates, UGotClass Fee: \$245

7017 Start Date: 2/7 End Date: 3/4

Last day to register: 2/11

Supervision of Teleworkers

Instructor: Greg Marsello, UGotClass Fee: \$245

7018 Start Date: 3/7 End Date: 4/1

Last day to register: 3/11

### Generational Communication

7019 Certificate (completion of all classes below) Fee: \$295



Working with Baby Boomers

Instructor: Kassia Dellabough, UGotClass Fee: \$175

7020 Start Date: 2/7 End Date: 3/4

Last day to register: 2/11

Working with Gen X and Gen Y

Instructor: Heather Dimitt, UGotClass Fee: \$175

7021 Start Date: 3/7 End Date: 4/1

Last day to register: 3/11

### Green Buildings & Preparing for LEED Green Associate



Instructor: US Green Building Council

7022 Certificate Fee: \$695

Start Date: 2/7 End Date: 4/1

Last day to register: 2/11





# CAREER

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



## Online Teaching

7024 Certificate (completion of all classes below) Fee: \$795  
includes exam, online course critique,  
and peer evaluation of online course



### Advanced Teaching Online

Instructor: William A. Draves, UGotClass Fee: \$195  
7025 Start Date: 4/18 End Date: 4/22  
Last day to register: 4/14

### Designing Online Instruction

Instructor: Dr. Rita-Marie Conrad, UGotClass Fee: \$195  
7026 Start Date: 2/7 End Date: 2/11  
Last day to register: 2/3

### Building Online Learning Communities

Instructor: Dr. Rena M. Palloff, UGotClass Fee: \$195  
7027 Start Date: 3/14 End Date: 3/18  
Last day to register: 3/10

## Keep pace with technology



## Virtual Meeting Planner

7023 Certificate Fee: \$795  
(these courses are not offered individually)



### Virtual Meeting Technology

Instructor: Larry Ray, UGotClass  
Start Date: 2/7 End Date: 3/4  
Last day to register: 2/11

### Keys to Effective Design of Virtual Meeting

Instructor: Debbie Kopkau, UGotClass  
Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

### Managing Virtual Meetings

Instructor: William A. Draves, UGotClass  
Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8



## Supervisory & Leadership

Instructor: Sally Klaus, UGotClass  
7028 Certificate Fee: \$395  
Start Date: 2/7 End Date: 4/1  
Last day to register: 2/11



## Business Research

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

Introduction to Business Research  
Instructor: David White, UGotClass  
Start Date: 2/7 End Date: 3/4  
Last day to register: 2/11



### Business Statistics

Instructor: Mary Dereshiwsky, UGotClass  
Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

### Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass  
Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8



### Online Learning & Teaching For K-12 Teachers

Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs.

Then find out how you can begin to use the web in your own teaching. See why web-enhanced courses are being introduced in K-12 schools. Then take home online strategies for helping your students to learn more and preparing them for the workplace.

Instructor: William A. Draves, UGotClass Fee: \$245  
 7032 Start Date: 3/7 End Date: 4/1  
 Last day to register: 3/11



### Social Media For K-12 Teachers

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



Instructor: Heather Dimitt, UGotClass Fee: \$245  
 7033 Start Date: 4/4 End Date: 4/29  
 Last day to register: 4/8



### Gender In The Classroom

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

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

Instructor: Julie Coates and Williams A. Draves, UGotClass Fee: \$245  
 7030 Start Date: 3/7 End Date: 4/1  
 Last day to register: 3/11



### Generational Learning Styles For K-12 Teachers

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

Get fascinating info on the brain and how all generations respond to the "cohort experience." You will acquire the information on how Generation Y learns. Then find out how you, as a Gen Xer or Baby Boomer, learn differently.

Come away with our top 20 generational techniques for helping your students learn more.

Instructor: Kassia Dellabough, UGotClass Fee: \$245  
 7031 Start Date: 4/4 End Date: 4/29  
 Last day to register: 4/8



# PERSONAL ENRICHMENT

## Fitness

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

### NEW! Zumba

This workout combines high energy and motivating music with synchronized dance movements designed for any fitness level. The routine features aerobic fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Want to burn calories and have fun? Then Zumba is for you! **Holiday closures: January 17, February 21, and May 30.**

|             |               |             |                            |
|-------------|---------------|-------------|----------------------------|
| Instructor: | Rachael Clark |             |                            |
| 9318        | Monday        | 1/3 - 2/7   | 6-7pm AP 110<br>Fee: \$21* |
| 9317        | Monday        | 2/28 - 4/11 | 6-7pm AP 110<br>Fee: \$29* |
| 9316        | Monday        | 4/25 - 6/13 | 6-7pm AP 110<br>Fee: \$29* |
| 9331        | Wednesday     | 1/5 - 2/9   | 6-7pm AP 110<br>Fee: \$25* |
| 9332        | Wednesday     | 2/23 - 4/13 | 6-7pm AP 110<br>Fee: \$33* |
| 9333        | Wednesday     | 4/27 - 6/15 | 6-7pm AP 110<br>Fee: \$33* |

\* No refunds will be issued after classes begin.

### Lap Swimming

**Holiday closure: May 30.**

|      |          |             |                       |      |
|------|----------|-------------|-----------------------|------|
|      |          | Fee: \$39*  |                       |      |
| 9193 | Mon-Thur | 4/25 - 6/16 | 12-1pm<br>5:30-6:30pm | Pool |

\*No refunds will be issued after classes begin.

### Water Aerobics

Improve strength, endurance and cardiovascular fitness in this low-impact aerobic class held at the Citrus College Aquatics Center. **Holiday closure: May 30.**

|             |  |             |             |                    |
|-------------|--|-------------|-------------|--------------------|
| Instructor: | Frank Ortiz (Monday & Tuesday) & Rachael Clark (Wednesday) |             |             |                    |
| 9269        | Monday   | 4/25 - 6/13 | 12-1pm      | Pool<br>Fee: \$29* |
| 9270        | Tuesday  | 4/26 - 6/14 | 5:30-6:30pm | Pool<br>Fee: \$33* |
| 9271        | Wednesday  | 4/27 - 6/15 | 12-1pm      | Pool<br>Fee: \$33* |

\* No refunds will be issued after classes begin.

### Cardio-Circuit Training

Fast-Paced Circuit – a total body workout-cardiovascular circuit, using recumbent bicycles, treadmills, stair climbers, rowers and elliptical machines. Cardiovascular training is accomplished by alternating between weight machines and stationary bicycles. The duration at each station is 30 seconds – approximate time to complete a circuit is 45 minutes. The last circuit begins 45 minutes before closing time. All new students to the cardio-circuit training class must attend an orientation. Please contact the Continuing Education Office for details, (626) 852-8022. Proof of registration is required at the orientation. **Holiday closures: January 15-17, February 18-21, and May 28-30.**

|      |            |   |
|------|------------|---|
| 9324 | Fee: \$24* | Winter Session: 1/3 - 2/11, see hours below |
| 9325 | Fee: \$21* | Forever Young 55+ (same as above)           |
| 9231 | Fee: \$29* | 8 weeks: 2/22 - 4/16, see hours below       |
| 9232 | Fee: \$24* | Forever Young 55+ (same as above)           |
| 9280 | Fee: \$29* | 8 weeks: 4/25 - 6/18, see hours below       |
| 9281 | Fee: \$24* | Forever Young 55+ (same as above)           |

Hours:

|                   |             |        |
|-------------------|-------------|--------|
| Monday - Friday   | 6:15-8:15am | AP 109 |
| Monday - Thursday | 5-7pm       |        |

\* No refunds will be issued after classes begin.



# PERSONAL ENRICHMENT

## 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 4 Fee-Based Classes "Registering" for details. **Holiday closures: January 15-17, February 18-21, and May 28-30.**



### Pilates

A gentle form of exercise that lengthens and strengthens the core muscles of the back and abdominal area by using movement, proper form and neutral alignment. Bands may be used to add resistance to the body. (Please bring your own stretch band, optional.) Open to all fitness levels.

|             |              |             |             |                      |
|-------------|--------------|-------------|-------------|----------------------|
| Instructor: | Irene George |             |             |                      |
| 9326        | Tuesday      | 1/4 - 2/8   | 5:30-6:30pm | AP 110<br>Fee: \$25* |
| 9234        | Tuesday      | 2/22 - 4/12 | 5:30-6:30pm | AP 110<br>Fee: \$33* |
| 9282        | Tuesday      | 4/26 - 6/14 | 5:30-6:30pm | AP 110<br>Fee: \$33* |

\* No refunds will be issued after classes begin.

### Low Impact – Cardio Conditioning

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

|             |               |             |       |                      |
|-------------|---------------|-------------|-------|----------------------|
| Instructor: | Bonnie Murphy |             |       |                      |
| 9327        | Monday        | 1/3 - 2/7   | 5-6pm | AP 110<br>Fee: \$21* |
| 9233        | Monday        | 2/28 - 4/11 | 5-6pm | AP 110<br>Fee: \$29* |
| 9284        | Monday        | 4/25 - 6/13 | 5-6pm | AP 110<br>Fee: \$29* |

\* No refunds will be issued after classes begin.

### Yoga Basics

Designed for the newcomer to yoga exercise, this class focuses on the fundamentals. You'll learn to use simple movements for improving balance, strength and flexibility while reducing stress.

|             |            |             |             |                      |
|-------------|------------|-------------|-------------|----------------------|
| Instructor: | Lynda Razo |             |             |                      |
| 9328        | Thursday   | 1/6 - 2/10  | 5:30-6:30pm | AP 110<br>Fee: \$25* |
| 9235        | Thursday   | 2/24 - 4/14 | 5:30-6:30pm | AP 110<br>Fee: \$33* |
| 9283        | Thursday   | 4/28 - 6/16 | 5:30-6:30pm | AP 110<br>Fee: \$33* |

\* No refunds will be issued after classes begin.

### Multi-Level Yoga

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

|             |              |             |        |                      |
|-------------|--------------|-------------|--------|----------------------|
| Instructor: | Linda Wright |             |        |                      |
| 9329        | Wednesday    | 1/5 - 2/9   | 5-6pm  | AP 110<br>Fee: \$25* |
| 9238        | Wednesday    | 2/23 - 4/13 | 5-6pm  | AP 110<br>Fee: \$33* |
| 9287        | Wednesday    | 4/27 - 6/15 | 5-6pm  | AP 110<br>Fee: \$33* |
| 9334        | Saturday     | 1/8 - 2/12  | 9-10am | AP 110<br>Fee: \$21  |
| 9285        | Saturday     | 2/26 - 4/16 | 9-10am | AP 110<br>Fee: \$33* |
| 9286        | Saturday     | 4/30 - 6/18 | 9-10am | AP 110<br>Fee: \$29* |

\* No refunds will be issued after classes begin.

### 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 |             |             |                      |
| 9330        | Thursday     | 1/6 - 2/10  | 6:30-7:30am | AP 110<br>Fee: \$25* |
| 9258        | Thursday     | 2/24 - 4/14 | 6:30-7:30am | AP 110<br>Fee: \$33* |
| 9306        | Thursday     | 4/28 - 6/16 | 6:30-7:30am | AP 110<br>Fee: \$33* |

\* No refunds will be issued after classes begin.

# PERSONAL ENRICHMENT

## Hobbies & Interests

### NEW! Beginner's Guide To Getting Published

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

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

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

Instructor: LeeAnne Krusemark      Fee: \$45\*  
9220 Monday 1/24 3-5pm LL  
\*plus \$20 materials fee payable to instructor



### NEW! Meet The Publisher – Get Your Manuscript Critiqued

*Prerequisite: Beginner's Guide to Getting Published*

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

Instructor: LeeAnne Krusemark      Fee: \$35  
9221 Monday 1/24 5-6pm LL  
\*plus \$10 materials fee payable to instructor

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

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



Instructor: James Lancaster      Fee: \$79  
9153 Tue/Thur 4/19, 4/21 5:30-9pm TE 114  
Automotive Annex

### 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 Friday 4/8, 4/15 12-3:30pm LL 113  
9305 Friday 6/3, 6/10 12-3:30pm LL 113  
\*plus \$25 materials fee payable to instructor



Online Writing classes –  
Sitcom Writing, Technical Writing,  
Journalism, Romance Writing, Editing,  
Writing a Life Story ... and more. Go

to <http://citruscollege.augusoft.net/>. Click on courses, under ON THE NET and look under WRITING.

# PERSONAL ENRICHMENT

## Hobbies & Interests

### NEW! Valentine's Day Floral Design

Create a beautiful fresh flower arrangement you'll be proud to give to your special Valentine on the upcoming romantic holiday. Flowers and balloons combine to create a professional quality design. Students are required to bring the following to the first class meeting: small paring or florists' knife, scissors, wire cutters and pruning shears. You will take home an arrangement valued between \$100 and \$150.

Instructor: Raymond Tucker Fee: \$35\*  
9320 Saturday 2/5 12-3:30pm LL 113

\*plus \$35 materials fee is due at the time of registration, make checks payable to instructor.



### Wedding Floral Design

Explore current wedding floral design trends, including bouquets, personal flowers, ceremony and reception designs. Students are required to bring the following to the first class meeting: small paring or florists' knife, scissors, wire cutters and pruning shears. Each week you will take home an arrangement valued between \$75 and \$150.

Instructor: Raymond Tucker Fee: \$115\*  
9222 Saturday 3/5 - 3/26 12-3:30pm LL 113

\*plus \$125 materials fee is due at the time of registration, make checks payable to instructor.

### NEW! Spring/Easter Floral Design

Express the beauty of spring by learning how to create a festive floral design incorporating colorful flowers of the season. Students are required to bring the following to the first class meeting: small paring or florists' knife, scissors, wire cutters and pruning shears. You will take home an arrangement valued between \$100 and \$150.

Instructor: Raymond Tucker Fee: \$35\*  
9321 Saturday 4/16 12-3:30pm LL 113

\*plus \$35 materials fee is due at the time of registration, make checks payable to instructor.



Additional online Personal Interest classes – Team Building, Drawing, Homeschooling, Weight Loss, Investing ... and more. Go to

<http://citruscollege.augusoft.net/>. Click on courses, under ON THE NET and look under PERSONAL INTEREST.

### 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. Each week you will take home an arrangement valued between \$75 and \$150.

Instructor: Raymond Tucker Fee: \$95\*  
9140 Tuesday 1/4 - 1/25 6-9pm LL 113

\*plus \$100 materials fee is due at the time of registration, make checks 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. Each week you will take home an arrangement valued between \$75 and \$150.

Instructor: Raymond Tucker Fee: \$95\*  
9141 Tuesday 3/1 - 3/22 6-9pm LL 113

\*plus \$100 materials fee is due at the time of registration, make checks payable to instructor.

### Floral Design III

*Prerequisite: Floral Design I and II, or instructor's permission.*

Advanced applications of the principles of floral design. Areas of study include wedding, sympathy, party and event design. Entrepreneurial opportunities and small business management will be discussed. Each week you will take home an arrangement valued between \$75 and \$150.

Instructor: Raymond Tucker Fee: \$95\*  
9142 Tuesday 4/5 - 5/3 6-9pm LL 113

\*plus \$100 materials fee is due at the time of registration, make checks payable to instructor.





# PERSONAL ENRICHMENT

## Health & Self

### Clutterology® Eliminate Clutter In Your Life And Get Organized

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

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



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

Instructor: Nancy Miller      Fee: \$45\*  
9261 Wednesday 1/26      6:30-9:30pm      LL

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

### NEW! Adult Makeup And Skincare

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

Instructor: Michelle Jackson      Fee: \$55\*  
One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.

9322 Saturday 2/12      1-4pm      LL  
9323 Saturday 5/14      1-4pm      LL

\*plus \$25 materials fee payable to instructor

### Feng Shui Basics And Beyond

Feng Shui is much more than furniture arrangement. This ancient Chinese art is currently used in the East and the West to help people enjoy good health, relationships, successful careers and increased wealth. Come learn more about this fascinating subject while taking home some useful tips for improvement, including the "romance remedy," information on abundance and much more.

Instructor: Kathy Zimmerman      Fee: \$39\*  
Certified advanced graduate, American Feng Shui Institute.

9154 Wednesday 1/26      6:30-9:30pm      LL  
\*plus \$3 materials fee payable to instructor

### Think Healthy, Be Thin, Stay Thin

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

Instructor: Jethro Carter, C.C.Ht.      Fee: \$45\*  
9157 Saturday 3/12      9am-12pm      LL

\*plus \$15 materials fee payable to instructor

### Self-Hypnosis Stress Reduction And Relaxation Techniques

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

Instructor: Jethro Carter, C.C.Ht.      Fee: \$45\*  
9156 Saturday 2/5      9am-12pm      LL

\*plus \$15 materials fee payable to instructor



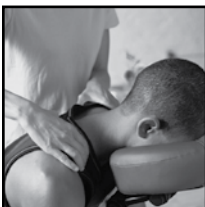
# PERSONAL ENRICHMENT

## Health & Self



### 15-Minute Chair Massage For Head, Neck And Shoulders

In this hands-on workshop, you'll learn a simple and fun massage that gives relief to friends and loved ones. All you need is a chair! You'll learn



easy techniques that will help reduce the tightness of minor aches and pains in high-tension areas of the head, neck and shoulders. Please bring a mat and large towel to class.

### Acupressure Facial

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



Instructor: Pam Francis, L.Ac., C.MT      Fee: \$39\*  
9229 Saturday 2/12      9am-12pm      LL  
\*plus \$2 materials fee payable to instructor

Instructor: Pam Francis, L.Ac., C.MT      Fee: \$39\*  
9149 Saturday 3/12      9am-12pm      LL  
\*plus \$2 materials fee payable to instructor

### Acupressure For Everyday Stress

Do you suffer from everyday complaints such as insomnia, fatigue, indigestion, pain or stress? Acupressure is a simple, fast, and safe way to help manage life's challenges. Acupressure uses simple finger pressure at special points on the body. Acupressure is an easy and fun way to help you and your friends achieve health and happiness. Please bring a mat and large towel to class.

Instructor: Pam Francis, L.Ac., C.MT      Fee: \$39\*  
9150 Saturday 4/9      9am-12pm      LL  
\*plus \$4 materials fee payable to instructor

### Swedish Massage

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

Instructor: Pam Francis, L.Ac., C.MT      Fee: \$39\*  
9151 Saturday 5/14      9am-12pm      LL  
\*plus \$10 materials fee payable to instructor

### Unclutter Your Mind

According to the National Science Foundation, the average person thinks over 12,000 thoughts per day. Our minds never sleep, functioning even when the body is at rest. Unfortunately, most of our thoughts cause us unbearable stress. However, the good news is we can choose our thoughts. We can keep our thoughts of anxiety, indecision, frustration, impatience, anger, self-judgment--the familiar list. We can tell ourselves there is nothing we can do about these thoughts that damage ourselves and others. Or we can choose to learn a new and different way of thinking! As Gandhi said, we should not mistake what is habitual for what is normal. We were not born with unhealthy habits or thoughts. We learned them. We can unlearn them... and help others do the same. During this workshop, you'll learn how to:

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

We can retrain and un-clutter our mind to think IN ANOTHER WAY. Using these simple tools will help you rediscover your true self and experience the inner ease and peace you desire. When your mind is at peace, you send peace to everyone around you.

Instructor: Margaret Pappas, MLS      Fee: \$45\*  
Life strategies coach, professional organizer, Quantum Touch practitioner, attitudinal healing facilitator.  
9155 Wednesday 2/9      6:30-9:30pm      LL  
\*plus \$10 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Computers & Technology

### NEW! E-Publishing For iPad And Kindle

Want to be e-published? The hottest business opportunity around is e-publishing for iPad and the Kindle. The process is FREE and easy, once you know how and have the software needed.

In this cutting-edge class, you'll learn how to:

- convert your book to the iPad, Kindle and PDF formats
- upload your finished book to Amazon and other major chains
- offer it as a pay-per-download product from your Web site
- create podcasts and other saleable products

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

Instructor: Mike Rounds                      Fee: \$45\*  
 9335 Wednesday 1/12                      6:30-9:30pm                      LL

\*plus \$30 materials fee payable to instructor for the book, E-Publishing for the Clueless, includes two CDs containing software necessary for converting material to an e-book.



### Microsoft Word 2007

In this hands-on computer lab workshop, you'll learn where the NEW features of Microsoft Word 2007 are located and the new ribbon interface. The class covers topics including the fundamentals of Word and the advanced concepts in creating, editing, formatting and printing documents, certificates and labels. Learn how to use mail merge and tables. The class includes lecture, hands-on lab time and useful tips and tricks for the savvy Word user. The new Word 2010 application will be previewed. The student should be familiar with Windows and the use of a mouse.

Instructor: Tom Gerfen                      Fee: \$105  
 9117 Wednesday 3/9 - 3/30                      6-9pm                      IS 110

### Microsoft Access 2007

If you want to learn about creating and managing a database, this class will start you on your way. You will understand what a database is and what it is not. Understand and identify the different types of data structures like text, memo, number, currency, date/time, yes/no, AutoNumber and OLE. You will create a database, design and modify data in records and tables, create a query, sort database records and print reports, tables, queries and databases. Understand how to import and export data to Excel, use help and save, and exit and open the Access application. The new Access 2010 application will be previewed. The students should be familiar with Windows and the use of a mouse.

Instructor: Tom Gerfen                      Fee: \$105  
 9211 Wednesday 5/25 - 6/15                      6-9pm                      IS 110



### Social Networking For The Entrepreneur

Learn how social networking sites such as Facebook, Twitter, and LinkedIn can help promote your business without large financial investments or tons of technical skill. You don't have to be super technical in order to start a social networking site. We will explore each site and the potential benefits of each as well as a few tips and tricks to take your business to the cyber-level. You will learn:

- what is social networking and why it matters
- how to create accounts
- effective status update strategies
- how site groups can work to your benefit
- creating connections that work

Instructor: Pixie Boyden                      Fee: \$75  
 9299 Mon/Wed 2/7, 2/9                      6-9pm                      LL  
 9300 Mon/Wed 4/18, 4/20                      6-9pm                      LL



Additional online Computer classes – Computer Skills for the Workplace, Web Design, Microsoft Office, Word, Excel, Quickbooks/Accounting, Microsoft Certification, CompTIA Certification Prep ... and more.  
 Go to <http://citruscollege.augusoft.net/>. Click on courses, under ON THE NET and look under COMPUTERS.

# PERSONAL ENRICHMENT

## Computers & Technology

### Photo Magic Using Adobe Photoshop CS4

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

Instructor: Bill Napoli Fee: \$125\*  
9121 Saturday 4/9, 4/16 9am-4pm LL 103  
\*plus \$45 materials fee payable to instructor

### Google Docs For The Beginner

New to Google Docs and not sure how to navigate the system? You will learn how to get started with Google Docs including creating online document versions, upload your own documents, and using the templates provided. In addition, you will also learn how to share and collaborate your documents with others as well as publishing your docs to the web.

Instructor: Pixie Boyden Fee: \$45  
9294 Saturday 1/22 9am-12pm LL  
9295 Saturday 5/7 9am-12pm LL



### 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 4/2 9am-4pm LL 103  
\*plus \$40 materials fee payable to instructor

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

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

- determining your specific Web design needs
- sustaining Web traffic by making your site user-friendly
- making a cost-saving online shopping system
- 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 Wednesday 1/26 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).



# PERSONAL ENRICHMENT

## Computers & Technology

### Microsoft Excel 2007

In this hands-on computer lab 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 new Excel 2010 application will be previewed. The students should be familiar with Windows and the use of a mouse.

Instructor: Tom Gerfen      Fee: \$105  
 918 Wednesday 4/27 - 5/18      6-9pm      IS 110



### Essential Computer Skills

Learn new 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/Wed 1/18, 1/19      6-9pm      LB 201  
 9246 Saturday 3/5      9am-3:30pm      LB 201

# PERSONAL ENRICHMENT

## Foreign Languages

### Beginning Spanish Conversation And Grammar

A beginning conversational course for students who wish to understand, speak and read basic Spanish. The course will cover the alphabet, basic greetings, common questions, and parts of speech (nouns and how they are used in the Spanish language). The course will introduce students to a foundational learning of regular present tense verb conjugations and how to properly pronounce through conversational practice.

Instructor: Juliann Ingersoll      Fee: \$165\*  
 9303 Wednesday 1/5 - 3/9      6:30-8:30pm      LL  
 9129 Wednesday 3/30 - 6/8      6:30-8:30pm      LL  
 \*plus \$10 materials fee payable to instructor



Expand  
 your  
 talking  
 circle



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

# YOUTH

## Teens

### Teen Makeup And Skin Care

Master the step-by-step makeup application techniques to enhance your beauty. Succeed in covering and treating acne and dark under-eye circles. Understand your skin type and how to ensure beautiful clear skin. Create different looks for different occasions. (Ages 13-17)

Instructor: Michelle Jackson      Fee: \$55\*  
 One of Hollywood's leading celebrity makeup artists for television, motion pictures and Vogue magazine.

9165 Saturday 2/12 9am-12pm LL  
 9166 Saturday 5/14 9am-12pm LL

\*plus \$25 materials fee payable to instructor



## Fight for good skin



Online Test Preparation classes — SAT/PSAT, GED ... and more. Go to <http://citruscollege.augusoft.net/>. Click on courses, under ON THE NET and look under TEST PREP.

# FINANCE

## Real Estate



### Increase Your Success As A First-Time Home Buyer

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

- foreclosures, REO, and short sales
- 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  
 Lic. # 01196713

9255 Saturday 3/12 9:30am-1pm LL

# FINANCE

## Retirement

### Retirement Planning Today

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

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

9146 Saturday 2/5, 2/12 9am-12pm LL  
 9147 Tuesday 2/8, 2/15 6:30-9:30pm LL  
 9223 Saturday 4/30, 5/7 9am-12pm LL  
 9224 Thursday 5/5, 5/12 6:30-9:30pm LL





# TRAVEL

*Places to Go*

Please call (626) 852-8022 for information regarding tours, including travel brochures.

All prices subject to change.



## Beijing City

*with optional tour to XIAN*

Nine day escorted tour of Beijing Zoo, Peking Opera, The Great Wall and a Rickshaw. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 15 meals.

Departure Date: March 1, 2011

Cost: \$2,349 single; \$1,999 double; \$1,969 triple

Payment terms: \$250 deposit, final payment date is 12/31/10



Ready?



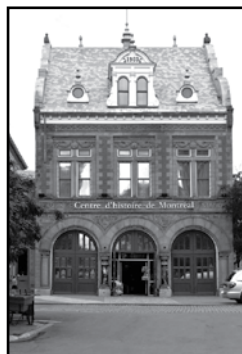
## The Best Of Eastern Canada

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

Departure Date: August 14, 2011

Cost: \$3,339 single; \$2,739 double; \$2,709 triple

Payment terms: \$250 deposit, final payment date is 6/15/11



## Trains And Canyons Of The Southwest

Ten day escorted tour of Albuquerque Balloon Fiesta, Santa Fe, Verde Canyon Railroad, Grand Canyon Railway, Sedona Trolley Tour, Scottsdale and Phoenix. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 14 meals.

Departure Date: October 7, 2011

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

Payment terms: \$250 deposit, final payment date is 8/8/11



# NONCREDIT

## Counseling

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

- academic advisement
- noncredit student educational plan to map your journey
- personal counseling
- college campus and personal resources assistance
- transition assistance to degree/certificate programs
- targeting challenges as they occur

For more information or to schedule an appointment with a noncredit counselor, please call (626) 914-8530 or stop by the Counseling and Advisement Center located in the Administration Building.



# NONCREDIT

## Special Interest

### Gems And Minerals – Field Trips

Instructor: C. Bidwell

Field trips: Subject to funding. For more information, contact instructor by email: [LarryBme2@aol.com](mailto:LarryBme2@aol.com)

### The Basics: A Watercolor Workshop For The Beginning Or Intermediate Artist

Instructor: Chris Van Winkle

Sun-Sat 2/18 - 2/26 9am-3pm AC 109

For more information, contact instructor Chris Van Winkle by e-mail: [chrisvw@charter.net](mailto:chrisvw@charter.net)

### Composition: A Watercolor Workshop For The Advanced Artist

Instructor: Chris Van Winkle

Mon-Sat 4/18 - 4/23 9am-3pm AC 109

For more information, contact instructor Chris Van Winkle by e-mail: [chrisvw@charter.net](mailto:chrisvw@charter.net)

### 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 1/5 - 2/9, 2/23 - 6/15 9am-3pm

(NO class 4/20)

La Fetra Senior Center, Glendora

### Sign Language-Beginning

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

Instructor: John Stockman

Th 2/24 - 6/9 6:30-8:30pm LL

# NONCREDIT

## English As A Second Language

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

### Registration

You must register in person in the Lifelong Learning Center. Your placement in ESL: Beginning, ESL: Intermediate or ESL: Advanced is determined at the time you register.

Registration and assessment are ongoing throughout the semester.

### 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 1/3-6/8 9am-12pm LL114

Instructor: Lorraine Brown  
M W 1/3-6/8 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 1/4-6/9 9am-12pm LL114

Instructor: Cris Powers  
Tu Th 1/4-6/9 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 1/3-6/8 12:30-2pm LL114

Instructor: Staff  
W 1/5-6/8 6-9pm LL114

## Reading, Writing & Arithmetic – “R<sup>3</sup>” – Noncredit Lab

Are you looking to improve your basic skills before taking the assessment test?

Do you need supplemental instruction to your credit courses?

Do you need to improve your basic skills in order to find a new job or get a promotion?

The “R<sup>3</sup>” 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. A faculty member 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.

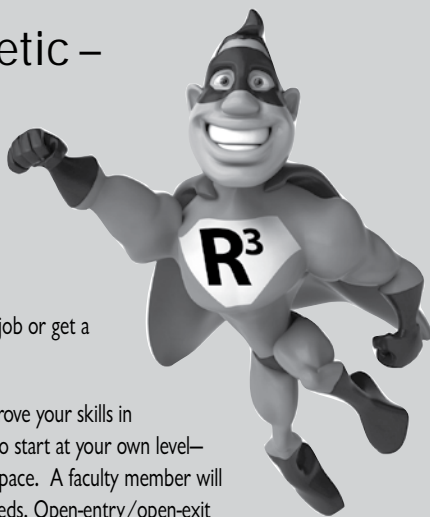
Monday – Friday 9:00am-11:00am\*

Monday – Thursday 1:30pm-3:30pm and 6:30pm-8:30pm\*

\*Subject to change. Lab may be closed for Contract/Community Education classes. Closures will be posted one week in advance.

### Registration

Students may register in the Lifelong Learning Center anytime throughout the semester.



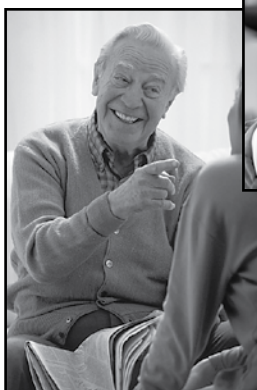
# NONCREDIT

## Enrichment Classes For Older Adults

Classes held at senior centers, convalescent and retirement homes include nutrition, current events, communication, literature and after-stroke socialization. Please call the Continuing Education Office for a list of classes at each facility, (626) 852-8022.



- **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
- **Duarte Senior Center**  
1610 E. Huntington Drive, Duarte 91010
- **Gladstone Care & Rehabilitation Center**  
435 E. Gladstone Street, Glendora 91740
- **Glendora Grand Care**  
805 W. Arrow Highway, 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
- **Westminister Gardens**  
1420 Santo Domingo Avenue, Duarte 91010



## ATTENTION BUSINESS MANAGERS

### Customized Training Available

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

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



Please contact the Continuing Education Office at 626-852-8022 or email us at [conted@citruscollege.edu](mailto:conted@citruscollege.edu) to speak with someone regarding your customized training needs.

# 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 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.

## BP 7103 Drug and Alcohol Free Environment and Drug and Alcohol Prevention Program

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

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

All employees are required to comply with this policy as a condition of their employment and continued employment. Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, dismissal, or expulsion. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the Superintendent/President.

## BP 7103 Ambiente Libre de Drogas y Alcohol y Prevención del Consumo de Drogas y Alcohol Programa

El Distrito Colegial Citrus Community está comprometido a mantener un ambiente libre de la posesión, el consumo o la distribución de sustancias ilegales y del consumo de alcohol de los estudiantes y empleados.

Con la excepción de productos que contienen alcohol y que son de uso específico para realizar experimentos científicos en los salones, y que no serán para el consumo humano, producción ilegal, distribución, venta, posesión o consumo de alcohol o de otra sustancia controlada se prohíbe éstos en la propiedad del Distrito o bajo el control del Distrito, actividades patrocinadas o supervisadas o relacionadas con actividades del Distrito.

Se les requiere a todos los empleados cumplir con esta política como condición de su empleo y para permanecer empleados. Cualquier estudiante o empleado que viole esta política estará sujeto a acción disciplinaria, lo que pudiera incluir el ser referido a un programa apropiado de rehabilitación, suspensión, ser colocado en un puesto más bajo al actual, ser despedido, o expulsado. Cualquier empleado que haya sido encontrado culpable de delito criminal relacionado con drogas o por el consumo de alcohol en su lugar de trabajo debe reportar este delito dentro de cinco días al superintendente/ presidenta del colegio.

## 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, 626-914-8811.

### 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," 626-914-8811.

### Student Right-to-Know

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

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

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

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

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

### Derecho de los Estudiantes a la Información

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

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

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

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

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



# Parking Regulations/Maps

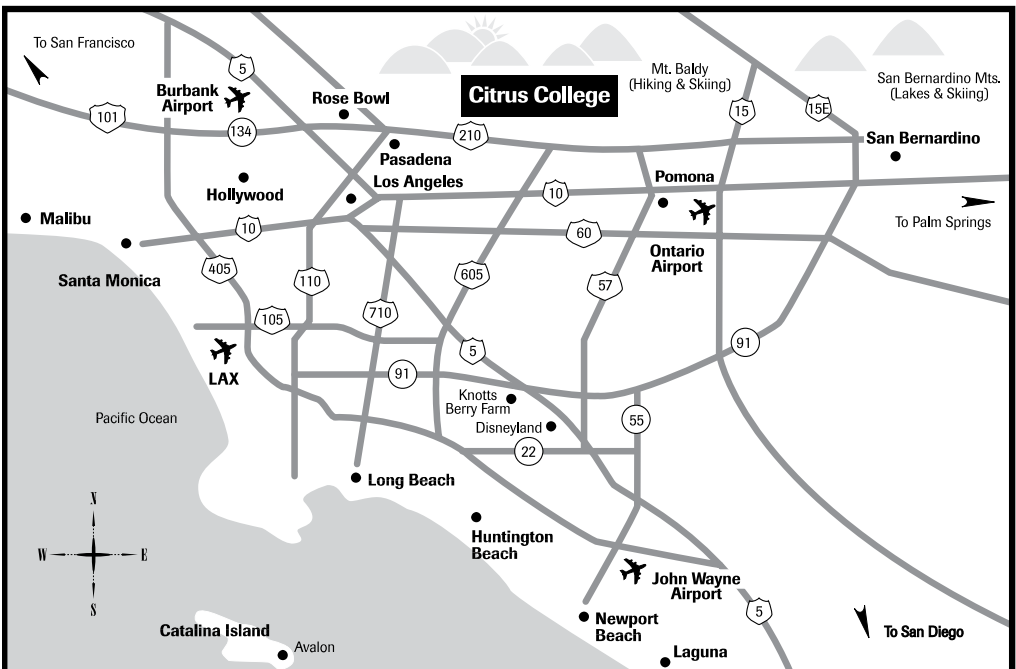
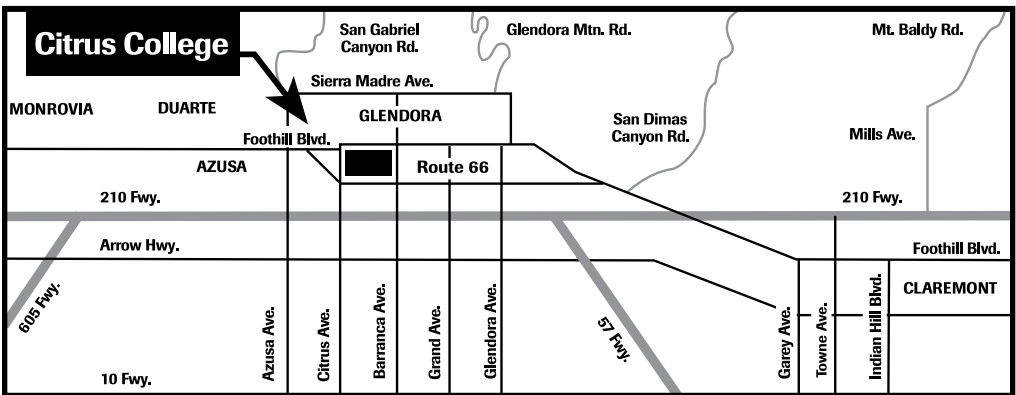


Parking permits are required on all vehicles that park on the Citrus College campus.

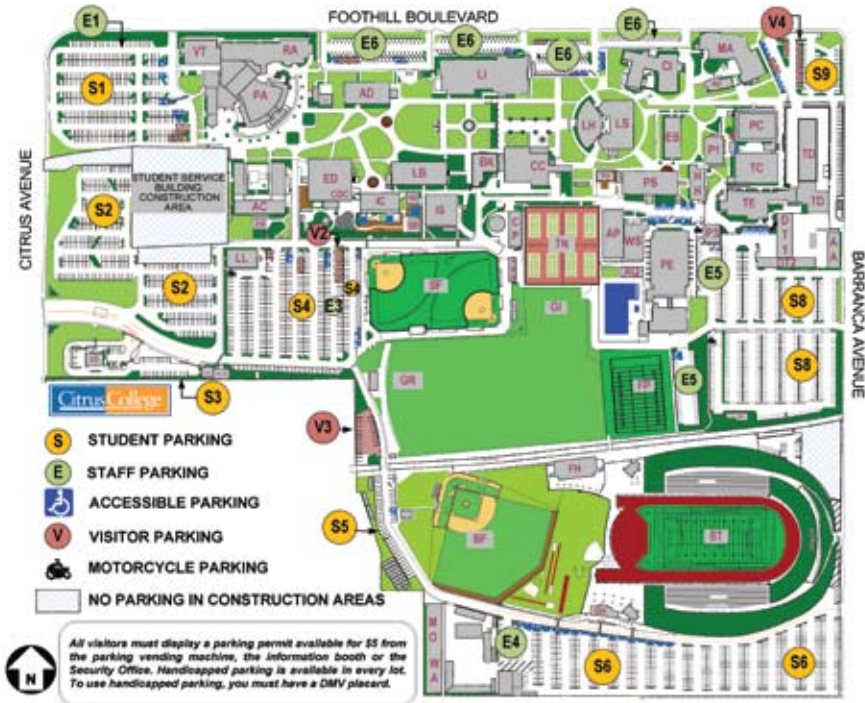
You may purchase:



1. a term-length parking permit (\$40) at the Continuing Education Office.
2. a daily permit for \$5 at the Campus Safety building, located at the main campus entrance off Citrus Avenue, or from the parking dispenser, located in the Gym Parking Lot off Barranca Avenue.



# Citrus College Campus Directory



## Buildings

AA ..... Automotive Annex (formerly Tech F)  
 AC ..... Art Center  
 AD ..... Administration  
 AN ..... Annex  
 AP ..... Adapted Physical Education  
 AQ ..... Aquatic Center  
 BF ..... Baseball Field (FLD 2)  
 BK ..... Owl Bookshop  
 CC ..... Campus Center  
 CDC ..... Child Development Center  
 CI ..... Center for Innovation  
 CP ..... Central Plant  
 CS ..... Campus Safety  
 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  
 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 ..... Performing Arts Center  
 PC ..... Professional Center  
 PE ..... Physical Education (formerly Main Gym)

PS ..... 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/Purchasing  
 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 ..... IS  
 Cosmetology ..... PC  
 Counseling and Advisement Center ..... AD  
 Dental Assisting ..... PC  
 Disabled Students Center ..... ED  
 Distance Education ..... CI  
 Esthetician ..... PE  
 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  
 Safety Office ..... CS  
 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 or the Campus Safety Office. Handicapped parking is available in every lot. To use handicapped parking, you must have a DMV placard.*



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