

Online Registration now available at
www.citruscollege.edu/ce



NEW EXPRESSIONS

WORK FOR YOURSELF

Life Improvement

YOUNG FUN

COMPUTER SKILLS

Places to Go

Citrus College

Session begins Sept. 2

CONTINUING EDUCATION

Fall '09 Class Schedule

Welcome to Continuing Education

We realize that education doesn't end when you leave high school or college. It's a lifelong process. Citrus College Continuing Education provides different types of workshops, classes, seminars, activities and events to help you continue learning throughout your life. You can attend classes that will help you develop your professional skills, grow your business, enrich your cultural experiences, improve your life and relationships, or just be entertained. Citrus College doesn't give college credit for these classes. However, a few classes offer continuing education credits that are required in some professions.

New Classes (fee-based)

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- Cupcake Decorating Lesson
- Fancy Cookie Decorating Lesson
- Create Your Own Holiday Gingerbread House
- Rubber Stamp And Craft Camp I and II
- Teen Makeup And Skin Care

Continuing Education Office

Website: www.citruscollege.edu/ce
 Tel: 626-852-8022
 Hours: Mon. - Thurs., 8:00am - 9:00pm
 Fri. and Sat., 8:00am - 4:00pm

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 Debbie Vanschoelandt..... Supervisor
 Kathie GarciaSecretary
 Linda Reed.....Clerk
 Carol Christian.....Clerk

**Online
Registration
Now
Available**



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Citrus College

Mission Statement

Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society. We are dedicated to fostering a diverse educational community that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

La Misión de Citrus College

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

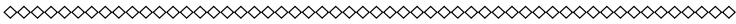
Estamos comprometidos a promover una comunidad educativa con diversidad y un ambiente cultural de aprendizaje que apoye el éxito estudiantil en su excelencia académica, oportunidades económicas y logros personales.

Now Available

Online Registration

at <http://citruscollege.edu/ce>

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



Online Instructions (Recommended browser: Internet Explorer)

Step 1: Sign In

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

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

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

Step 2: Select Courses

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

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

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

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

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

Step 3: Checkout

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

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

Citrus College Continuing Education



Fall 2009

Community Education

Fee-Based Courses

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Moneymaking Using Your Computer

An Introduction To Voiceovers

Become A Mystery Shopper And Other Fun

 Ways To Earn Money

Be A Special Event/Wedding Planner

Start-Up Financing

NEW! Activity/Social Services Documentation

NEW! Activities Leader Course

Write A Business Plan In A Week

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Advanced Medical Insurance Billing

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NEW! Fancy Cookie Decorating Lesson

NEW! Create Your Own Gingerbread House

NEW! Rubber Stamp And Craft Camp I and II

NEW! Teen Makeup And Skin Care Class

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

Parking Permits are required.

Parking Regulations: see page 36.



Community Education

Fee-Based Classes

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

Register In Advance

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

You can register any time after you receive this schedule. You don't need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office.

When Are Classes Offered?

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

Fall 2009 Semester Begins August 31 and Ends December 19

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 2009 Semester Holidays

Classes will not meet on the following dates:

September 5-7	Labor Day
November 13-15	Veterans Day
November 26-29	Thanksgiving

Where Do Classes Meet?

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

Who Teaches The Classes?

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

Who Can Enroll?

Community Education classes are open to all adults in the community. Children and teens can take classes through College for Kids.

Want To Know More?

Check out our web site at www.citruscollege.edu/ce or call us at 626-852-8022.

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

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

Parking Permits are required.

Parking Regulations: See page 36.

Registration Form: See page 6.

Online Registration Instructions: See page 1.



Fee-Based Classes

Five Easy Ways To Register



1 Now Available... Online

The most convenient way to register is online using your VISA, MasterCard or Discover card. Have the class information and your credit card ready, and logon to <http://citruscollege.edu/ce>. Place one or more classes in your shopping cart and checkout. For detailed online instructions see page 1.



2 By Mail

Just fill out the quick and easy registration form found on page 6. Please print clearly and provide all of the information requested on the form to ensure quick processing of your registration. Be sure to include your VISA or MasterCard information, or a check or money order payable to Citrus College, and mail to:

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



3 By Phone

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



4 By Fax

For 24-hour service, you can fax your registration form any time using your VISA or MasterCard. Complete the registration form found on page 6 and fax to 626-852-8028.



5 In Person

You can register in person throughout the semester at the Continuing Education Office, located in the Lifelong Learning Center, Monday through Thursday from 8:00 am to 9:00 pm, Friday and Saturday from 8:00 am to 4:00 pm.



Don't Miss Out

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

Fee-Based Classes

Getting a Refund

Full Refund

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

Partial Refund

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

Please allow 4 - 6 weeks to receive your refund.

If you don't cancel at least three days before the class begins and you don't attend the class, you'll be charged the entire fee. We will not issue any refunds after the class begins.

Want To Know More?

Check out our web site at www.citruscollege.edu/ce regularly for more, new or added classes.



Parking Permits are required.

Parking Regulations: See page 36.

Registration Form: See page 6.

Online Registration Instructions: See page 1.

Create A Class

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

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

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

or fax your ideas to us at
626-852-8028

or submit on website
www.citruscollege.edu/ce.



5 Easy Ways to Register

1. New! ONLINE

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

2. BY MAIL

Fill out the registration form and include a check or money order payable to Citrus College. If you're using VISA or MasterCard, include account information. Mail to:
Continuing Education Office/Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741-1899

3. BY PHONE

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

4. BY FAX

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

5. IN PERSON

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

Community Education/Fee-Based Classes Only

Fee-Based Classes Registration Form

(please print)

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

Please List Each Class You Wish To Enroll In

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

OFFICE USE ONLY

Parking Permit Number _____ Date _____ Parking Fee \$ _____
 Received by _____ Total Fees \$ _____

Visa () or MasterCard () CHECK# _____

Card Number _____ Expiration Date _____

Authorized Signature _____

Name of Card Holder _____

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



Online Career Training Programs

Citrus College

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

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

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

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

Program Features:

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

Programs are available in the following areas:

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

Enroll Today!

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

www.citruscollege.edu/ce

You can also reach us by calling

(626) 852-8022

ed2go | GES

Learn
from the
comfort of
home!

> Instructor-Facilitated Online Learning

All instructor-facilitated online courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Courses Start as Low as:

\$79

Enroll Now!

Give us a call

(626) 852-8022

or follow the easy steps below

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/citrus
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the username and password you selected during enrollment.

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Citrus College

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

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

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

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

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

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

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

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

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting

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

Introduction to PowerPoint

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

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

**MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER.
www.citruscollege.edu/ce**

WORK FOR YOURSELF

Professional Speaking For The Clueless

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

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



Instructor: Mike Rounds Fee: \$45*
 9100 Thursday 9/10 6:30-9:30pm LL
 *plus \$30 materials fee payable to instructor

Are You The Next American Inventor?

If you want to find buyers for your inventions, this seminar will show you how to:

- protect your idea with patents, trademarks, copyrights and confidentiality agreements
- negotiate royalty agreements
- evaluate your ideas
- find potential buyers for your invention
- offer it for sale in the safest method possible and much more

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

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

Instructor: Notary Public Seminars, Inc. Fee: \$105*
 9102 Saturday 10/10 8am-6pm AN 101
 *plus \$30 materials fee payable to instructor

Instructor: Nancy Miller Fee: \$45*
 9101 Thursday 9/10 6:30-9:30pm LL
 *plus \$30 materials fee payable to instructor

Renewing Notaries-3-Hour State Required Seminar

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

Instructor: Notary Public Seminars, Inc. Fee: \$55*
 9103 Saturday 10/10 12:30-6pm AN 101
 *plus \$30 materials fee payable to instructor

For Both Notary Classes

Exam included: Cooperative Personnel Services will register you for the notary public exam from 4:15pm-5:00pm. The exam will be from 5:00pm-6:00pm.

New and returning notaries bring the following:

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

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

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



WORK FOR YOURSELF

\$Moneymaking\$ Using Your Computer

Did you know that there are more than 120 different businesses that you can run from your computer? You don't need a big investment to start any of these businesses – just the information in this seminar. In this seminar, you'll learn which businesses are hot and how you can take advantage of them including information on businesses based on:

- the skills you have
- the skills you can teach yourself
- software and/or hardware you can purchase
- the skills that require formal training and/or talent

This seminar includes training on how to expertly set up and operate a legally compliant home-based business that will allow you to make money your own way.

Instructor: Nancy Miller Fee: \$45*
9104 Tuesday 9/8 6:30-9:30pm LL
*plus \$30 materials fee payable to instructor

An Introduction To Voiceovers

Have you ever wondered whose voice you are listening to on TV and radio commercials? You too can become a professional voice actor! This fun and informative seminar will teach all the fundamentals of entering a successful career as a professional voiceover artist. In this seminar we'll discuss the many details of the voiceover industry, our philosophy of marketing, the importance of your voice demo, and much more. Everyone will get to make a recording of his or her voice in the classroom. You'll learn all the ins and outs of this huge and lucrative industry. Come ready to laugh, learn and be inspired.

Instructor: Voices for All, LLC Fee: \$45
9105 Monday 9/14 6:30-8:30pm LL

Be A Special Event/Wedding Planner

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

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

Participants will take tools and checklists.

Instructor: Farla Binder Fee: \$55* Event planner for over 20 years.
9106 Tuesday 10/6 6-9pm LL
*plus \$25 materials fee payable to instructor

You call the shots



Become A Mystery Shopper And Other Fun Ways To Earn Money

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

Instructor: Elaine Moran Fee: \$45*
Author of How to Become a Mystery Shopper, nominated as one of the top three mystery shoppers in the country.
9107 Saturday 10/17 1-4pm LL
*plus \$20 materials fee payable to instructor



WORK FOR YOURSELF



NEW! Activity/Social Services

Documentation Course

This introductory class is designed to fit the needs of a newly or presently employed activity director or social services worker in a skilled nursing facility, extended care facility, sub-acute hospital or adult day care service. In this class, you'll learn about the development of problems, goals and plans. Must have a working knowledge of M.D.S. and RAP Summaries, care planning and progress notes. Optional textbook – details will be provided at first class meeting.

Instructor: Bernetta Sailors, C.T.R.S. Fee: \$150
9108 Wednesday 9/9-10/14 6-9:30pm LL

NEW! Activities Leader Course

This introductory class is designed to fit the needs of a newly or presently employed activity director in a skilled nursing facility, extended care facility, sub-acute hospital or adult day care service. In this class, you'll learn about the basics of patient/resident activities for the maintenance of psychosocial, physical and mental health of the elderly and persons with Alzheimer's. Optional textbooks – details will be provided at first class meeting.

Instructor: Bernetta Sailors, C.T.R.S. Fee: \$375
9109 Tuesday 9/8-11/24 5-9:30pm LL



Move
to
your
own
rhythm

Start-Up Financing

Starting or saving a business requires you to master basic business financing – reading, understanding and applying what balance sheet and income statements tell you; pricing for profit; cash flow management; and magnetizing outside money fast when you need it. You will leave the class with a working understanding of all five financial elements in business management.

Instructor: Gene Konstant Fee: \$49*
(add a guest for \$39)
9110 Saturday 10/17 1:30-4:30pm LL
*plus \$10 materials fee payable to instructor



Write A Business Plan In A Week

You must have a business plan that contains what readers are looking for if you want loans, investors, vendors, landlords and others to support your business. Show readers you know how to make money! Learn who 'they' are and what they're looking for. Learn about nine sources of free help on writing a business plan in just one weekend. Learn how to produce, price and sell products, tapes, CDs, DVDs, bulletins, books and audio learning programs.

Instructor: Gene Konstant Fee: \$49*
(add a guest for \$39)
9111 Saturday 10/17 9:30am-12:30pm LL
*plus \$10 materials fee payable to instructor

Enroll in Write a Business Plan in a Week and Start-Up Financing at the same time and receive a discount – both classes for \$80 (add a guest for \$65).



WORK FOR YOURSELF

Certificate Program In Medical Billing

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

Required Courses (complete all)

- Introduction to Medical Insurance Billing
- Advanced Medical Insurance Billing
- Workers' Compensation & Personal Injury
- Computerized Medical Insurance Billing (orientation)

Receive a \$20 discount when you enroll in all four courses at the same time.



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

Introduction To Medical Insurance Billing

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

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

Instructor: Kris Patterson Fee: \$125*
 9112 Wed/Thurs 9/16, 9/17, 9/23, 9/24 6:30-9:30pm LL
 *plus \$69 materials fee payable to instructor

Advanced Medical Insurance Billing

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

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

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

Instructor: Kris Patterson Fee: \$85*
 9113 Mon/Tues 10/5, 10/6 6:30-9:30pm LL
 *plus \$39 materials fee payable to instructor



WORK FOR YOURSELF



Be the master of your time



Workers' Compensation & Personal Injury

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

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

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

Instructor: Kris Patterson Fee: \$85*
9115 Wed/Thurs 10/7, 10/8 6:30-9:30pm LL
*plus \$39 materials fee payable to instructor

Start A Medical Billing Service

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

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

Instructor: Kris Patterson Fee: \$65*
9114 Wednesday 10/14 6:30-9:30pm LL
*plus \$29 materials fee payable to instructor

Computerized Medical Insurance Billing (a home study course)

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

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

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

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

Instructor: Kris Patterson Fee: \$25*
9116 Wednesday 10/7 6-6:15pm LL
*plus \$89 materials fee payable to instructor

COMPUTER SKILLS



Microsoft Word 2007

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

	Instructor:	Tom Gerfen		Fee: \$105
9117	Wednesday	9/16, 9/23, 9/30, 10/7	6-9pm	IS 110

Microsoft Excel 2007

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

	Instructor:	Tom Gerfen		Fee: \$105
9118	Wednesday	10/14, 10/21, 10/28, 11/4	6-9pm	IS 110

Get blown away!

whoa



What Happened To My File? An Introduction To Microsoft Windows

If you've ever saved a file and not been able to find it, this is the class for you. The course will review the Windows file structure and other features of Windows. The class is lecture and hands-on plus you will practice creating folders and files. Knowing the Windows file structure is a must in your toolbox for a job search. Knowing where files are saved and retrieving files makes you an efficient employee for the company. The student should be familiar with using a mouse.

	Instructor:	Joyce Miyabe		Fee: \$45
9119	Tuesday	9/15	6-9pm	LB 201
9120	Saturday	10/31	9am-12pm	LB 201

Photo Magic Using Adobe Photoshop CS3

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

	Instructor:	Bill Napoli		Fee: \$125*
9121	Saturday	9/19 & 9/26	9am-4pm	LL 103

*plus \$45 materials fee payable to instructor



COMPUTER SKILLS

Streamline Your Schedule Using Microsoft Outlook

Microsoft Outlook is a comprehensive tool to use for email and for organizing your schedule, to-do lists and address books. This course will cover the basics of Microsoft Outlook and how to use it to view meetings/appointments by type (medical appointments, volunteer work, etc.) for easier reporting on taxes or other reporting needs.

	Instructor:	Joyce Miyabe		Fee: \$45
9122	Saturday	10/10	9am-12pm	LB 201
9123	Wednesday	11/4	6-9pm	LB 201



Eye-Catching Creations Using Microsoft Publisher

Microsoft Publisher will allow you to design publications for web or print. The class will walk through creating publications such as flyers, newsletters, calendars, greeting cards, business cards, stationery and many other types of publications. The course will cover adding your own photos or logo to create a custom publication.

	Instructor:	Joyce Miyabe		Fee: \$45
9124	Tuesday	10/6	6-9pm	LB 201
9125	Saturday	10/24	9am-12pm	LB 201

Building Your Own Website

You can have your own site for as little as \$5 a month. You don't have to be a programmer to design professional looking and cost effective websites, but you do have to decide what you want it to do, and how you want to promote it. In this demonstration seminar, you'll learn:

- what a website is and what you can put on it to improve your business
- how to analyze your needs and select the best web design criteria
- how to make the site user friendly
- how to get a shopping cart that only costs if sales are made
- how to promote your website and link with search engines to make sure you can be found

No website development experience necessary. This program is for website beginners, experts, managers and web designers.



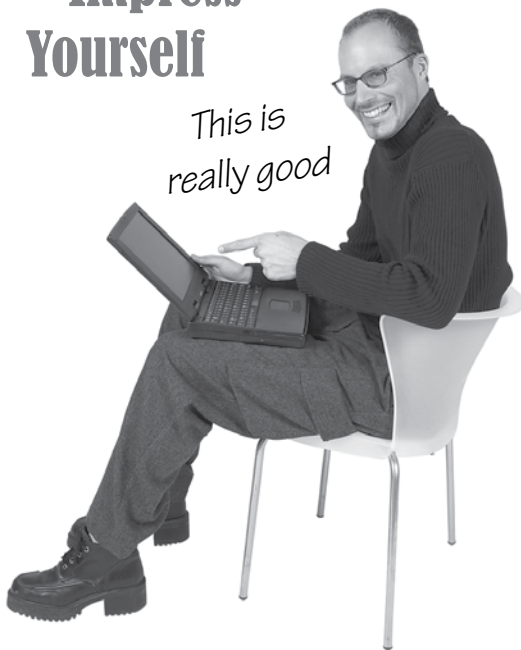
Spectacular Powerpoint 2007

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

	Instructor:	Bill Napoli		Fee: \$99*
9126	Saturday	9/12	9am-4pm	LL 103
				*plus \$40 materials fee payable to instructor

Impress Yourself

This is really good



	Instructor:	Mike Rounds		Fee: \$45*
9127	Tuesday	9/8	6:30-9:30pm	LL
				*plus \$30 materials fee payable to instructor

FOREIGN LANGUAGES

Conversational Spanish-Beginning

A beginning conversational course for students who wish to understand, speak and read basic Spanish.

Instructor: Beatriz Fleischer Fee: \$250
9128 Thursday 9/10-11/12 6-9pm LL

Conversational Spanish-Intermediate/Advanced

An advanced course for students who wish to continue their study of conversational Spanish.

Instructor: Beatriz Fleischer Fee: \$250
9129 Wednesday 9/9-11/11 6-9pm LL

Basic Japanese-Conversation I

A beginning conversational course for students who wish to understand, listen, and speak basic Japanese.

Instructor: Yasuko Inoue Fee: \$55*
9130 Thursday 9/3-9/24 6-7pm LL
*plus \$5 materials fee payable to instructor

Basic Japanese-Conversation III

An advanced course for students who wish to continue their study of conversational Japanese.

Instructor: Yasuko Inoue Fee: \$55*
9132 Thursday 10/29-11/19 6-7pm LL
*plus \$5 materials fee payable to instructor

Basic Japanese-Conversation II

An intermediate course for students who wish to continue their study of conversational Japanese.

Instructor: Yasuko Inoue Fee: \$55*
9131 Thursday 10/1-10/22 6-7pm LL
*plus \$5 materials fee payable to instructor



Beginning Conversational Russian I

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

Instructor: Zoia Sproesser Fee: \$105*
9133 Saturday 9/12-10/17 12-2pm LL
*plus \$10 materials fee payable to instructor

NEW! Beginning Conversational Russian II

This class is designed for students who wish to continue their study of the Russian language. Learn to read, write and speak basic conversational Russian.

Instructor: Zoia Sproesser Fee: \$105*
9134 Saturday 10/24-12/12 12-2pm LL
*plus \$10 materials fee payable to instructor



Get Talking



*I understand
what you're saying*

NEW EXPRESSIONS

NEW! Great Holiday Gifts With Digital Photos

Got lots of digital photos? Need inexpensive, personalized holiday cards and gifts? Don't have a lot of time or money? Join us as we demonstrate how easy it is to make beautiful, personalized gifts with your digital photos, using your computer and Photoshop Elements. You will learn how to organize and edit your digital photos (including an easy trick to lose 10 lbs) make digital scrapbook pages, cards, clocks and other fun projects. Class includes digital supplies to make three different holiday cards.

Instructor: Patty Debowski Fee: \$45*
Author of Digital & Hybrid Scrapbooking & Card-Making with Photoshop Elements and the founder of www.TheDigitalScrapbookTeacher.com.

9135 Tuesday 10/27 6:30-9:30pm LL
*Optional \$39 materials fee payable to instructor for a 384-page full color book and DVD that includes 1,000 pieces of digital artwork.



Sewing Machine Basics

In this class, you will learn the basic functions on your sewing machine, including threading, bobbin winding, stitch length, width adjustments and balanced stitches. Each student will complete a small project. Students will bring their own machine, scissors, thread (one spool black, one spool white) and seam ripper.

Instructor: Rebecca Prange Fee: \$35*
9136 Wednesday 9/23 6-9:30pm LL
*plus \$20 materials fee payable to instructor



NEW! Writing For The Kids And Family Audience

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

Instructor: Garrett Hicks Fee: \$59
9138 Thursday 10/8, 10/15, 10/22 6:30-8:30pm LL



Beginning Rubber Stamping

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

Instructor: Yolanda Rizzardi Fee: \$29*
9137 Saturday 10/3 9am-1pm LL
*plus \$20 materials fee payable to instructor

NEW! Rubber Stamp Your Holiday Cards

This year add your personal touch to your holiday cards. Join this workshop and have fun while rubber stamping 20 cards and envelopes to send to friends and family. Students may choose either an elegant or humorous style design and will learn how to cut, layer and embellish. Students will bring a portable 12-inch Fiskars paper trimmer to class.

Instructor: Yolanda Rizzardi Fee: \$29*
9139 Saturday 11/21 9am-1pm LL
*plus \$25 materials fee payable to instructor

NEW EXPRESSIONS

NEW! Floral Design I

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

Instructor: Raymond Tucker Fee: \$75*
 9140 Monday 8/31, 9/14, 9/21, 9/28 6-9pm LL 113
 *plus \$100 materials fee payable to instructor



NEW! Floral Design II

Prerequisite: Floral Design I or instructor's permission.

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

Instructor: Raymond Tucker Fee: \$75*
 9141 Monday 10/5, 10/12, 10/19, 10/26 6-9pm LL 113
 *plus \$125 materials fee payable to instructor



Unlock your



NEW! Floral Design III

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

Advanced applications of the principles of floral design. Areas of study include wedding, sympathy, party and event design. Entrepreneurial opportunities and small business management will be discussed.

Instructor: Raymond Tucker Fee: \$75*
 9142 Monday 11/2, 11/9, 11/16, 11/23 6-9pm LL 113
 *plus \$150 materials fee payable to instructor



NEW! Holiday Floral Design

An introduction to holiday floral design techniques emphasizing Thanksgiving, Christmas and other year-end celebrations. Students will fashion theme designs including centerpieces, wreaths, and arrangements in both fresh and artificial material.

Instructor: Raymond Tucker Fee: \$100*
 9143 Saturday 11/21, 12/5, 12/12, 12/19 9am-12pm LL 113
 *plus \$100 materials fee payable to instructor

MONEY MANAGEMENT

Rescore Your Personal - Business Credit

Raise your credit score by erasing every legally defective entry before you buy a house, a car, start a business or apply for a job. Credit bureaus trick you into paying for what federal law gives you free. Use current federal law to stop collection agent abuse, erase defective entries, protect and restore your identity and get the credit respect you deserve.

Instructor: Gene Konstant Fee: \$79*
(add a guest for \$59)

9144 Saturday 11/21 9:30am-4:30pm LL
*plus \$20 materials fee payable to instructor

Enroll in Rescore Your Personal – Business Credit and Business Opportunity in Credit Rescoring at the same time and receive a discount – both classes for \$99 (add a guest for \$79).

Business Opportunity In Credit Rescoring

In this seminar, you will learn how to understand the requirements of current federal laws regulating granting credit, collecting receivables, as well as gathering and protecting employee and customer identity information. What you do – what you say – and why you do it are all heavily regulated by federal law, with major financial penalties for seemingly innocent errors. The seminar will include ample time for questions and answers, lifetime free follow-up and simple self administered training tools for your employees and new hires.

Instructor: Gene Konstant Fee: \$49*
(add a guest for \$39)

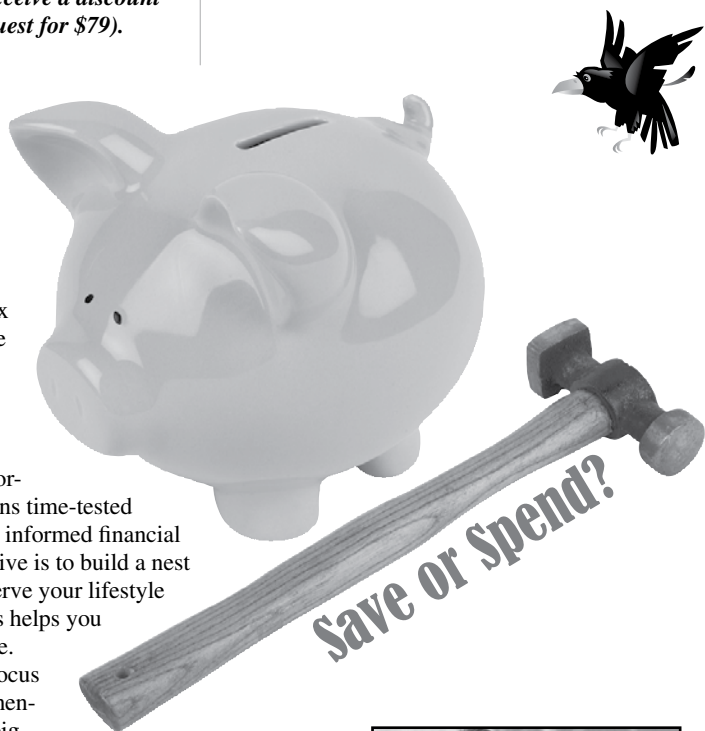
9145 Tuesday 11/24 6:30pm-9:30pm LL
*plus \$20 materials fee payable to instructor

Retirement Planning Today

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

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

9146 Saturday 9/26 & 10/3 9am-12pm LL
9147 Tuesday 9/29 & 10/6 6:30-9:30pm LL
9148 Saturday 10/1 & 10/8 9am-12pm LL



WELLNESS

Acupressure Facial

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

Instructor: Pam Francis, L.Ac., C.MT Fee: \$39*
9149 Saturday 9/26 12-3pm LL
*plus \$2 materials fee payable to instructor

Acupressure For Everyday Stress

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

Instructor: Pam Francis, L.Ac., C.MT Fee: \$39*
9150 Saturday 10/17 12-3pm LL
*plus \$4 materials fee payable to instructor

Swedish Massage

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



Instructor: Pam Francis, L.Ac., C.MT Fee: \$39*
9151 Saturday 11/7 12-3pm LL
*plus \$12 materials fee payable to instructor

Reflexology: Foot Massage

Do you like to have your feet rubbed? Reflexology is a sensational, dynamic, yet simple approach to glowing health. Every part of your body corresponds to a precisely located point on the foot. Through reflexology, you'll be able to effect the causes of sickness and pain from virtually every part of your body.

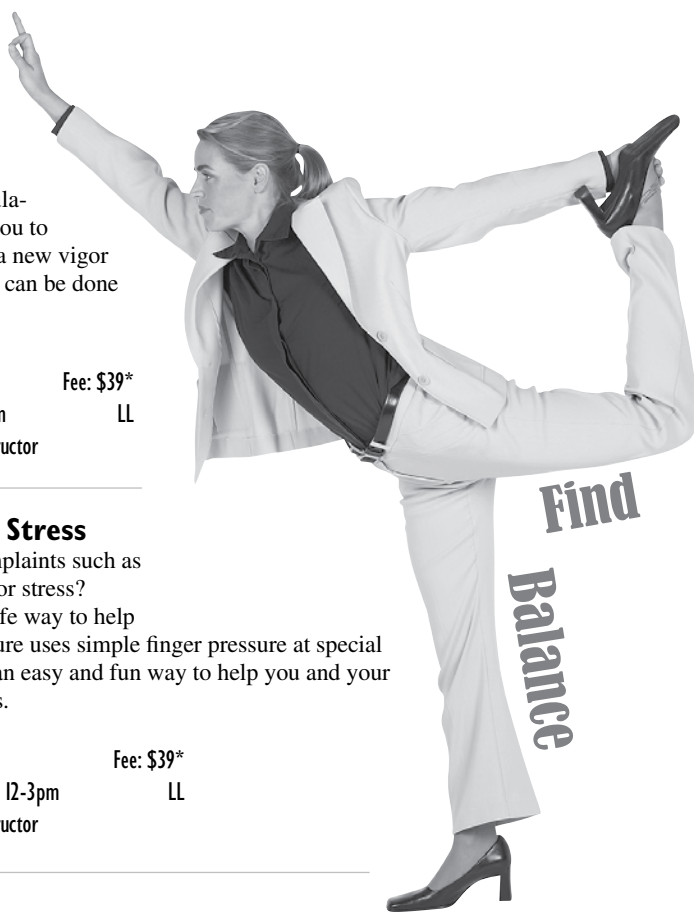
Instructor: Pam Francis, L.Ac., C.MT Fee: \$39*
9152 Saturday 12/5 12-3pm LL
*plus \$2 materials fee payable to instructor



Swimming And Diving Lessons

Private or special group swimming and diving lessons are available throughout the year for infants through adults.

FEE: \$135 PRIVATE \$85 SEMI-PRIVATE (3) \$55 GROUP (5-6)
Call the Continuing Education Office for more information: (626) 852-8022

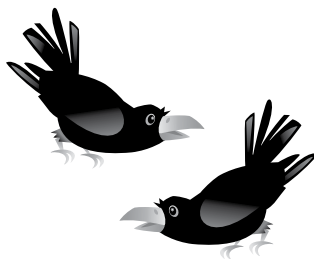
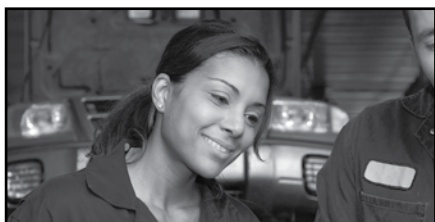


LIFE IMPROVEMENT

NEW! “Ladies, Start Your Engines:” Essential Car Care For Women

This hands-on course will empower women to perform some basic maintenance on their own vehicle, guard them from getting ripped off by a repair facility, and prepare them for roadside emergencies. Topics include: how to change a flat tire, checking and adding fluids, how to replace wiper blades, how to check belts and hoses, checking and adjusting tire pressure, replacing bulbs and fuses, jumpstarting your car, communicating with the repair shop, and other general automotive knowledge. Come with your vehicle and be ready to get a little greasy under the hood.

Instructor: James Lancaster Fee: \$79
9153 Saturday 10/24 8am-4:30pm Automotive Annex



Feng Shui For Love And Money

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

Instructor: Kathy Zimmerman Fee: \$39*
Certified advanced graduate,
American Feng Shui Institute.
9154 Wednesday 9/9 6:30-9:30pm LL
*plus \$5 materials fee payable to instructor

Unclutter Your Mind

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

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

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

Instructor: Margaret Pappas, MLS Fee: \$45*
Life strategies coach, professional organizer, Quantum Touch practitioner, attitudinal healing facilitator.
9155 Wednesday 9/16 6:30-9:30pm LL
*plus \$10 materials fee payable to instructor

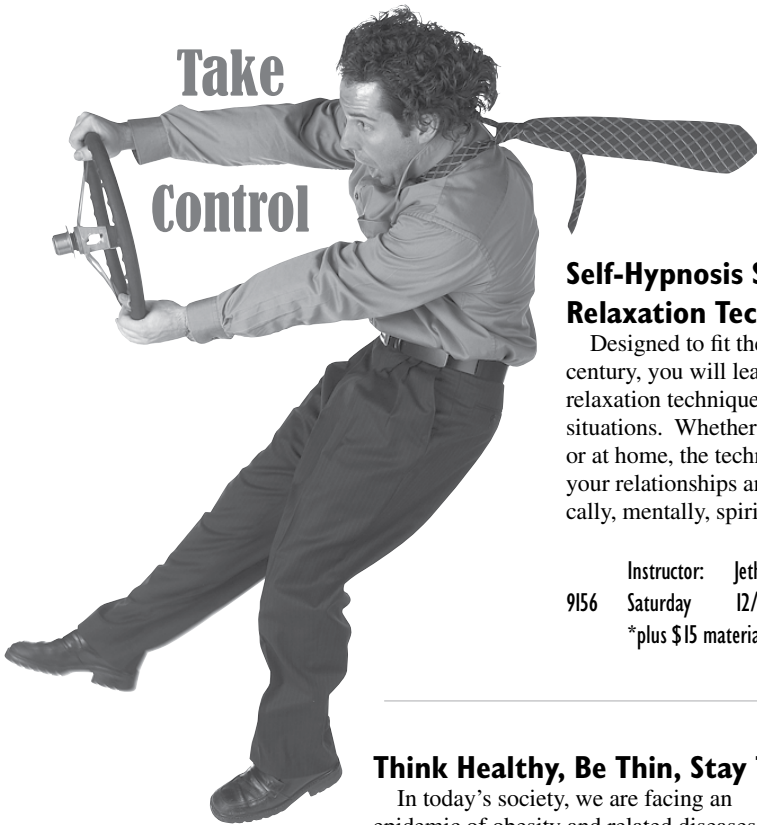


Open up opportunity

LIFE IMPROVEMENT



Take Control



Self-Hypnosis Stress Reduction And Relaxation Techniques

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

Instructor: Jethro Carter, C.C.Ht. Fee: \$45*
9156 Saturday 12/5 12-3pm LL
*plus \$15 materials fee payable to instructor

Think Healthy, Be Thin, Stay Thin

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



Instructor: Jethro Carter, C.C.Ht. Fee: \$45*
9157 Saturday 11/7 12-3pm LL
*plus \$15 materials fee payable to instructor



Holiday Makeover On A Budget

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

Instructor: Betty Nethery Fee: \$30
Former fashion and photographic model and makeup artist,
president of Uniquely You, a national image consulting firm.
9158 Saturday 12/12 10am-2pm LL



PLACES TO GO

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



Sunny Portugal – Estoril Coast & Algarve

Eleven day escorted tour of Estoril, Sintra, Cascais, Fado Dinner Show, Obidos, Nazare, Fatima, Lisbon, Jeronimo's Monastery, Evora, Algarve, Cape St. Vincente, Lagos and Azeitao. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fee, plus 15 meals.

Departure Date: February 19, 2010
Cost: \$2,949 single; \$2,499 double; \$2,469 triple
Payment terms: \$250 deposit, final payment date is 12/21/09

London & Paris

Eight day escorted tour of Buckingham Palace, Big Ben, London Theatre Performance, Eurostar Train, Seine River Cruise, Notre Dame, Eiffel Tower Dinner and Paradis Latin. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 10 meals.

Departure Date: May 13, 2010
Cost: \$3,849 single; \$3,199 double
Payment terms: \$250 deposit, final payment date is 3/14/10



Southern Charm Holiday

Six day escorted tour of Historic Charleston, Boone Hall Plantation, Beaufort, Savannah, Factors Walk, St. Simons Island and Jekyll Island. Includes round trip airfare from Ontario International, accommodations, hotel transfers, departure taxes and fees, plus 8 meals.

Departure date: December 6, 2009
Cost: \$2,799 single; \$2,299 double; \$2,269 triple
Payment terms: \$100 deposit, final payment date is 10/6/09

Say, "Cheese!"



South Pacific Wonders With 3-Nights In Fiji

Eighteen day escorted tour of Cairns, Great Barrier Reef, Sydney, Christchurch, Mount Cook National Park, Queenstown, Milford Sound and Fiji. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 24 meals.

Departure Date: July 12, 2010
Cost: \$5,599 single; \$4,599 double; \$4,549 triple
Payment terms: \$250 deposit, final payment date is 5/13/10

New England Back Roads

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

Departure Date: October 8, 2010
Cost: \$3,049 single; \$2,299 double; \$2,249 triple
Payment terms: \$250 deposit; final payment date is 8/9/10



COLLEGE FOR KIDS

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

Register In Advance

You must register for the classes in advance and enclose a parental consent form with your registration (page 26). You can register any time after you receive this schedule. Early registration helps to ensure that your child will have a space in the class. The registration form on page 26 must be completed and signed. Signing indicates parents' understanding and acceptance of the rules and regulations regarding College for Kids. **Please note: Children must be picked up immediately following classes.**

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

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



A cut above

NEW! Cupcake Decorating Lesson

Learn how to make decorative cupcakes in this one-day cupcake decorating lesson. Students will learn how to make a ribbon rose topper, snow man topper and buttercream swirl design. You will also learn tips on baking, how to work with fondant, how to frost and display your cupcakes. (Ages 13-17)

Instructor: Elsa Helm Fee: \$35*
9160 Saturday 11/7 12-3pm LL 113
*plus \$25 materials fee payable to instructor

NEW! Fancy Cookie Decorating Lesson

Learn about the world of cookie decorating. In this one-day workshop, students will learn how to use fondant, chocolate plastique (clay), royal icing and petal dust to decorate cookies. Students will decorate one purse, one shoe and one wedding cake cookie. You will also learn how to package your cookies for gift giving and a demo will be included on making, rolling and baking cookie dough. (Ages 13-17)

Instructor: Elsa Helm Fee: \$35*
9162 Saturday 11/21 12-3:30pm LL 113
*plus \$30 materials fee payable to instructor

NEW! Create Your Own Holiday Gingerbread House

Learn how to build your very own gingerbread house! Students will learn how to make and use royal icing, how to build and decorate your gingerbread house, how to create a winter wonderland scenery with window decorations, snowy trees, gum drop decorations, pretzel fences, sugarcane lanterns and even a snowman. Just in time for the winter season! (Ages 13-17)

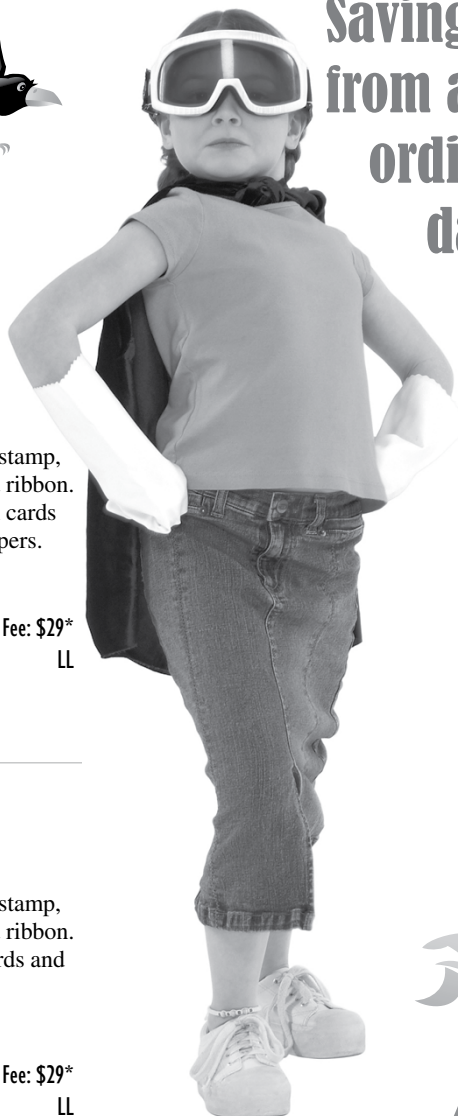
Instructor: Elsa Helm Fee: \$40*
9161 Saturday 12/12 12-4pm LL 113
*plus \$40 materials fee payable to instructor



COLLEGE FOR KIDS



Saving you
from another
ordinary
day



NEW! Rubber Stamp And Craft Camp I

In this class, you'll learn how to rubber stamp, use punches and embellish with glitter and ribbon. Students will make a variety of Halloween cards and decorations, plus candy boxes and toppers. (Ages 13-17)

	Instructor:	Yolanda Rizzardi		Fee: \$29*
9163	Saturday	10/10	9am-1pm	LL

*plus \$20 materials fee payable to instructor

NEW! Rubber Stamp And Craft Camp II

In this class, you'll learn how to rubber stamp, use punches and embellish with glitter and ribbon. Students will make a variety of holiday cards and decorations, plus gift boxes and bags. (Ages 13-17)

	Instructor:	Yolanda Rizzardi		Fee: \$29*
9164	Saturday	12/5	9am-1pm	LL

*plus \$20 materials fee payable to instructor



NEW! Teen Makeup And Skin Care

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



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

9165	Saturday	10/10	11am-2pm	LL
9166	Tuesday	11/17	5-8pm	LL
9167	Saturday	12/19	11am-2pm	LL

*plus \$25 materials fee payable to instructor

College For Kids Registration Form

College for Kids/Fall 2009

(please print)

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

Please List Each Class You Wish to Enroll In

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

Card Number _____ Expiration Date _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

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

Parental Consent Form

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

I give my consent for my son/daughter _____ to participate in the Fall 2009 College for Kids Program, and release the Citrus College Community College District, any instructors and assistants on staff from liability arising from my child's participation in said programs or classes. I understand the college does not provide health and medical insurance for the participants, and release Citrus College from any medical liability incurred as a result of his/her participation. I hereby authorize the staff of College for Kids and the Citrus Community College District, to act for me according to their best judgement in any emergency requiring attention and hereby waive and release College for Kids and staff from any and all liability for injuries or illness incurred while at Fall 2009 College for Kids.

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

Signature of Parent/Guardian _____

Print Name _____

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

Signature of Parent/Guardian _____ Date _____



Join the Citrus College Fitness Club

A Fitness Club Membership Includes:

- **Fitness Center** – Fast-Paced Circuit – a total body workout-cardiovascular circuit (weight machines and bikes), recumbent bicycles, treadmills, stairclimbers, rowers and elliptical machines
- **Aquatic Center** – heated pool, lap swimming and water aerobics
- **Aerobic Classes** – yoga, Pilates, low/high impact aerobics



Fitness Club Membership Options:

6-Month Membership – July through December		
	<i>First Member</i>	<i>Spouse</i>
<i>General</i>	\$75	\$50
<i>Forever Young (55+)</i>	\$55	\$45
<i>Citrus College Student (with current ASCC sticker)</i>	\$50	<i>No discount</i>
<i>Staff Member</i>	\$60	\$45
3-Month Membership		
<i>General</i>	\$45	<i>No discount</i>
<i>Forever Young (55+)</i>	\$30	<i>No discount</i>
<i>Citrus College Student (with current ASCC sticker)</i>	\$30	<i>No discount</i>
<i>Staff Member</i>	\$35	<i>No discount</i>
Other Rates		
<i>Weekly</i>	\$15	
<i>Daily</i>	\$5	

To obtain access to all Fitness Club facilities, member must present valid photo ID with membership card.

Fitness memberships are nonrefundable.

The only additional cost involved for a Fitness Club membership is the cost of parking.

Fall permit – \$30

Summer permit – \$15

Daily permit – \$5

Forever Young (55+) permits – FREE

Parking permits are available at the Continuing Education office located in the Lifelong Learning Center.

If you need any additional information or simply have questions about the fee-based membership program, please feel free to contact the Continuing Education Department, (626) 852-8022, or visit the Lifelong Learning Center.



Noncredit Courses

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

Registering For Noncredit Courses

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

To register for English as a Second Language (ESL), see page 31.

Who May Attend?

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

Minimum Class Size

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

When Are Courses Offered?

Fall 2009 Semester Begins August 31 and Ends December 19

However, course 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 2009 Semester Holidays

Classes will not meet on the following dates:

September 5-7	Labor Day
November 13-15	Veterans Day
November 26-29	Thanksgiving

Where Do Classes Meet?

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

Who Teaches The Courses?

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

Want To Know More?

Check out our web site at www.citruscollege.edu/ce or call us at 626-852-8022.



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



Noncredit Courses

Counseling Support Services

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

Academic, Career and Personal counseling services include:

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

Programs and Services:

- Basic Skills Workshops and tutoring in reading, writing and math
- College Life Course
- POWER Math program (summer)
- Adult Re-entry Support group
- College success, career development and personal enrichment workshops

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

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

Noncredit Matriculation Exemption Criteria

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

Refusal of Noncredit Matriculation Services

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

Noncredit Courses

Counseling Support Services

BASIC SKILLS WORKSHOPS AND TUTORING

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

COLLEGE LIFE COURSE

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

POWER MATH

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

ADULT RE-ENTRY SUPPORT GROUP

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

COLLEGE SUCCESS, CAREER DEVELOPMENT & PERSONAL ENRICHMENT WORKSHOPS

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

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

Services and schedule are subject to change without notice.



Noncredit Courses



COLLEGE SUCCESS LAB

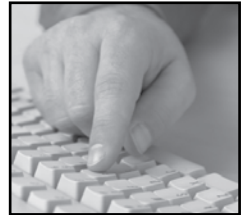
The lab offers an individualized study plan to help you improve your skills in reading, writing or math. Computer-assisted studies allow you to start at your own level—beginning, intermediate or advanced—and proceed at your own pace. Lab aides will provide guidance throughout the program to help meet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

Reading/Writing

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

Math

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



Registration

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

ENGLISH AS A SECOND LANGUAGE

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

Registration Information

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

Registration and assessment begin the week of July 6 and are ongoing throughout the semester.

ESL: Beginning

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

Instructor: Karen Christopher
M W 8/31-12/16 9am-12pm LL114

Instructor: Lorraine Brown
M W 8/31-12/16 6-9pm LL114

ESL: Intermediate

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

Instructor: Karen Christopher
Tu Th 9/1-12/17 9am-12pm LL114

Instructor: Cris Powers
Tu Th 9/1-12/17 6-9pm LL114

ESL: Advanced

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

Instructor: Karen Christopher
M W 8/31-12/16 12:30-2pm LL114

Instructor: Karen Christopher
W 9/2-12/16 6-9pm LL114

Noncredit Courses

HEALTH AND FITNESS

After-Stroke Socialization And Communication

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

Instructor: Nancy Gonsalves
W 9/2-12/16 9am-3pm
La Fetra Senior Center, Foothill Blvd., Glendora

Partner-Coached Childbirth: Lamaze

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

Instructor: Yolanda Christiansen
Tu 9/1-9/29 6:30-9:30pm TC 230
Tu 11/3-12/1 6:30-9:30pm TC 230

LAPIDARY

Gems And Minerals – Field Trips

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

SIGN LANGUAGE

Sign Language-Beginning

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

Instructor: John Stockman
Th 9/3-12/17 6:30-8:30pm LL



Enrichment Classes For Older Adults

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

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

Noncredit Courses

OFFICE TECHNOLOGY AND COMPUTER APPLICATIONS

Instructor: Rhoda James

Registration: Pre-registration is required. Class size is limited.

Call (626) 852-8022 for reservation

Email for reservation at conted@citruscollege.edu

Fee: Material and parking permit

Parking Regulations: See page 36.

OFF 857 Professional Development: Customer Relations And Rapport

This course will introduce basic customer relations skills including: customer service versus customer relations, employee responsibilities in customer relations, communication skills, telephone expertise, integrating new techniques, maximizing feedback channels, handling customer complaints, and incorporating public relations and marketing. 18 lecture hours.

Tu Th 10/26-12/16 8-10:10am LB 201



OFF 801 Introduction To Microsoft Office Applications

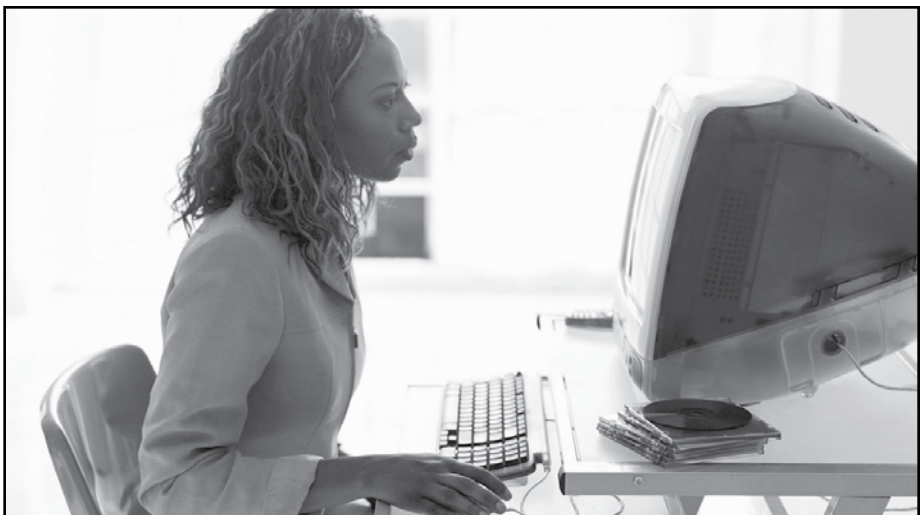
Introduction to Windows and Microsoft Office Suite applications. Computer applications include word processing, spreadsheets, database management, presentation graphics, scheduling/time management, and the Internet. 54 lecture hours, 36 lab hours.

Tu Th 9/1-12/17 10:20am-12:50pm LB 201

OFF 820 Excel Spreadsheets

An introduction to Excel worksheets and workbooks. Includes formatting, calculating sums, formulas, charts, enhancing the worksheet, and making decisions using the IF function, completing financial functions, data lists, and large workbooks and using templates. 36 lecture hours.

M W 10/26-12/16 8:00-10:00am LB 201



Disclosures And Disclaimers/ Divulgaciones y Denegaciones

Schedule Changes

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

Cambios en el Horario de Clase

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

Open Enrollment Policy

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

Sistema de Inscripciones Abiertas

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

Nondiscrimination Policy

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

Ley de No-Discriminación

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

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

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

Student Grievances

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

Quejas de los Estudiantes

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

Sexual Harassment

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

Hostigamiento Sexual

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

Substance Abuse

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

Abuso de Sustancias Químicas

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

Rights & Privacy Policy

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

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

Reglas de Derechos & Privacidad

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

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

Student Right-to-Know

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

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

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

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

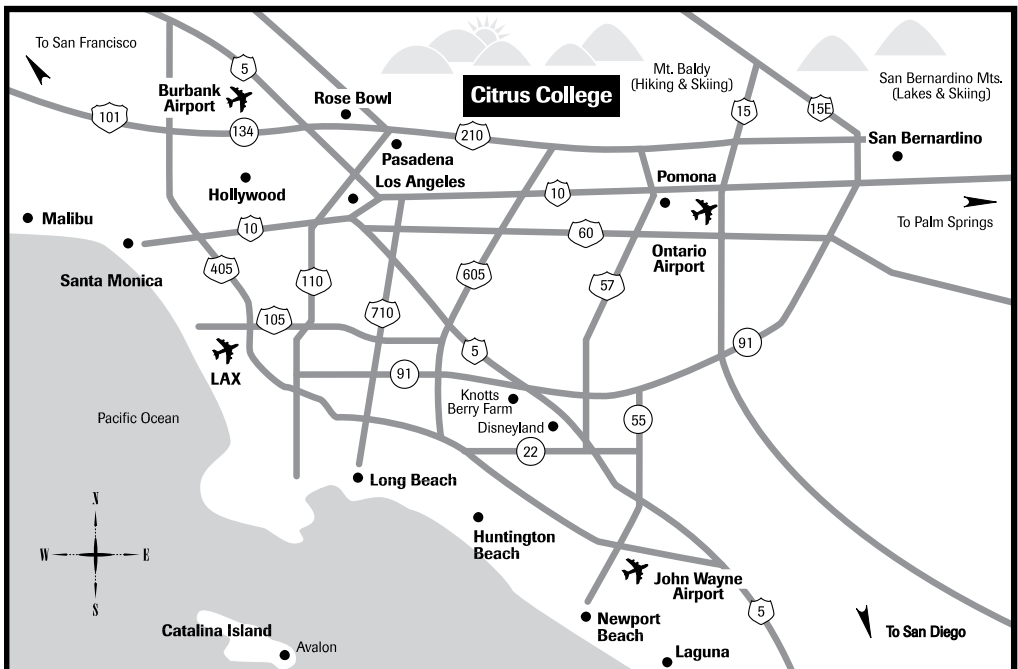
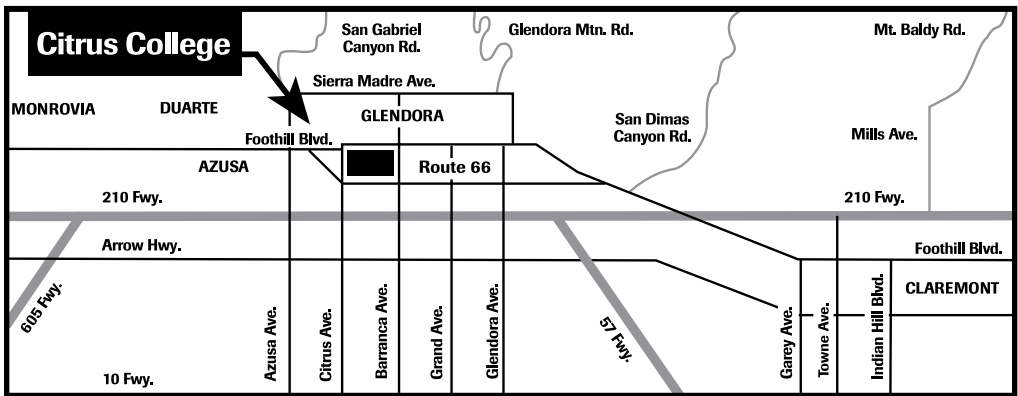
Access to the Citrus College Student Right-To-Know Rates and further information about the rates and how they should be interpreted is available through the "Student Right-To-Know Information Clearinghouse web site" maintained by the Chancellor's Office, California Community Colleges at <http://srtk.cccco.edu/index.asp>

Parking Regulations/Maps

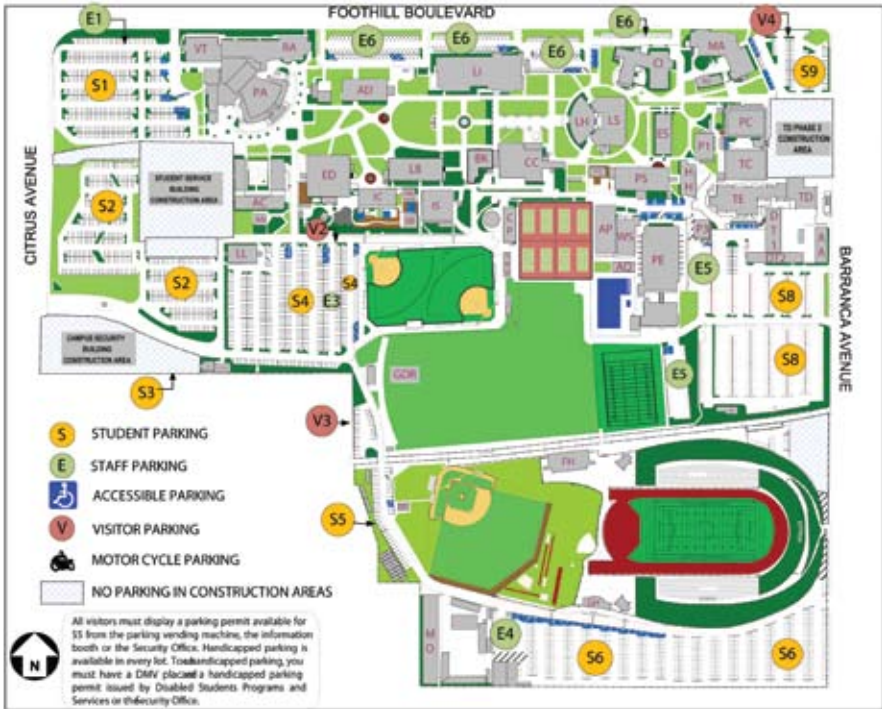
Parking permits are required on all vehicles that park on the Citrus College campus.

You may purchase:

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



Citrus College Campus Directory



Buildings

AA	Automotive Annex (formerly Tech F)
AC	Art Center
AD	administration
AN	Annex
AP	Adapted Physical Education Center
AQ	Aquatic Center
BK	Owl Bookshop
CC	Handy Campus Center
CL	Center for Innovation
CP	Central Plant
DT 1 & DT 2	Diesel Technology (formerly Tech G)
ED	Educational Development Center
ES	Earth Science
GDR	Golf Driving Range
HH	Hayden Hall
IC	Infant Center
IS	Information Services (Dan Angel Data Processing Center)
LB	Liberal Arts/Business
LH	Lecture Hall
LI	Hayden Library
LL	Lifelong Learning Center
LS	Life Science
MA	Mathematics/Sciences
MO	Maintenance/Operations
P1	Portable #1
P2	Portable #2
P3	Portable #3
PA	Haugh Performing Arts Center
PC	Professional Center
PE	Physical Education (formerly Main Gym)
PS	Vaniman Physical Science
RA	Recording Technology

RP	Reprographics (Printshop)
SB	South Bungalow
NB	North Bungalow
TA	Technology A
TC	Technology Center (formerly Tech C)
TE	Technical Building E
VT	Video Technology
WG	Women's Gym

Services

Admissions and Records	AD
Associated Students	CC
Athletics	PE
Audiovisual	LI
Auditorium	PA
Board Room	AD
Box Office	PA
Business Services	AD
Cafeteria	CC
CalWORKS	LL
Career/Transfer Center	ED
Cashier	AD
Clarion, Student Newspaper	TC
College Advancement	CL
Community Education	LI
Computer Center	IS
Cosmetology	TC
Counseling and Advisement Center	AD
Dental Assisting	PC
Disabled Students Center	ED
Distance Education	TA
Esthetician	CI
EOP&S	ED
External Relations	CI
Facilities Rental	AD
Faculty Lounge	CC
Financial Aid	ED
Fitness Center	AP
FLS Language Centres	ES

Food Service	CC
Foundation	CI
Health Center	HH
Health Sciences	PC
Information	AD
Instruction Office	AD
International Student Center	ED
Learning Center	ED
Little Theatre	PA
Noncredit Education	LL
Noncredit Matriculation	LL
Nursing	PC
Orfalea Family Children's Center	ED
Personnel	AD
President's Office	AD
Printing, Reprographics	RP
Public Information	CI
Receiving	VA
Receiving, Bookstore	BK
Security Office	CC
Student Affairs	CC
Student Employment Services	ED
Student Services Office	AD
Swimming Pool	AQ
Testing Center	ED
Transfer Center	ED
Vocational Education Office	P2

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



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(626) 852-8022
www.citruscollege.edu/ce

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