

Noncredit and Continuing Education Courses



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Continuing Education Office

Located in the Lifelong Learning Center

Website: www.citruscollege.edu/ce

Phone: 626-852-8022

Hours*: Mon. to Thurs. 8:00am-9:00pm

Fri. 8:00am-12:00pm

**Hours subject to change*

Dr. Jim Lancaster Dean
Julie Tunno Administrative Secretary
Linda Reed Clerk
Darlene Herrera Clerk

Citrus College Mission Statement

Citrus College provides innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career technical education and basic skills proficiency. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

La Misión de Citrus College

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

Citrus Community College District Board of Trustees

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Create A Class

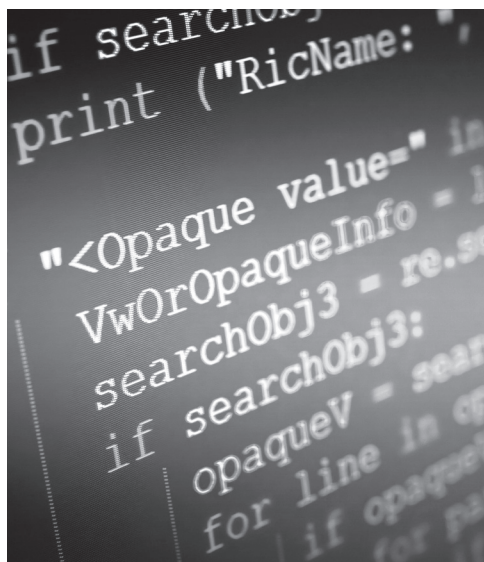
Do you see a need for a class that hasn't been offered or do you have a special interest that you think others might like to learn?

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

Continuing Education Office
Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741-1885

Fax your ideas to 626-852-8028.

Or email conted@citruscollege.edu



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.

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.

Registering

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

Who Teaches The Classes?

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

Who Can Enroll?

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

Noncredit Courses

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

Registering

You must pre-register for noncredit courses. Pre-registering secures your space in a class you want to take (some classes have limited enrollment). It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. **Classes may be canceled up to three days before the class start date if the minimum enrollment is not met.** You can register any time after you receive this schedule. You don't need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office. Application and registration information can be found on pages 30-33.

Who Teaches The Courses?

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

Who May Attend?

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

When Are Classes/Courses Offered?

Fall semester begins Aug. 26, 2017. 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.

Fall holidays – classes will not meet on the following dates: Sept. 2, Sept. 4, Nov. 10, Nov. 11, Nov. 23, Nov. 24, Nov. 25. The fall semester ends on Dec. 16, 2017.

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 website at www.citruscollege.edu/ce or call us at 626-852-8022.

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

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

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

Registration Forms: See page 6 and 7. Online Registration Instructions: See page 5.

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. Login to <https://citruscollege.augusoft.net>, and have the class information and your credit card ready. Place one or more classes in your shopping cart, and check out. For detailed online instructions, see page 3.



2 By Mail

Fill out the quick and easy registration form on page 6 (page 7 for youth). Please print clearly, and provide all of the information requested on the form to ensure quick processing of your registration. Be sure to include your Visa, Mastercard or Discover card information, or mail a check or money order payable to "Citrus College" to the Continuing Education Office, Citrus College, 1000 W. Foothill Blvd., Glendora, CA 91741-1885.



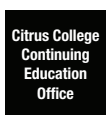
3 By Phone

You can register by phone using your Visa, Mastercard or Discover card. Call 626-852-8022, and have the class information and your credit card ready.



4 By Fax

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



5 In Person

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

Don't Miss Out

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

Getting a Refund

Full Refund

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

Partial Refund

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

If paying by check or cash, please allow four to six weeks to receive your refund. If paying with a credit card, please allow seven to 10 days 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 website at www.citruscollege.edu/ce regularly for more, new or added classes. You can also "like" our Facebook page at www.facebook.com/citrusce.

Online Registration for Community Education

(Fee-Based Classes)

at <https://citruscollege.augusoft.net>

The quick and convenient way to register for
Community Education (fee-based) classes

Online Instructions

(recommended browser: Firefox)

Step 1: Sign In

Click on the **Login/Create Account** link left of the screen.

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

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

Step 2: Select Courses

Click on the **Browse** link on the Options Menu and locate your course by category. Or click on the **Search** link 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.

Five Easy Ways to Register

1. ONLINE

Have the class information and your credit card ready, and login to <https://citruscollege.augusoft.net>. 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 a Visa, Mastercard or Discover card, include account information. Mail to:

Continuing Education Office/Citrus College

1000 W. Foothill Blvd.
Glendora, CA 91741-1885

3. BY PHONE

Have the class information and your credit card ready. Call **626-852-8022**.

4. BY FAX

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

5. IN PERSON

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

Community Education/Fee-Based Classes Only

Please Print

Name _____ Date of Birth _____ Date _____

Address _____ City _____

ZIP Code _____ Daytime Phone _____ Evening Phone _____

Fax _____ Email _____

Please List Each Class You Wish To Enroll In

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

OFFICE USE ONLY

Parking Permit Number _____

Received By _____ Date _____

Visa () Mastercard () Discover () Check # _____

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

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 parents' or guardians' understanding and acceptance of rules and regulations for Community Education youth classes.

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

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

Signature of Parent/Guardian _____

Print Name _____

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

Signature of Parent/Guardian _____

Date _____

Registration Form for Youth

Community Education/Fee-Based Youth Classes Only

Please Print

Youth Name (Last) _____ (First) _____ Date of Birth _____

Address _____ City _____ State, ZIP Code _____

Parent or Guardian _____ Daytime Phone _____ Evening Phone _____

Emergency Contact Person _____ Daytime Phone _____ Evening Phone _____

Email _____

Please List Each Class You Wish to Enroll Your Youth

Course Number _____ Course Title _____ Start Date _____ Fee _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ Total \$ _____

Visa () Mastercard () Discover () _____

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

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

CAREER

Career Interest & Professional Development

Get Your Commercial Drone License and Start Making Money

Aerial photography, roofing checks, real estate video, weddings, GoPro stunts ... just think of all the money you could make if you flew commercially – and without spending the big bucks getting a “real” commercial pilot license! The FAA now allows you to apply for your commercial drone/UAS (unmanned aerial vehicle) license, called a Remote Pilot Certificate, by passing a multiple-choice test and paying a small fee. No experience needed.

If you're flying your drone for fun in your backyard, you do not need a license. If you wish to make money taking pictures, then you must have an FAA 14 CFR part 107 Remote Pilot Certificate.

This 8-hour community education course will help you prepare to take the Remote Pilot/FAA test to receive certification. This course is classroom instruction only. There will not be any drone flying.

You must be at least 16 years old and have valid government-issued identification. The test center fee is \$150 (FAA regulated and NOT included in the price of the class). You will need to pass a TSA background check before receiving your license.

With paid enrollment, all students will receive a discount voucher courtesy of Pacific Skies Aviation at Torrance Airport for a free \$100 VIP upgrade discovery flight. Experience the skies from a real airplane and compare it to what your drone sees.

Instructor: Gerry Koehler

Fee: \$149*

**Plus \$22 materials fee payable to instructor.*

9566 Saturday, 9/23
8:00am-5:00pm Citrus/TBD

9599 Saturday, 12/16
8:00am-5:00pm Citrus/TBD

About the Instructor

Gerry Koehler is an instrument-rated private pilot, a commercial drone pilot and captain with the Civil Air Patrol.



CAREER

Career Interest & Professional Development

Want to Create Your Own Website for Free?

You can create your own business or personal website without experience. You'll learn how to create your site in minutes for FREE, including how to:

- Add text, graphics and video links.
- Accept credit cards and sell products.
- Link with search engines to make sure you can be found.

Instructor: Mike Rounds

Fee: \$49*

**Plus \$30 materials fee for "Fishin' With A Net" 9th edition (978-1-891440-63-2) payable to instructor.*

9545 Tuesday, 10/3
6:30pm-9:30pm Citrus/TBD

About the Instructor

Mike Rounds of Rounds, Miller and Associates, takes complex technological topics and makes them understandable to the non-tech savvy.

Interested in Starting a Home-Based Business?

This class explains dozens of different home-based businesses that you can run completely from your home, including how to:

- Legally form your business.
- Accept customers' credit cards to maximize sales.
- Acquire a sales tax permit and business license to make things official.
- Use the web to promote your business.
- Find FREE resources that can boost your business.

Instructor: Nancy Miller

Fee: \$49*

**Plus \$30 materials fee for "Mechanics of Starting a Home-Based Business" 2nd edition (978-1-891440-64-9) payable to instructor.*

9545 Tuesday, 10/10
6:30pm-9:30pm Citrus/TBD

Interested in Being Self Published for Free?

Getting your book published is easier than you think. You'll learn how to:

- Get your work paper and e-published for FREE.
- Convert and list your e-book on Kindle.
- List your books and e-books with Amazon and other major chains.
- Offer your e-books as pay-per-download products from your website.
- Use copyrights to protect your work.

Instructor: Mike Rounds

Fee: \$49*

**Plus \$30 materials fee for "Self-Publishing for the Clueless®" (978-1-891440-36-6) payable to instructor.*

9546 Tuesday, 10/10
6:30pm-9:30pm Citrus/TBD

Smog Update

This course satisfies the state of California requirements for a licensed Smog Check Repair Technician to renew their license. This 16-hour course focuses on CAN Networking. The course is intended for automotive technicians working in a shop, hold a state of California Smog Check Repair Technician license, and possess current ASE certifications A6, A8 and L1. The course can be taken at any time and will be applicable when the technician renews their license.

Instructor: Greg Lipp

Fee: \$225

9570 Saturdays, 10/21-10/28
8:00am-5:00pm Citrus/TE 114

About the Instructor

Greg Lipp is a full-time faculty member in Citrus College's Automotive Technology program.



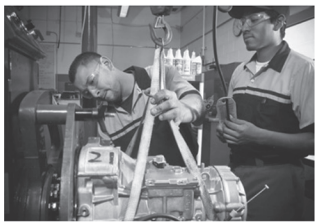


Career Technical Education

TECHNICAL SKILLS > ACADEMIC SKILLS > EMPLOYABILITY SKILLS
PREPARE FOR JOB OPPORTUNITIES, CAREERS & PROMOTIONS

Most professions and careers require significant technical knowledge, strong academic skills and well developed employability attributes. Industry and employers need highly-trained employees in order to bridge the growing skilled labor gap*. Citrus College Career Technical Education (CTE) credit programs are rigorous, relevant, and worth it. Students completing a CTE credit program lay the groundwork needed for success: technical skills, academic skills and employability skills.

Citrus College provides opportunities for students to enroll in CTE credit programs at a reasonable cost. Required coursework to complete a program certificate are scheduled so that students can earn a certificate of achievement in a timely manner, while attending classes full or part time.



CTE PROGRAM CERTIFICATES OF ACHIEVEMENTS

- Administration of Justice**
- Audio Recording Technology**
- Automotive Technology**
- Biotechnology/Biomanufacturing**
- Child Development**
- Cosmetology/Esthetician**
- Corrections**
- Dental Assisting**
- Drafting and Design Technology**

- Emergency Medical Technician**
- Information Technology/ITIS**
- Nursing: ADN/RN**
- Nursing: Vocational**
- Office Technology**
- Public Works**
- Emerging Theatre Technology /(ETT)**
- Water Technology**
- Wildland Resources/Forestry**

To learn more about above certificates of achievement, the required skills proficiency or upgrading of skills for advancement, use the following link:

<http://www.citruscollege.edu/stdntsrv/counsel/certificates/Pages/default.aspx>



Schedule an appointment with the CTE counselor online or by phone (626) 914-8530. The Counseling & Advisement Center is located on the second floor of the Student Services (SS) Building, counseling hours are:

| | |
|-----------------------|------------------------|
| Monday and Thursday | 8:00 a.m. to 5:00 p.m. |
| Tuesday and Wednesday | 8:00 a.m. to 7:00 p.m. |
| Friday | 8:00 a.m. to 4:30 p.m. |

PREPARE FOR CAREERS, JOB OPPORTUNITIES AND PROMOTIONS

1. Apply online at www.citruscollege.edu get your Citrus College student ID;
2. Apply for Financial Aid, complete; FAFSA application <https://fafsa.ed.gov>;
3. Take the Assessment Test and attend an Orientation;
4. Make an appointment with a CTE counselor; build student education plan;
5. Enroll for fall 2017. Courses are offered in the evening and online.
6. Attend the first class, it's required.

Additional information about Career Technical Education is available online:
[www.http://www.citruscollege.edu/academics/cte/Pages/default.aspx](http://www.citruscollege.edu/academics/cte/Pages/default.aspx)

*U.S. Department of Education. Office of Career, Technical, and Adult Education. <https://sites.ed.gov/octae>

CAREER

Career Interest & Professional Development

The Basics of Wine Service



This course is designed to help bartenders, servers and wine lovers look like a pro when they serve wine or champagne. You will learn how to open a bottle of wine or champagne, how wine is produced, proper glassware use, the varieties of wine, and the background on wine, champagne, grapes and service. Those who score 75 percent or above will receive the Wine Service Certificate.

Instructor: Kellie Nicholson

Fee: \$49

9519 online

How to Start a Mobile Bar Service



In this online course, you will learn how to start your own mobile bar service for parties and events. You would be surprised at how much money you can make in the party and event bar business. There is no test or certification for this course. This is all about making money and owning your business.

Instructor: Kellie Nicholson

Fee: \$49

9520 online

Basic Level Bartending



The Basic Level Bartending course will teach you how to make 65 industry-standard cocktails, whether for a party or to gain employment in the food and restaurant business. You will also learn how to make original cocktails, how to arrange the bar, how to pour proper portions, which glassware to use, how to prepare garnishes, how to make martinis and a host of other recipes.

Instructor: Kellie Nicholson

Fee: \$49

9521 online

Master Level Bar Management



Created for the serious professional who wants to know the mechanics without the high cost of long-term hospitality programs. This ultimate bar management course is for anyone who wants to enter the field of management. The online format includes a more in-depth look at mixology and management of the bar, including inventory, pricing and staff issues. This training is vital for bartenders, bar managers and bar owners.

Instructor Kellie Nicholson

Fee \$219

9529 online



Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!
Visit <https://citruscollege.augusoft.net> (click "Browse," "On The Net")

CAREER

Career Programs Offered Online in Partnership with Career Step

Medical Transcription Editor



Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program prepares students for medical transcription and editing careers. Topics studied include documentation, biomedical sciences and editing theory. Enrollment includes e-books, a transcription foot pedal, AHDI Book of Style e-book and a voucher to take the RHDS exam. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$2,995*

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

Online

Medical Administrative Assistant



Approved by the National Healthcareer Association, the Medical Administrative Assistant program prepares students to earn the Certified Medical Administrative Assistant (CMAA) credential. Topics studied include healthcare documentation, medical terminology, practice finances and standard office procedures, among others. Enrollment includes e-books and a voucher for the national certification exam. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$1,995*

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

Online

Pharmacy Technician



The Pharmacy Technician program prepares students for the Pharmacy Technician Certification Board (PTCB) exam. Topics studied include pharmacology, pharmacy law and pharmaceutical calculations. There are also externship opportunities at a local Walgreens or CVS Pharmacy. Enrollment includes e-books, a drug reference handbook and a voucher for the PTCB exam. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$1,995*

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

Online

Medical Billing



The Medical Billing program helps students develop the knowledge and skills needed to work in healthcare reimbursement. Topics studied include medical terminology, documentation, patient billing, and special considerations such as ICD-10 and X12 5010, among others. Enrollment includes e-books and a one-year membership to the American Medical Billing Association. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$1,995*

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

Online



Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!
Visit <https://citruscollege.augusoft.net> (click “Browse,” “On The Net”)

CAREER

Career Programs Offered Online in Partnership with Career Step

Computer Technician



Developed by a Computer Technology Industry Association (CompTIA) education partner, the Computer Technician program prepares students for CompTIA A+ certification. Topics studied include hardware, software and troubleshooting, among others. Enrollment includes e-books, exam study guides, a repair toolkit, a power supply tester, a USB drive and CompTIA A+ exam vouchers. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$1,995*

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

Online

Executive Assistant



Designed to help students gain the software and business skills needed in the modern office, the Executive Assistant program prepares students to earn the Microsoft Office Specialist (MOS) master certification. Topics studied include Microsoft Word, Excel, Outlook, PowerPoint and Office procedures. Enrollment includes e-books and a MOS exam voucher. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$1,995*

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

Online

Professional Medical Coding and Billing With ICD-9



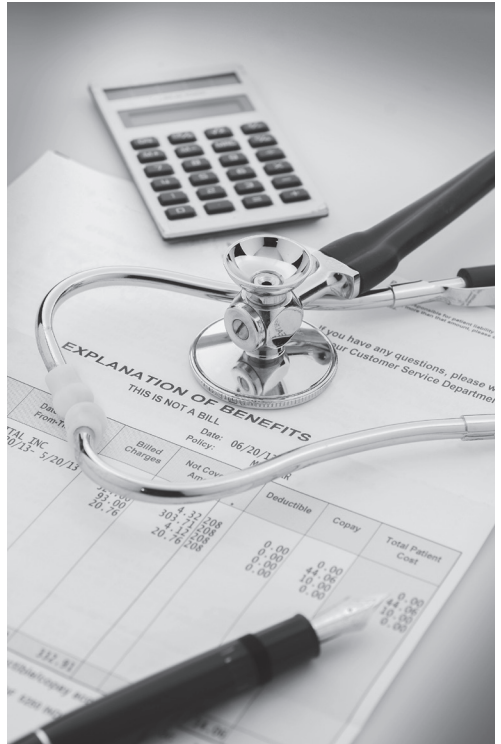
The Professional Medical Coding and Billing program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. Topics studied include reimbursement methodologies, biomedical sciences and code sets, including ICD-9 coding. Enrollment includes e-books, industry codebooks and a voucher for one of the national certification exams. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$2,995*

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

Online



Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!
Visit <https://citruscollege.augusoft.net> (click “Browse,” “On The Net”)

Citrus College Continuing Education

ONLINE CAREER TRAINING PROGRAMS

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



Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- **6-18 month self-paced, start anytime**
- **Textbook and materials included**
- **Prepare for industry certification**
- **Certification exam vouchers are included**
- **Financial assistance available**
- **Student advisors provide you coaching, motivation, and career readiness support**

More programs are available in the following areas:

- **Healthcare and Fitness**
- **Business and Professional**
- **IT and Software Development**
- **Management and Corporate**
- **Media and Design**
- **Hospitality and Service Industry**
- **Skilled Trades and Industrial**
- **Sustainable Energy and Going Green**
- **Career Online High School**

Administrative Professional with Microsoft Office Specialist

This program teaches the skills required to become a successful administrative professional and prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

AutoCAD 2015 with AutoCAD 3D

Learn basic and advanced 2D and 3D functionalities for AutoCAD 2015. You will also have all the necessary tools to prepare for the Autodesk AutoCAD 2015 Certified Professional Exam.

Certified Bookkeeper

This online program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Dental Assistant

This online program will provide you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)

The CBCS Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector.

CompTIA™ A+, Network+ and Security+ with vouchers

This program provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

CPC Medical Billing and Coding

This program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

Grant Writing

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Human Resources Professional

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

HVACR Technician

The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration.

Mobile and Desktop Web Developer

Develop a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Payroll Practice and Management

Become knowledgeable in all facets of payroll rules and regulations, and join one of today's fastest-growing career fields.

Pharmacy Technician

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

call us or visit our website for more details
(626) 852-8022 • careertraining.ed2go.com/citrus

CAREER

Professional Development Offered Online in Partnership with UGotClass

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 understand 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
Fee: \$195, plus book

7145 Start date: 9/5 End date: 9/29
Last day to register: 9/8



INSTRUCTOR-LED ONLINE COURSES BUNDLE DEALS!

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

Course Features:

- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

Complete any of these courses entirely from your home or office and at any time of the day or night.

ENROLL NOW!

Microsoft Office 2016 Value Suite
Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Quickbooks 2016 Series
Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Excel 2016 Series
Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

Writing and Editing Value Series
Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

Accounting Fundamentals Series
If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Vet Assistant Series
Practicing veterinarian prepares you to work in a veterinary office or hospital.

SQL Series
SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

Supervision and Management Series
Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

101607

(626) 852-8022 **ed2go.com/citrus**

CAREER

Professional Development Offered Online in Partnership with UGotClass

Extraordinary Customer Service



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

Instructor: Fred Bayley
Fee: \$145

7152 Start date: 10/2 End date: 10/27
Last day to register: 10/6

Conflict Management



A recent study conducted by the American Management Association revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of 25 management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management and take away successful conflict management strategies to apply in your workplace.

Instructor: Sally Klaus
Fee: \$245

7129 Start date: 9/5 End date: 9/29
Last day to register: 9/8

Using Personality Profiles for Better Work Performance



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

Instructor: Sally Klaus
Fee: \$295

7232 Start date: 11/6 End date: 12/1
Last day to register: 11/10

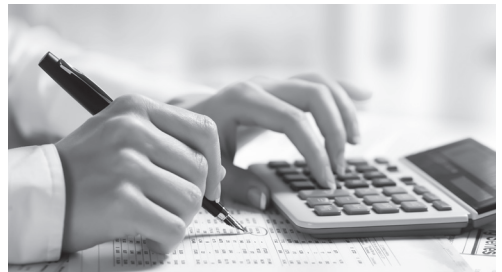
Accounting and Finance For Non-Financial Managers



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

Instructor: Sharon DeFonteny
Fee: \$195

7100 Start date: 9/5 End date: 9/29
Last day to register: 9/10



Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!
Visit <https://citruscollege.augusoft.net> (click "Browse," "On The Net")

CAREER

Skills for the 21st Century Offered Online in Partnership with UGotClass

Mobile Marketing Certificate



7200 Certificate (completion of all classes below)
Fee: \$595

Introduction to Mobile Marketing

Instructor: Simon Salt Fee: \$195
7179 Start date: 9/5 End date: 9/29
Last day to register: 9/8

Creating Cell Phone Apps for Your Business

Instructors: Dan Belhassen and Susan Hurrell Fee: \$245
7131 Start date: 10/2 End date: 10/27
Last day to register: 10/6

Advanced Mobile Marketing

Instructor: Simon Salt Fee: \$245
7103 Start date: 11/6 End date: 12/1
Last day to register: 11/10

Managing Social Media Platforms Certificate



7195 Certificate (completion of all classes below)
Fee: \$495

Twitter

Instructor: Katie Morin Fee: \$195
7229 Start date: 9/5 End date: 9/29
Last day to register: 9/8

Facebook for Business

Instructor: Nicole Siscaretti Fee: \$245
7153 Start date: 10/2 End date: 10/27
Last day to register: 10/6

LinkedIn for Business

Instructor: Jennifer Selke Fee: \$195
7190 Start date: 11/6 End date: 12/1
Last day to register: 11/10



Social Media for Business Certificate



7220 Certificate (completion of all classes below)
Fee: \$495

Introduction to Social Media

Instructor: Nicole Siscaretti Fee: \$195
7181 Start date: 9/5 End date: 9/29
Last day to register: 9/8

Marketing Using Social Media

Instructor: Kathryn Will Fee: \$195
7197 Start date: 10/2 End date: 10/27
Last day to register: 10/6

Integrating Social Media in Your Organization

Instructor: Jennifer Selke Fee: \$195
7171 Start date: 11/6 End date: 12/1
Last day to register: 11/10

Video Marketing Certificate



7235 Certificate (completion of all classes below)
Fee: \$395

Video Marketing

Instructor: Rob Lee Fee: \$245
7234 Start date: 9/5 End date: 9/29
Last day to register: 9/8

YouTube for Business

Instructor: Rob Lee Fee: \$245
7238 Start date: 10/2 End date: 10/27
Last day to register: 10/6

Certificate in Presentation Media



7240 Certificate (completion of all classes below)
Fee: \$495

Prezi

Instructor: Kimba Green Fee: \$195
7212 Start date: 9/5 End date: 9/29
Last day to register: 9/8

Photoshop for Presentations

Instructor: Dan Hood Fee: \$195
7209 Start date: 10/2 End date: 10/27
Last day to register: 10/6

Graphic Design for Visual Presentations

Instructors: Rob Lee Fee: \$195
7132 Start date: 11/6 End date: 12/1
Last day to register: 11/10

CAREER

Skills for the 21st Century Offered Online in Partnership with UGotClass

Certificate in Data Analysis



7118 Certificate (completion of all classes below)

Fee: \$495

Introduction to Data Analysis

Instructor: John Rutledge Fee: \$195
7176 Start date: 9/5 End date: 9/29
Last day to register: 9/8

Intermediate Data Analysis

Instructor: Mary Dereshiwsy Fee: \$195
7172 Start date: 10/2 End date: 10/27
Last day to register: 10/6

Advanced Data Analysis

Instructor: Jeff Kritzer Fee: \$195
7101 Start date: 11/6 End date: 12/1
Last day to register: 11/10

Certificate in Leadership Development (for Gen Y)



7122 Certificate (completion of all classes below)

Fee: \$395

Leadership Principles

Instructor: Constance Yates Fee: \$145
7184 Start date: 9/5 End date: 9/29
Last day to register: 9/8

Developing Your Leadership Skills

Instructor: William A. Draves Fee: \$145
7140 Start date: 10/2 End date: 10/27
Last day to register: 10/6

Developing Your Professional Career

Instructor: Tawanda McLaurin Fee: \$145
7141 Start date: 11/6 End date: 12/1
Last day to register: 11/10



For detailed class information, additional dates and to register online, visit the Continuing Education website at <https://citruscollege.augusoft.net>



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CAREER

Professional Development for Teachers Offered Online in Partnership with UGotClass

Students With ASD

(Autism Spectrum Disorder)

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

Instructor: Julie Coates
Fee: \$145

7223 Start date: 10/2 End date: 10/27
Last day to register: 10/6

Gender in the Classroom

Discover why girls waste 30 percent 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 hurts 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
Fee: \$145

7242 Start date: 10/2 End date: 10/27
Last day to register: 10/6



Generational Learning Styles

Your students learn differently than you do. 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
Fee: \$145

7159 Start date: 11/6 End date: 12/1
Last day to register: 11/10

Online Learning and 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
Fee: \$145

7207 Start date: 10/2 End date: 10/27
Last day to register: 10/6



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PERSONAL ENRICHMENT

Fitness

Cardio-Circuit Training

Fast-paced circuit – a total body workout. This cardiovascular training is accomplished by alternating between recumbent bicycles, treadmills, stair climbers, rowers and elliptical machines. The duration at each station is 30 seconds and the 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 for orientation days and times at 626-852-8022. Proof of registration and a photo ID are required at the orientation. You will be able to print a receipt after your transaction has been completed. Your name will appear on the class roster. A photo ID is required for admission to any of our fitness classes. No refunds will be issued after class begins.

Mondays-Thursdays, 6:00am-8:00am, Citrus/AP 109
5:00pm-7:00pm, Citrus/AP 109

Aug. 28 – Oct. 19

9324 Fee: \$35*

9325 Fee: \$29* Forever Young (55+)

**Register for the first 8 weeks of fall by Aug. 14 to receive a \$5 discount.*

Oct. 23 – Dec. 7

9280 Fee: \$35*

9281 Fee: \$29* Forever Young (55+)

**Register for the second 8 weeks of fall by Oct. 9 to receive a \$5 discount.*

Cardio-Sculpt

A fun, low-impact cardio workout followed by a strengthening routine using hand weights and floor exercises. Designed to improve cardiovascular strength, endurance, balance and overall fitness. Suitable for all fitness levels.

Instructor: Bonnie Murphy

9233 Mondays, 8/28-10/16
5:00pm-5:50pm Citrus/AP 110
Fee (first 8 weeks): \$31

9327 Mondays, 10/23-12/11
5:00pm-5:50pm Citrus/AP 110
Fee (second 8 weeks): \$35

Yoga for Wellness

A hatha yoga based exercise practice for all levels of ability focusing on enhanced health. This class will help you to bring balance through physical strength and flexibility, mental calmness, and clarity. It is great for those new to yoga or those looking to ease into a practice with a little challenge along the way. Please bring a yoga mat, block and strap. Wear comfortable exercise clothing.

Instructor: Lynda Razo

9548 Thursdays, 8/31-10/19
5:30pm-6:30pm Citrus/AP 110
Fee (first 8 weeks): \$35

9553 Thursdays, 10/26-12/14
5:30pm-6:30pm Citrus/AP 110
Fee (second 8 weeks): \$31

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

9238 Wednesdays, 8/30-10/18
5:00pm-5:50pm Citrus/AP 110
Fee (first 8 weeks): \$35

9285 Saturdays, 8/26-10/14
9:00am-9:50am Citrus/AP 110
Fee (first 8 weeks): \$35

9286 Wednesdays, 10/25-12/13
5:00pm-5:50pm Citrus/AP 110
Fee (second 8 weeks): \$35

9287 Saturdays, 10/21-12/9
9:00am-9:50am Citrus/AP 110
Fee (second 8 weeks): \$31



PERSONAL ENRICHMENT

Fitness

Mat Pilates for Life

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

Instructor: Irene George

9326 Tuesdays, 8/29-10/17, 5:30pm-6:30pm, Citrus/AP 110
Fee (first 8 weeks): \$35

9282 Tuesdays, 10/24-12/12, 5:30pm-6:30pm, Citrus/AP 110
Fee (second 8 weeks): \$35

PERSONAL ENRICHMENT

Health & Self

How to Eliminate Clutter in Your Home and Office

Don't let your clutter dictate your life. Clutterology® can eliminate clutter and change your life by making your environment work for you. This class shows you how to:

- Stop junk mail.
- Distinguish between organized and neat.
- Determine keep items from toss items.
- Remove clutter and create an efficient environment to can get more done.

Instructor: Nancy Miller

Fee: \$49*

**Plus \$30 materials fee for "Clutterology®" (978-1-891440-62-5) payable to instructor.*

9261 Tuesday, 10/3
6:30pm-9:30pm Citrus/TBD



Tools to Quiet Your Mind

Clean up the mental clutter and quiet the chatter in your mind by choosing a different way of thinking! Over the years, our minds become cluttered with information that is useless, irrelevant and harmful. Our thoughts work against us, and we find that our inner clarity and in-born wisdom become unreachable. Sadly, we also may lose touch with our inner self, which is kind, loving, compassionate and peaceful ... until now! One way to find our true spirit again is "to stand porter at the door of thought." By observing what and how we think and by making a conscious choice to think differently, we can control and retrain our thoughts to "quiet our mind." Topics include:

- Understand how and what you think.
- See, let go and change the way you think.
- Learn tools for breathing, meditating and energy balancing to help quiet your mind, focus and be still.
- Practice thoughts of appreciation, compassion and forgiveness for yourself and others.

The choice is yours to make. Come and learn tools to achieve the peaceful mind-body-spirit connection to quiet your mind.

Instructor: Margaret Pappas

Fee: \$79*

**Plus \$10 materials fee payable to instructor.*

9155 Saturdays, 9/16-9/23
9:15am-12:45pm Citrus/TBD

PERSONAL ENRICHMENT

Health & Self

Hobbies & Interests

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 will 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

9146 Wednesdays, 9/20-9/27
6:30pm-9:00pm Citrus/TBD

Communicate With Anyone

All relationships require good communication. Good communication skills do not always solve problems or resolve issues, but, without them, problems or issues are seldom resolved. Using a simplified version of Harville Hendrix’s “Dialogue” method solves the “I do not know what to say or how to say it” challenge. The Dialogue is a three-step, practical communication tool teaching us how to listen and respond without judgment, whether or not we are in agreement with what is said. Take this workshop if you:

- Have a difficult time communicating, listening or feeling heard.
- Feel frustrated with yourself if you react rather than respond appropriately.
- Want to build or rebuild your personal and professional relationships.

Achieve real and safe connections in your relationships by following the three easy steps in dialoguing. It is helpful to register with someone with whom you can practice with during and after the workshop.

Instructor: Margaret Pappas
Fee: \$49*

**Plus \$10 materials fee payable to instructor.*

9538 Saturday, 10/21
9:15am-1:15pm Citrus/TBD

Beginner’s Guide to Digital Photography

New to digital photography? Want to use your camera on something other than “AUTO”? In this class, you’ll learn how to get accurate focus, set white balance, adjust exposure, control sharpness, select ISO and more. Your questions will be answered about megapixels, camera menus, memory cards, and JPG and RAW files. All so you can take better photographs of your favorite subjects. Bring a digital camera (with adjustable shutter and aperture) and camera instruction booklet to class. One Saturday morning field session, on campus, included.

Instructor: Craig Fucile
Fee: \$149

9535 Tuesdays, 10/10-10/24, 7:00pm-9:00pm
Thursdays, 10/12-10/19, 7:00pm-9:00pm
Saturday, 10/21, 2:00pm-4:00pm
Citrus/TBD

Ceramic Workshop

This is a workshop setting where students can increase their skill and knowledge of ceramic techniques related to wheel throwing, handbuilding, glazing and firing. A materials fee includes two bags of clay and glazes. Additional clay can be purchased from the instructor for \$8/bag. A basic pottery kit is required, which costs approximately \$15 (available for purchase in the Citrus College bookstore). The kit will be explained at first class meeting.

Instructor: Betsy Miller
Fee: \$155*

**Plus \$30 materials fee payable to instructor at first class meeting.*

9530 Mondays and Wednesdays, 8/30-10/11
11:00am-1:00pm Citrus/VA

9448 Mondays and Wednesdays, 10/23-11/29
11:00am-1:00pm Citrus/VA



Citrus College Continuing Education

ONLINE COURSES



24-Hour Access

Discussion Areas

8 Week Format

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$99**

Enroll Now!

Intro to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher

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

Creating Web Pages

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

Intro to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Intro to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

www.ed2go.com/citrus
(626) 852-8022

Over 300 online courses available



PERSONAL ENRICHMENT

Hobbies & Interests

Welding for the Weekend Warrior

These workshops are designed for anyone with an interest in learning the process of arc welding for the purpose of joining steel. This is a very useful skill that, once learned, will allow the home hobbyist or handyperson the ability to fabricate or repair such things as steel tables, chairs, storage containers, shelves, custom racks, auto parts/accessories, lawn art and even metal sculptures.

Many would like to try arc welding, but are afraid of the dangers associated with it. This workshop will teach you the basics of welding using a shielded metal arc process in a safe and responsible manner.

The workshop is available for the absolute beginner, or those who have taken a workshop with us previously and wish to build on the skills learned thus far. Under the direction of Dan Londo, site administrator, these workshops meet for four hours on the Saturday mornings scheduled. Students can sign up for one class session or multiple class sessions to build on what they have learned. All safety equipment and tools are provided; however, students must wear 100 percent cotton clothing (T-shirts and jeans are fine) and leather work shoes or boots (steel toe not required). If you have your own safety gear, feel free to bring it with you. We look forward to having you join us for an enjoyable morning of exploration and learning the skill of welding

Instructor: TBD
Fee: \$129

9569 Saturday, 9/16, 8:00am-12:00pm

9583 Saturday, 9/23, 8:00am-12:00pm

9584 Saturday, 10/14, 8:00am-12:00pm

9585 Saturday, 10/21, 8:00am-12:00pm

Welding Certification Center
2701 N. Towne Ave., Unit C
Pomona, CA 91767



Beginning Landscape Design and Construction

Find out from a featured landscaper on HGTV's "Landscaper's Challenge" how to analyze an existing house and yard to make the best landscaping decisions. Learn how to begin a project that can be modified as it matures. Class covers how to work with hillsides and both shady and sunny areas. Students are to bring a 5-gallon Rhipiolepis plant, which can be found at most nurseries, Home Depot or Osh for approximately \$20.

Instructor: Charlotte Chen
Fee: \$89

9572 Saturdays, 12/2-12/9
9:00am-2:00pm Citrus/TBD

Candle Making for Beginners

Have you ever wondered how candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or your friends? In this dynamic workshop, students will learn how to create unique candles that they can admire and share for far less than what they cost in stores. Students will complete several candles and learn skills enabling them to continue to progress on their own. Topics include:

- Introduction to candle making.
- Types of candles.
- Candle molds.
- Different types of fragrances and colors.
- Materials and supply sources.

This class is hands-on and requires interaction with wax so please dress accordingly.

Instructor: Quayum Abdul
Fee: \$39*

**Plus \$25 materials fee payable to instructor.*

9586 Saturday, 9/9
9:00am-12:00pm Citrus/TBD



PERSONAL ENRICHMENT

Hobbies & Interests

How To Make Body Butter (Cream/Lotion)

Don't you agree that the hurried, stressful pace of your daily life often makes it difficult to find ways to relax? Like many people, you seek to create a restful retreat in your home. Why not relax and rejuvenate your mind, body and soul by making your own body butter lotion using tools you already have in your kitchen? Most body butter recipes include just a handful of ingredients – you can make them with whatever scent and therapeutic qualities you desire to make your unique product. Body butter is awesome in any form. It is so rich and luxurious that you just can't help but love it. This class is hands-on so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39*

**Plus \$20 materials fee payable to instructor.*

9574 Saturday, 12/9, 9:00am-12:00pm, Citrus/TBD

How to Make Fizzy Bath Bombs

These bath bombs make fantastic gifts! Just drop them into a hot bath, watch them fizz and dissolve while releasing a beautiful fragrance! Let your imagination run wild as you experiment with different oils and colors. You can choose to add dried rose petals, dried lavender or fine glitter ... the possibilities are endless! All it takes to make delicately scented tablets is a little mixing, some gradual spritzing and a few minutes of molding. You'll be surprised at how easy they are to make! When you are finished, you will have dozens of effervescent treats in a variety of shapes and colors that will scent and soften bath water as they bubble. This class is hands-on so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39*

**Plus \$20 materials fee payable to instructor.*

9575 Saturday, 12/9, 2:00pm-5:00pm, Citrus/TBD

Soap Making for Beginners

Bathing can become an at-home getaway when you add beautiful and fragrant handmade glycerin soaps. Making soap is not only easy and enjoyable, but it can also be a fun way to express one's creativity. In this course, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oils, extracts, herbs and other novelties. There will be a discussion on how to make organic, natural or medicinal soap. Custom-made soaps are perfect for those with sensitive skin and can also be unique gifts and bathroom decorations. This class is hands-on and requires interaction with essential oils so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39*

**Plus \$20 materials fee payable to instructor.*

9573 Saturday, 9/9, 2:00pm-5:00pm, Citrus/TBD



YOUTH

Teens & Youth

Study Skills

Developing effective study skills is the key to becoming successful in school. This class will teach students important time management skills, organizational skills and how to improve reading comprehension. Students will learn how to study for tests, create memory trick, and take notes efficiently. These lessons will help students in the upcoming school year through high school and beyond! **This course is designed for youth ages 10 to 15 years old.**

Instructor: Brian Clough

Fee: \$39*

**Plus \$15 materials fee payable to instructor.*

9577 Saturday, 9/9, 9:00am-12:00pm, Citrus/TBD

9578 Saturday, 10/7, 9:00am-12:00pm, Citrus/TBD

Math Trix

Learn the tricks of number calculation. Students will discover shortcuts for addition, subtraction, multiplication and division, as well as common time-saving mathematical shortcuts. These everyday math tricks will help students build a stronger foundation in mathematics. **This course is designed for youth ages 10 to 15 years old.**

Instructor: Brian Clough

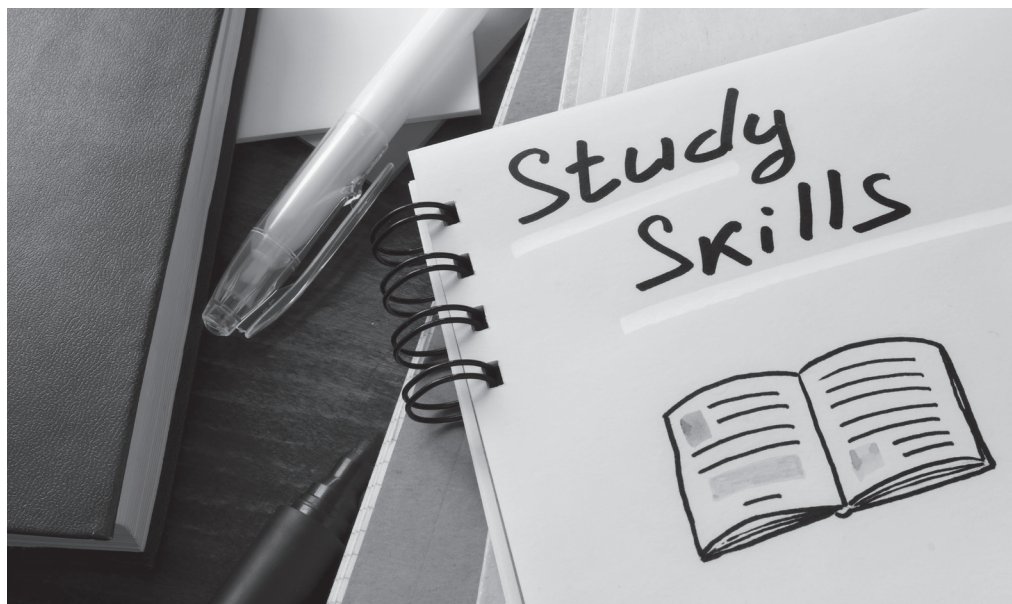
Fee: \$39*

**Plus \$15 materials fee payable to instructor.*

9581 Saturday, 9/30, 9:00am-12:00pm, Citrus/TBD

9582 Saturday, 11/18, 9:00am-12:00pm, Citrus/TBD

Instructor-led SAT/ACT preparation courses and other courses of interest to teens are available at the Citrus College Continuing Education Ed2Go online instruction center at www.ed2go.com/citrus. Prices start as low as \$99!



Instructor-Led **ONLINE** Youth Courses



Citrus College Continuing Education

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. **Complete any of these courses entirely from your home or office and at any time of the day or night.**



Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!



Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.



Introduction to Microsoft PowerPoint

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



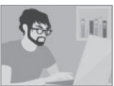
Introduction to Microsoft Publisher

Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.



Creating Web Pages

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



Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.



Introduction to Photoshop

Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.



Photoshop Elements for the Digital Photographer

Master the secrets of correcting digital photos, and bring out the best in all your photographs!



Secrets of Better Photography

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.



Discover Digital Photography

Explore the fascinating world of digital photography equipment.



SAT/ACT Preparation

Get your best possible score on the verbal and reasoning sections of the new SAT exam.



Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Learn from
the comfort
of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format
- Expert Instructor

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/citrus

(626) 852-8022

Prices start as low as: **\$99**

Visit our website for start dates

TRAVEL

Places to Go

Iceland's Magical Northern Lights

From \$1,999* | 7 Days • 10 Meals

**Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

The “land of fire and ice” is a place of many wonders, including the rare opportunity to see the spectacular aurora borealis – or northern lights. Travel in Iceland will bring you on a search for that once-in-a-lifetime moment. Take an exhilarating evening northern lights cruise. Travel to the “Golden Circle,” home to many of Iceland’s most renowned natural wonders. Spend time at Thingvellir National Park, the nation’s most historic area. Gaze at the spectacular Gullfoss waterfall – one of the world’s most incredible cascades. At Eyjafjallajökull Volcano Visitor Center, learn about life during and after the dramatic 2010 volcanic explosion. Explore Skogar Folk Museum and see traditional turf-built homes. Walk on a black volcanic sand beach. See Jökulsárlón glacial lagoon filled with floating icebergs. Relax in the warm, mineral-rich water of the natural geothermal pool the Blue Lagoon. Spend your evenings gazing at the night sky in search of the elusive and dazzling northern lights.



Call the Collette Reservation Team at
800-832-4656
for tour and travel details.

Get the group rate by referencing
Citrus College Community Ed/Group
number: **24607-42**

Canada's Winter Wonderland

From \$1,699* | 7 Days • 8 Meals

**Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

Find yourself immersed in a scene clipped from a holiday card in the magnificent province of Alberta in the winter. You'll stay at two of its most incredible, historic hotels – the Fairmont Château Lake Louise, a Victorian-style lodge, and the Fairmont Banff Springs, or “Castle in the Mountains.” Travel from Edmonton to Jasper taking in the sparkling snow-covered landscapes. Choose between an exhilarating snowshoe trek and a nature walk taking in the beauty of the snow-covered landscapes of the Rockies. Dine at the incredible Fairmont Chateau Lake Louise. Set off on a horse-drawn sleigh ride before warming up by the fire sipping hot cocoa and roasting marshmallows. This is a magical time to get to know Alberta and discover its treasures covered with snow.



Spotlight on London

From \$1,399* | 7 Days • 7 Meals

**Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

Immerse yourself in one of the world’s most iconic cities – London. On your five-night adventure, delve into the city’s rich history and culture. See the Tower of London, St Paul’s Cathedral and Westminster Abbey on a city tour. Live like a local and hop on the “tube” before choosing between a visit to Kensington or Whitehall and the Churchill War Rooms. Enjoy a traditional pub dinner and ale tasting. Explore Oxford, home to the renowned University. Enjoy a privately guided tour of Blenheim Palace, the birthplace of Winston Churchill and a UNESCO World Heritage Site. Every day in London brings a new adventure!



ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

In order to participate in the Noncredit Program, you must follow a two-step process:

Step 1: Applying for Noncredit Admission

Step 2: Registering for Noncredit Classes

Applying for Noncredit Admission

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

Registering for Noncredit Classes

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

Step 1: Applying for Noncredit Admission

- The first step in the application process is to create a new user account.
- During this process you will create a Login ID and PIN. This information will be used to register for classes and access WingSpan in Step 2.
- It is important you write down and save your Login ID and PIN.



HELP EXIT

Welcome to Citrus College Online Noncredit Application

Ⓜ If you are a **first time user**, please select First time user account creation to create an account and begin the application process.

If you are a **returning user**, need to finish your application, or are checking on the status of your application, please log into the site using the Login ID and PIN you created during your first visit.

Login ID:

PIN:

Login

First time user account creation

Return to Homepage



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ONLINE REGISTRATION

Noncredit Admission and Class Registration

at www.citruscollege.edu/ce/apply

- Once the login has been created, select the Noncredit application type, and proceed through the application, answering all questions.
- The Application Checklist will assist you in completing all sections of application.
- Once all sections of the checklist are complete (red check marks on all sections), select *Application is Complete*



HELP EXIT

Application Checklist

A checklist is provided to help you complete the application.

When a section is complete, a red check mark will appear.
If all sections are complete, select **Application is Complete**.

If a section is incomplete, click on that category to complete the section.
Refer to the checklist again, and select **Application is Complete once finished**.

If you need to complete your application at another time, select **Finish Later**. Your application will be saved until later.

✓ Name ✓ Additional Information
✓ Permanent Address & Phone ✓ Planned Course of Study
✓ Personal Information

Application is Complete Finish Later

[Click here to e-mail us.](#)

- Once the application is submitted, you will receive an Acknowledgement Page that includes your Citrus College ID number.
- It is VERY IMPORTANT you PRINT this page or WRITE DOWN the ID number **BEFORE** closing the screen.

HELP EXIT

Acknowledgement Page

27-APR-2014

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Greetings,

Congratulations! I am please to inform you that your Application has been processed and will be valid for

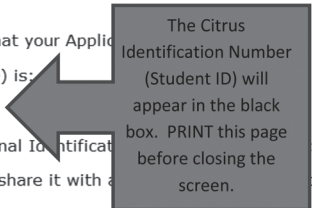
Your Citrus Identification Number (Student ID) is:

You will need your Student ID and your Personal Identification Number to access Wingspan. Your PIN is the password to change your PIN. Remember to write down the PIN and do not share it with anyone. Your Citrus ID number will be needed for all personal information.

You have been assigned a Citrus College email address. Check the Wingspan page 24 hours after your application has been sent to this email address.

For information on how to access your Citrus email address please click here <http://www.citruscollege.edu/tecs/student>

- To ensure your experience at Citrus College is a successful one, there are a number of services available to you:
- Registration – Go to the Noncredit Registration website for registration information at <http://www.citruscollege.edu/ce>
 - Parking Permit – Parking permits are required on all vehicles that park on the Citrus College Campus. Visit <https://citruscollege.edu/ce>
 - Address or Name Change – If you have a name or address change, complete a Student Correction Form to update your information. The form is available in the Admissions & Records office located in the Student Services building and online.
 - Additional information can be found on the Non Credit Admission and Class Registration website at <http://www.citruscollege.edu/ce>



ONLINE REGISTRATION

Noncredit Admission and Class Registration

at www.citruscollege.edu/ce/apply

Step 2: Registering for Noncredit Classes

- After the application is completed and submitted, wait one hour, then go to WingSpan to register for classes: <https://wingspan.citruscollege.edu>
- Login to the site using your Citrus College ID Number and the PIN you created when you submitted your application.

HELP | EXIT

Please follow the instructions below.

1. Your User ID Number is your nine-digit Citrus ID Number (example: CC1234567 or A00123456)
Please note: **ID is Case Sensitive.**
2. On your **very first login** to this area, you will use your birth date - MMDDYY (example: April 30, 1988, enter 043088) - as the six-digit Personal Ident
Note: If you have previously logged in to the secure area, please use the NEW 6 DIGIT PIN number you created.
3. When finished, click on the Login button below.


If you are unable to remember your PIN number, please enter your student/user ID number and click on the "Forgot PIN" button below.

NOTE: If you are unsuccessful entering the secure area, contact Admissions and Records at (626) 914-8511.

To protect your privacy, please exit and close your browser when you are finished.

User ID:

PIN:



- Follow the prompts to change your PIN number. It is important you **WRITE DOWN** and save your user ID and PIN number. This information will be used each time you access WingSpan. It is **VERY** important.
- At the Welcome screen, you should see your name at the top of the screen.
- Click on the link to Admissions & Records.
- **Click on the link to Registration.**
- Select the appropriate term (fall, winter, spring, summer). Once completed, select *Register or Add/Drop Classes*.
- If you know the CRN for the class you want to enroll in, enter the numbers in the boxes on the worksheet.
- If you do not know the CRN for the class you want to enroll in, click the Class Search button to search for your class. Once you find your class, click on the Add to Worksheet button at the bottom of the screen.
- Once you have selected and added your class to the worksheet, click Submit Changes. If you skip this step, you will not be registered for classes.
- When you are ready to complete your registration, you must click the Click Here When Finished button.
- Your registration is now complete!
- If you have any questions or need assistance with the noncredit application and registration processes, please contact Continuing Education, 626-852-8022.

ONLINE REGISTRATION

Noncredit Admission and Class Registration

IMPORTANT DATES AND DEADLINES

Fall 2017 – Aug. 26-Dec. 16

| | |
|---|-------------------------|
| Applications for Fall 2017 Semester Available | Wednesday, July 5, 2017 |
| Registration for Fall 2017 Semester Begins | Monday, May 15, 2017 |
| Registration for Fall 2017 Semester Ends | Friday, Oct. 20, 2017 |

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, personal, and vocational
- Noncredit student educational plan to map your journey
- 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, call 626-852-6445, or stop by the Continuing Education Office in the Lifelong Learning Center.

NONCREDIT FALL 2017

English as a Second Language

The Citrus College Noncredit Department offers beginning, intermediate and advanced levels of ESL classes to help non-English and limited-English speaking students develop English-language skills to meet their individual needs and goals. More advanced levels are offered in the credit program. **Students will be required to purchase a textbook for each class.**

Registration

Your placement is determined at the time you register. See "Important Dates and Deadlines" on page 32.

NC 305 ESL MULTI-SKILLS – BEGINNING 1

ESL Multi-skills – Beginning 1 introduces low-beginning English language learners to basic language skills that are needed to live in American society. This course teaches essential life skills through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

22742 MTWR, 8/28-12/7
9:00am-12:05pm Citrus/LL

22743 MTWR 8/28-12/7
5:30pm-8:35pm Citrus/LL

NC 306 ESL MULTI-SKILLS – BEGINNING 2

ESL Multi-skills – Beginning 2 expands on life and language skills learned in ESL Multi-skills-Beginning 1 and is intended for high-beginning English language learners. This course teaches routine life skills and basic personal expression through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

22744 MTWR, 8/28-12/7
9:00am-12:05pm Citrus/LL

22745 MTWR, 8/28-12/7
5:30pm-8:35pm Citrus/LL

NC 307 ESL MULTI-SKILLS – INTERMEDIATE 1

ESL Multi-skills – Intermediate 1 expands on life and language skills learned in ESL Multi-skills – Beginning 2 and is designed for low-intermediate English language learners. This course teaches basic skills needed to succeed in American society through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

22746 MTWR, 8/28-12/7
9:00am-12:05pm Citrus/LL

22747 MTWR, 8/28-12/7
5:30pm-8:35pm Citrus/LL

NC 308 ESL MULTI-SKILLS – INTERMEDIATE 2

ESL Multi-skills – Intermediate 2 is designed for English language learners at the high-intermediate level. This course introduces more complex language and life skills such as critical thinking, presenting arguments and analyzing information through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

22748 MTWR, 8/28-12/7
9:00am-12:05pm Citrus/LL

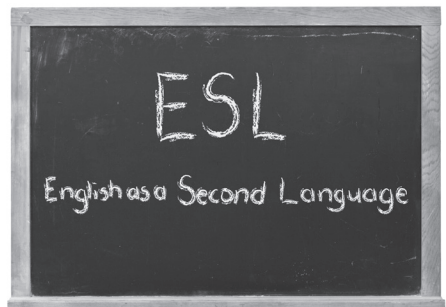
22749 MTWR, 8/28-12/7
5:30pm-8:35pm Citrus/LL

NC 309 ESL MULTI-SKILLS – ADVANCED

ESL Multi-skills – Advanced is designed for English language learners at the low-advanced level. This course prepares students for college-level course work, to find or improve a career and to engage with native English speakers at a comparable level. Open entry/exit. 192 lecture hours.

22750 MTWR, 8/28-12/7
9:00am-12:05pm Citrus/LL

22751 MTWR, 8/28-12/7
5:30pm-8:35pm Citrus/LL



NONCREDIT FALL 2017

English as a Second Language

NC 315 ESL AND COMPUTER LITERACY 1: INTRODUCTION TO COMPUTERS

Strongly recommended: NC 305 ESL Multi-skills – Beginning 1 or demonstrate a low beginning level of English fluency.

ESL and Computer Literacy 1: Introduction to Computers introduces basic language and computer skills to English language learners. Students will learn beginning English language and life skills taught through rudimentary computing, word processing and Internet instruction. 64 lecture hours.

22960 F, 8/26-12/16
8:30am-1:00pm Citrus/LL 103

22965 MTWR, 8/26-12/16
4:30pm-5:30pm Citrus/TBD

NC 316 ESL AND COMPUTER LITERACY 2: COMMON COMPUTER APPLICATIONS

Strongly recommended: NC 315 ESL and Computer Literacy 1: Introduction to Computers and/or demonstrate low intermediate level of English fluency and an ability to use basic features of a computer.

ESL and Computer Literacy 2: Common Computer Applications builds upon English language and technology skills used in ESL and Computer Literacy 1: Introduction to Computers. Designed for English Language learners, students will acquire intermediate English language and life skills while learning common personal, educational and professional computer skills. Topics and skills include Internet safety and common use, email, word processing and presentation programs. 64 lecture hours.

22961 F, 8/26-12/16
8:30am-1:00pm Citrus/LB 201

NC 318 ESL AMERICAN ENGLISH PRONUNCIATION I

Strongly recommended: NC 305 ESL Multi-skills – Beginning 1 and/or demonstrate a low beginning level of English fluency.

ESL American English Pronunciation I introduces English language learners to the basic sounds of American English. Students will learn how to recognize, produce and differentiate between the various sounds of American English and strengthen oral communication and reading skills. Special focus will be given to correct vocal techniques in producing difficult sounds in letters, words and sentences. 72 lecture hours.

22962 TWR, 8/26-12/16
12:30pm-1:50pm Citrus/TBD

22964 TWR, 8/26-12/16
4:00pm-5:20pm Citrus/TBD

NC 319 ESL AMERICAN ENGLISH PRONUNCIATION II

Strongly recommended: NC 318 ESL American English Pronunciation I and/or demonstrate a low intermediate level of English fluency.

ESL American English Pronunciation II expands on pronunciation and communication skills learned in ESL American English Pronunciation I. This course is intended for students who have successfully completed ESL American English Pronunciation I and can demonstrate at least a low-intermediate level of English fluency. Special focus will be given to more complex sounds, sentence and word level stress, communication and presentation skills, and emotive and social settings for various pronunciation techniques. 72 lecture hours.

22963 TWR, 8/26-12/16
12:30pm-1:50pm Citrus/TBD



NONCREDIT FALL 2017

Career

NC 607 SKILLED NURSING FACILITY ACTIVITY LEADER

A course designed to meet minimum state certification requirements for activity leaders in skilled nursing care facilities. This course will also be helpful to anyone involved with care in an extended care facility. 90 lecture hours.

Instructor: Sailors, B.

| | | | | |
|--------------|-----------|------------|----------------|------------|
| 22741 | Thursdays | 8/31-12/14 | 4:30pm-10:20pm | Citrus/TBD |
|--------------|-----------|------------|----------------|------------|

NC 632 AIR CONDITIONING I

Strongly recommended: ENGL 099 if required by English placement exam or if required by English level.

Topics will include fundamentals of refrigeration theory and practice, introductory basic electricity, service of refrigeration equipment and accessories including compressors, condensers, evaporators and metering devices. Review for EPA exam. 36 lecture hours, 18 lab hours.

Instructor: Fallat, P.

| | | | | |
|--------------|----------|------------|---------------|---------------|
| 22738 | Tuesdays | 8/29-12/12 | 6:00pm-9:10pm | Citrus/TE 102 |
|--------------|----------|------------|---------------|---------------|

NC 636 HEATING – ELECTRICAL AND GAS

Strongly recommended: NC 632 or industry experience.

This course includes absorption systems, heating and humidifying, heat load and heat pump systems, systems controls, boilers, and instruments. 36 lecture hours, 18 lab hours.

Instructor: Toda, J.

| | | | | |
|--------------|-----------|------------|---------------|---------------|
| 22740 | Thursdays | 8/31-12/14 | 6:00pm-9:20pm | Citrus/TE 102 |
|--------------|-----------|------------|---------------|---------------|

NC 638 ELECTRICITY FOR HEATING AND AIR CONDITIONING

Strongly recommended: NC 632 or industry experience; ENGL 099 if required by English placement level or if required by English level.

A course in electricity covering the functions and operations of electric motors and controls used in mechanical systems. 36 lecture hours, 18 lab hours.

Instructor: Fallat, P.

| | | | | |
|--------------|------------|------------|---------------|---------------|
| 22739 | Wednesdays | 8/30-12/13 | 6:00pm-9:10pm | Citrus/TE 102 |
|--------------|------------|------------|---------------|---------------|

NC 650 INTRODUCTION TO MICROSOFT OFFICE APPLICATIONS

This course is an introduction to Microsoft Office Suite applications that emphasizes creating, editing, updating and integrating business and office projects. Computer applications include word processing (Word), spreadsheets (Excel), database management (Access), presentation graphics (PowerPoint), scheduling/time management (Outlook) and the Internet. 54 lecture hours.

| | | | | |
|--------------|------------------------|------------|---------------|------------|
| 22967 | Mondays and Wednesdays | 8/28-12/06 | 8:20am-9:55am | Citrus/TBD |
|--------------|------------------------|------------|---------------|------------|

| | | | | |
|--------------|------------------------|------------|---------------|------------|
| 22968 | Mondays and Wednesdays | 8/28-12/06 | 6:30pm-8:05pm | Citrus/TBD |
|--------------|------------------------|------------|---------------|------------|

START A NEW CAREER IN A YEAR OR LESS!

Train with Citrus College to gain the skills you need to quickly start a rewarding new career in an in-demand field.

AVAILABLE PROGRAMS INCLUDE:

- Medical Coding and Billing with PCS
- Medical Transcription and Editing
- Medical Administrative Assisting with EHR
- Pharmacy Technician
- Computer Technician
- Medical Billing



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CareerStep.com/citrus | 877-225-7151

HAUGH

PERFORMING ARTS CENTER

2017-2018 SEASON

On sale this summer!

Check www.haughpac.com for details.

Citrus College

1000 West Foothill Blvd.
Glendora, CA 91741

TICKETS:

(626) 963-9411

www.haughpac.com

Disclosures & Disclaimers/ Divulgaciones y Denegaciones

Schedule Changes

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

Cambios en el Horario de Clase

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

Open Enrollment Policy

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

Inscripción Abierta

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

Nondiscrimination Policy

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS), mental disability, sexual orientation or military status as a Vietnam-era veteran in any policies, procedures or practices. In addition, it is the stated policy of Citrus Community College District that harassment is prohibited and that regular employees shall not be denied family care leave if eligible under the Fair Employment and Housing Act. All of these categories are protected by the following legislation: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, California Government Code 12900 et seq., and the Americans with Disabilities Act of 1990. Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

Key of No-Discrimination

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

Student Grievances

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

Quejas de los Estudiantes

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

Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702. The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees. With the exception of alcohol products intended fully for use in classroom scientific experiments, and not intended for human consumption, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any other controlled substance is prohibited on District-owned or controlled property, at District-sponsored or supervised functions, or related to or arising from District attendance or activity. All employees are required to comply with this policy as a condition of their employment

and continued employment.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the superintendent/president.

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

Programa Libre de Drogas y de Prevención del Consumo de Drogas

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

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

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

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción ilegal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito. Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

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

Sexual Harassment and Sexual Violence Information

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

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

1. Contact Campus Safety 24 hours a day, 7 days a week at 626-914-8611, extension 8611, when calling from a college phone, or by dialing *11 on any of the campus pay phones and/or the Student Health Center at 626-914-8671 during normal business hours, located in the Student Services Building.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:

- Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: 909-626-HELP (4357) or 626-966-4155
- House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: 909-988-5559
- National Sexual Assault Hotline: 800-656-HOPE (4673)
- National Domestic Violence Hotline: 800-799-7233

3. If the perpetrator is a student at Citrus College, you may choose to contact the Vice President of Student Services at 626-914-8532 to file an administrative complaint.

Hostigamiento Sexual e Información sobre Violencia Sexual

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

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

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

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

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

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

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

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

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

1. Comunicarse con Seguridad del Campus, 24 horas al día, 7 días de la semana el teléfono 626-914-8611, extensión 8611, si llama de un teléfono del campus o marque el *11 de cualquiera de los teléfonos de paga que se encuentran en el campus del colegio, o llame al Centro de Salud para Estudiantes al 626-914-8671 durante horas de trabajo, éste está ubicado en el edificio Hayden Hall.

2. Vaya directamente a un hospital o sala de emergencia para recibir atención médica. Por favor tenga en mente, que existen una gran cantidad de servicios comunitarios para ayudarle en caso de que tenga una crisis. Estos incluyen pero no están limitados a:

- Project SISTER Sexual Assault Crisis & Prevention Services/Servicios de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citatorios en la corte. La línea telefónica de 24 horas es: 909-626-HELP (4357) o 626-966-4155
- House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospedaje de transición, ayuda legal y grupos de apoyo y de consejería. La línea telefónica de 24 horas es: 909-988-5559
- National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques Sexuales: 800-656-HOPE (4673)
- National Domestic Violence Hotline/Línea Nacional de Violencia Doméstica: 800-799-7233

3. Si el atacante es una estudiante en Citrus College, puede elegir comunicarse con el Vicepresidente de Servicios Estudiantiles al 626-914-8532 o presentar una queja administrativa.

Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Education Code, Title 5, California Civil Code, and the U.S. Patriot Act. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College AP 5040. A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of

members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record. Questions concerning student's rights under the privacy act should be directed to the Admissions and Records Office, 626-914-8511.

Reglas de Derechos & Privacidad

Los 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 contrariada por escrito. Además, la ley indica que un estudiante puede tener acceso a su propio expediente académico y poner a tela de juicio la exactitud o la conveniencia de mantener cierta información en dicho expediente. Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidas a la oficina de "Admissions and Records," 626-914-8511.

Student Right-to-Know

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

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

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

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

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

Derecho de los Estudiantes a la Información

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

El Derecho de los Estudiantes a la Información (Student Right-To-Know, SRTK por sus siglas en inglés) se refiere al mandato federal que requiere que se haga pública la tasa del porcentaje de estudiantes que se transfieren y que terminan los requisitos. La intención de SRTK es ofrecer al 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 período 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 período 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 website" mantenido por la Oficina del Canciller de los Colegios Comunitarios de California <http://srtk.cccco.edu/index.asp>

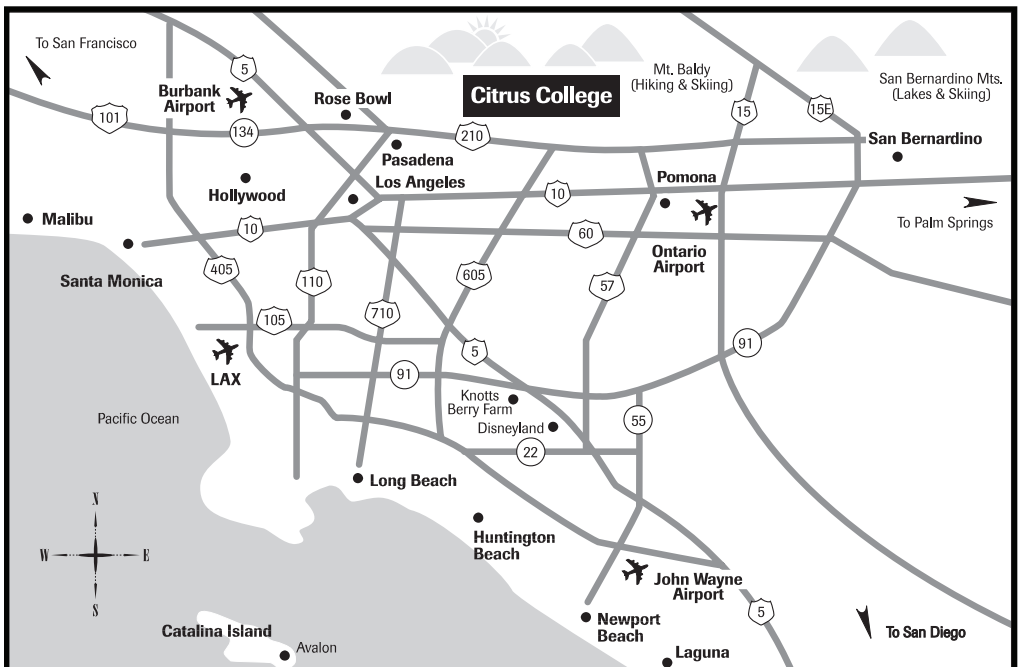
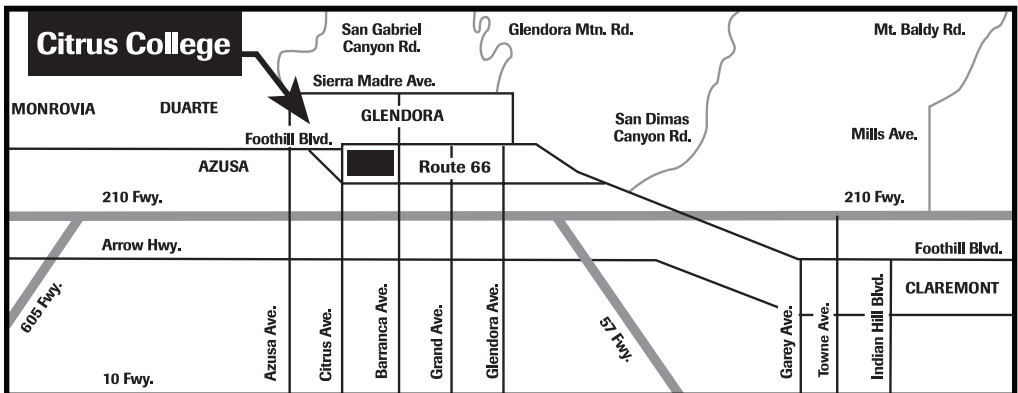
Parking Regulations/Maps

Get a Citrus College Parking Permit – At Your Fingertips

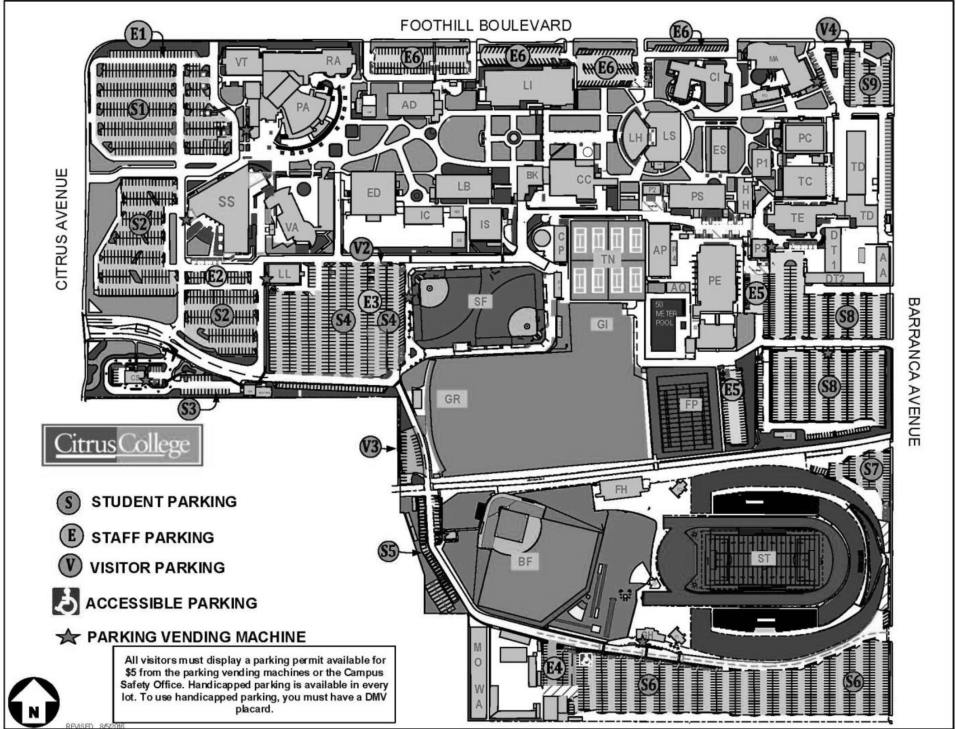
Citrus College offers an easy and convenient online method for purchasing parking permits.



- Fall semester parking permits are \$53.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for fall semester.
- You can print a temporary parking permit for immediate use until you receive your parking permit in the mail.
- A daily parking permit for \$5 is available for purchase at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from one of the automated pay station (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester parking permits are not available in the Continuing Education Office.



Citrus College Campus Directory



Buildings

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

Services

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

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