

# Continuing Education

FALL 2011 CLASS SCHEDULE



*Your Winning Play*

# Citrus College Continuing Education

## Fall 2011

### Welcome to Continuing Education

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

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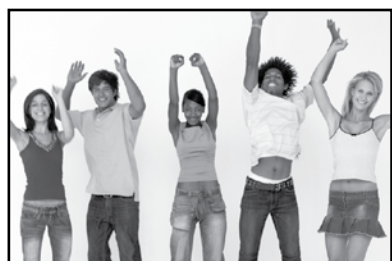


Become a fan

**Citrus College Continuing Education**

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

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

## Continuing Education Office

Located in the Lifelong Learning Center

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

Tel: 626-852-8022

Hours\*: Mon. & Wed., 8:00am - 6:00pm

Tue. & Thur., 8:00am - 9:00pm

Fri., 8:00am - 2:00pm

Sat., 8:30am - 1:00pm

\*hours subject to change

Jim Lancaster ..... Dean

Debbie Vanschoelandt..... Supervisor

Kathie Garcia .....Secretary

Linda Reed.....Clerk

Carol Christian.....Clerk

## Citrus College Mission Statement

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

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

## La Misión de Citrus College

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

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

## Citrus Community College District Board of Trustees

### **Dr. Patricia Rasmussen**

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Representative

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Representative

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Student Representative

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

Superintendent/President

## *Create A Class*

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

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

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

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

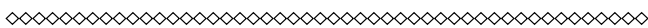
or submit on Web site  
[www.citruscollege.edu/ce](http://www.citruscollege.edu/ce).



# Online Registration

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

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



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

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

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

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

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

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

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

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

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

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

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

### **Step 3: Checkout**

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

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

# Fee-Based Classes

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

## Registering

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

## Who Teaches The Classes?

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

## Who Can Enroll?

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

## When Are Classes/Courses Offered?

**Fall Semester Begins August 27.** 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 Semester Holidays** - Classes will not meet on Sept. 3, Sept. 5, Nov. 11-12 and Nov. 24-26.

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

## Where Do Classes/Courses Meet?

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

## Want To Know More?

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

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



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

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

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

# Noncredit Courses

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

## Registering

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

## Who Teaches The Courses?

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

## Who May Attend?

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

# Fee-Based Classes

## *Five Easy Ways to Register*



### 1 Online

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



### 2 By Mail

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



### 3 By Phone

You can register by phone using your VISA, MasterCard or Discover card. Have the class information and your credit card ready, and call 626-852-8022.



### 4 By Fax

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



### 5 In Person

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

### Don't Miss Out

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

## *Getting a Refund*

### Full Refund

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

### Partial Refund

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

Please allow 4 - 6 weeks to receive your refund.

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

## *Want to Know More?*

Check out our Web site at [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce) regularly for more, new or added classes. Or visit us on Facebook at Citrus College Continuing Education.

# Registration Form for Adults

## Community Education/Fee-Based Classes Only

(please print)

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

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

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

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

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

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Name of Card Holder \_\_\_\_\_

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

## 5 Easy Ways to Register

### 1. ONLINE

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

### 2. BY MAIL

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

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

### 3. BY PHONE

Have your credit card and class information ready. Call **626.852.8022**.

### 4. BY FAX

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

### 5. IN PERSON

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



### Parental Consent Form

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

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

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

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

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

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

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

### Community Education/Fee-Based Youth Classes Only

(please print)

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

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

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

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

Email \_\_\_\_\_

### Please List Each Class You Wish to Enroll Your Youth In

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

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

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

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

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

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



## Online Career Training Programs

**Citrus College**

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

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

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

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

**Program Features:**

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

**Programs are available in the following areas:**

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

### Enroll Today!

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

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

**You can also reach us by calling**

**(626) 852-8022**

**ed2go | GES**

Learn  
from the  
comfort of  
home!

# > Instructor-Facilitated Online Learning

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

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

**Courses Start as Low as:**

**\$99**

**Enroll Now!**

**Give us a call**

**(626) 852-8022**

**or follow the easy steps below**

#### **How to Get Started:**

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

#### **Requirements:**

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

## **Citrus College**

### **Introduction to Microsoft Excel**

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

### **Creating Web Pages**

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

### **Accounting Fundamentals**

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

### **Speed Spanish**

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

### **A to Z Grantwriting**

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

### **Medical Terminology:**

#### **A Word Association Approach**

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

### **Introduction to QuickBooks**

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

### **Grammar Refresher**

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

### **Intermediate Microsoft Excel**

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

### **Real Estate Investing**

Build and protect your wealth by investing in real estate.

### **Introduction to Microsoft Access**

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

### **Introduction to Microsoft Word**

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

### **Project Management Fundamentals**

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

### **Computer Skills for the Workplace**

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

### **Introduction to Dreamweaver**

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

### **Introduction to PC Troubleshooting**

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

### **Introduction to PowerPoint**

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

### **Creating Web Pages II**

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

### **Discover Digital Photography**

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

### **GRE Preparation - Part 1**

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

**MORE COURSES AVAILABLE**  
AT OUR ONLINE INSTRUCTION CENTER.

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

# CAREER

## Be Your Own Boss

### Entrepreneur Boot Camp

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

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

Instructor: Conrad Brian Law, UGotClass  
 Fee: \$195, plus book

9105 Start Date: 9/6 End Date: 9/30  
 Last day to register: 9/9



### Cashing In On Your Ideas And Inventions

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

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

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

Instructor: Nancy Miller Fee: \$45\*

9101 Thursday 9/15 6:30-9:30pm LL  
 \*plus \$30 materials fee payable to instructor for the book, *How to Sell Your Inventions for Cash* (ISBN #1-891440-27-6).

### Become A Child Visitation Monitor

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

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

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

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

9240 Saturday 10/29, 11/5 9am-4pm AN 101  
 \*plus \$60 materials fee payable to instructor, includes two books and the certificate of completion

### Get Paid To Shop!

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

Instructor: Elaine Moran Fee: \$45\*

Author of *How to Become a Mystery Shopper*, nominated as one of the top three mystery shoppers in the country.  
 9107 Saturday 10/29 9am-12pm LL  
 \*plus \$20 materials fee payable to instructor

## Certificate Program In Medical Billing

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

Required Courses (complete all)

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

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



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



### Introduction To Medical Insurance Billing

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

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

Instructor: KGP Consulting, LLC      Fee: \$125\*  
 9112 Sat/Sun 11/19, 11/20 9am-4:30pm AN101  
 \*plus \$69 materials fee payable to instructor, cash or money order only

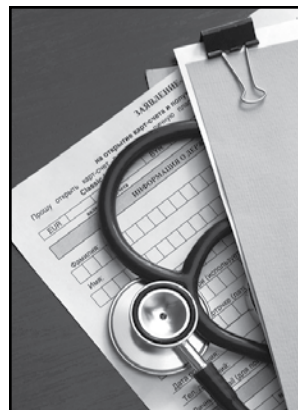
### Advanced Medical Insurance Billing

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

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

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

Instructor: KGP Consulting, LLC      Fee: \$85\*  
 9113 Saturday 12/3 8am-2:30pm AN101  
 \*plus \$39 materials fee payable to instructor, cash or money order only



## Start A Medical Billing Service

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

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

Instructor: KGP Consulting, LLC Fee: \$65\*  
9114 Saturday 12/3 3-5:30pm AN101  
\*plus \$29 materials fee payable to instructor, cash or money order only



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

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

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

Instructor: KGP Consulting, LLC Fee: \$25\*  
9116 Sunday 12/4 9-9:15am AN101  
\*plus \$89 materials fee payable to instructor, cash or money order only

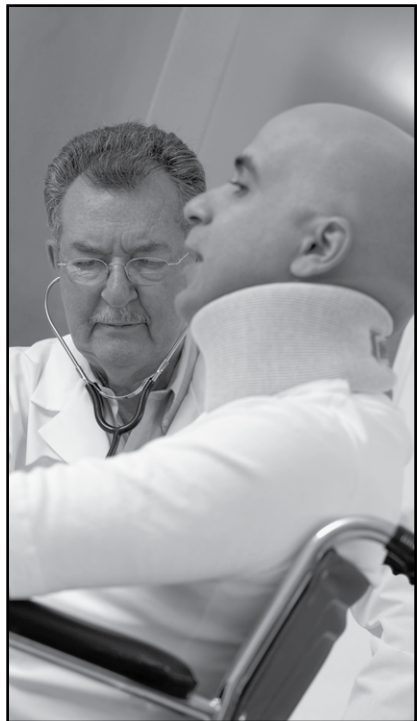
## Workers' Compensation & Personal Injury

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

Instructor: KGP Consulting, LLC Fee: \$85\*  
9115 Sunday 12/4 9:30am-4pm AN101  
\*plus \$39 materials fee payable to instructor, cash or money order only





## Discover a new direction

### Medical Front Office

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

receive a completion certificate upon completion of the course. Topics covered include:

- Basic Medical Benefit Terms and Plans
- Eligibility and Insurance Benefit Verification
- Appointment Scheduling (Manual and Computerized)
- Improving Telephone Skills
- Patient Arrival and Departure
- Handling Medical/Office Forms
- HIPAA/Patient Privacy, Confidentiality
- Medical Terminology (specific to the front office)



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

Instructor: KGP Consulting, LLC      Fee: \$105  
 9319 Tues/Wed 11/1, 11/2 6:30-9pm      LL  
 \*plus \$79 materials fee payable to instructor, cash or money order only

### Medical Transcription

This online program helps students develop the knowledge and skills of a medical transcriptionist. The majority of medical transcriptionists work from home, and this program is specifically focused on giving students the knowledge and practical skills necessary to obtain employment and national certification. Students focus on keyboarding, language and grammar, and medical terminology. The program also emphasizes practical experience that simulates the medical transcription workplace, and by graduation, students will have transcribed hundreds of authentic dictations, preparing for a quick and successful transition to the workplace. The program is designed to be completed in one year or less. Its online format is accessible 24/7 and allows students to learn and train at their own pace.

9308 Instructor: Career Step      Fee: \$1925\*  
 \*includes all necessary materials and software, personalized student support and job placement assistance



### Medical Transcription Editor

The Medical Transcription Editor online training program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. The demand for well-trained medical transcription editors is rapidly increasing, and this program makes them more marketable and flexible after graduation by giving them both skills. Students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. Students also receive real-world experience and job training by transcribing and editing hundreds of authentic physician dictations, preparing them for a quick and successful transition to the workplace. The program is designed to be completed in one year or less. Its online format is accessible 24/7 and allows students to learn and train at their own pace.

9309 Instructor: Career Step      Fee: \$2375\*  
 \*includes all necessary materials and software, personalized student support and job placement assistance



## Outpatient Medical Coding And Billing

This training program prepares students for a careers in outpatient medical coding and billing and is designed to help them gain the knowledge and skills required for national outpatient certification exams. Students focus on medical terminology, coding standards, and outpatient specific code sets. They will spend a large portion of the course gaining hands-on experience designed to help them easily transition to the workplace after graduation. The program's online format provides students 24/7 access, is self-paced and is designed to be completed in one year or less.

9310 Instructor: Career Step  
\*includes all necessary materials and books, personalized student support, and career guidance



## Medical Administrative Assistant

The Medical Administrative Assistant online training program helps students gain the specialized skills and business knowledge needed to successfully manage the day-to-day administration of a medical facility. Students learn how to effectively manage front desk reception, patient scheduling, insurance and billing, practice finances, and more. Upon graduation, students will be prepared to enter the workforce and pass the Certified Medical Administrative Assistant exam (CMAA) offered by the National Healthcareer Association. The program's online learning platform provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles.

9338 Instructor: Career Step  
\*includes all the necessary materials and software, personalized student support and career guidance



## Inpatient And Outpatient Medical Coding And Billing

This training program prepares students for both inpatient and outpatient medical coding and billing careers and gives them the knowledge and skills required to obtain national certification through AHIMA or AAPC. Students focus on medical terminology, coding standards, and specific inpatient and outpatient medical code sets. Students also get hands on experience and train with 3M™ Coding and Reimbursement System encoding software, used by many industry employers, preparing them for a quick transition to the workplace. The program's online format provides students 24/7 access, is self-paced, and is designed to be completed in one year or less.

9311 Instructor: Career Step  
\*includes all the necessary books and software, personalized student support and career guidance



## Pharmacy Technician

Students can be a part of a rapidly growing industry and train for a new career as a pharmacy technician.

The Pharmacy Technician online training program is designed to provide students both an academic and practical background necessary for national certification and to become a pharmacy technician. The program prepares students to work in both retail and institutional settings, and they gain the knowledge and skills necessary to obtain national certification through the Pharmacy Technician Certification Board (PTCB) immediately after graduation. The unique, online training platform allows students to learn at their own pace and is designed to be completed in 6 months or less.

9337 Instructor: Career Step  
\*includes a reference book, personalized student support and career guidance



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

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



## Special Event & Wedding Planning

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

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

Participants will take home tools and checklists.



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

9106    Monday    11/21                      6-9pm                      LL  
 \*plus \$25 materials fee payable to instructor

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



Quick and Easy! Why pay more? This exceptional course will prepare you to work as a bartender in all types of establishments, while also teaching you the business side of the beverage industry. This practical and effective method of instruction is sweeping the industry and updating old ways of thinking. Professional bartending requires so much more than knowing how to put ice in a glass and adding the proper ingredients. This class will prepare you to be a great salesperson, a customer service expert and an honest and valuable employee, skills that will help you succeed in the real world of bartending and throughout life. The lessons taught are extremely beneficial to managers, waitresses and novice bartenders.

Though liquor is not used in class, you will be taught in detail how to practice making cocktails on your own. Other topics included are glassware, tools, recipes, pouring the perfect shot using the “tail,” bar terms, wine and champagne service, martinis, high-volume sales techniques, laws, responsible beverage service, job interviews and resumes. Additionally, this course will teach you to start your own bartending service and alternative ways to make money in the beverage industry.

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

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

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

Instructor: Kellie Nicholson                      Fee: \$159\*

9239    Thursday    11/3 - 11/17                      6-10pm                      LL

\*plus \$40 materials fee payable to instructor

(90-page colored manual, flash cards, jigger, pour spout, plastic practice shaker, three certificates)

# CAREER

## Professional Development

### NEW! Creating Cell Phone Apps For Your Business (Non-Technical Course)

Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses. In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built, and also for technical users who want to understand how to quickly deploy smartphone applications.

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

7037 Start Date: 10/3 End Date: 10/28  
Last day to register: 10/7



### NEW! Designing Successful Webinars

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

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

7040 Start Date: 10/3 End Date: 10/28  
Last day to register: 10/7



### NEW! Google Analytics

If you are not reviewing your Web site statistics, then you are missing several key opportunities to profit from your Web site traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use Web site analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your Web site visitors. A must for anyone serious about leveraging more success from their Web site.

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

7036 Start Date: 10/3 End Date: 10/28  
Last day to register: 10/7



### NEW! Facebook For Business: Advanced Skills For Businesses And Organizations

Find out what goes on behind the scenes on Facebook pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform.

Instructor: Jennifer Selke, UGotClass Fee: \$245

7041 Start Date: 10/3 End Date: 10/28  
Last day to register: 10/7



## Coming in January!

### Fiber Optics Networking Classes!

Certified Fiber Optics Technician, Certified Fiber Optics Specialist in Testing & Maintenance and Certified Fiber Optics Specialist in Splicing

Please call the Continuing Education Office for details, (626) 852-8022.

# CAREER

## Professional Development

### NEW! YouTube For Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

Instructor: Jennifer Selke, UGotClass Fee: \$195  
7042 Start Date: 10/3 End Date: 10/28  
Last day to register: 10/7



### NEW! Recruiting And Retaining Gen X And Gen Y

Generation X balances work and friends and family. Generation Y, the largest generation in human history, has never known a time when there was not a World Wide Web. They each have very different work styles than the Baby Boomer generation. Get an understanding of both Gen X and Gen Y from an expert who programs and markets to Gen Y. Discover what motivates them at work, what incentives they respond to, and what messages they value. Then take home practical, how-to tips and techniques for recruiting and retaining Generation X and Gen Y workers.

Instructor: Heather Dimitt, UGotClass Fee: \$175  
7046 Start Date: 10/3 End Date: 10/28  
Last day to register: 10/7



### NEW! Successful Survey Techniques

Your customers hold the key to your organization's success. Getting to know your customers better means lower costs and better results, including higher retention, more customer satisfaction, more returning customers.

Surveys are one of the best ways to find out what your customers want and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys.

This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. We guarantee it (or your money back)!

Course includes a personal FREE critique of one of your surveys!

Instructor: William A. Graves, UGotClass Fee: \$395  
7044 Start Date: 10/3 End Date: 10/28  
Last day to register: 10/7



### Mentoring & Coaching In The Workplace

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

Instructor: Marie Johnson and Sherri Restauri Carson, UGotClass Fee: \$295  
7001 Start Date: 9/6 End Date: 10/28  
Last day to register: 9/9



### Green Workplace

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

Instructor: Pepper Smith and Kelly Gearhart, UGotClass Fee: \$195  
7002 Start Date: 9/6 End Date: 9/30  
Last day to register: 9/9





## Aim higher



### Extraordinary Customer Service

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

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

7005 Start Date: 9/6      End Date: 9/30  
Last day to register: 9/9



### Practical Math For The Workplace

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

Instructor: Constance Yates, UGotClass      Fee: \$145

7007 Start Date: 9/6      End Date: 9/30  
Last day to register: 9/9



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

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

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

You will need to bring the following:

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

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

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

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

### Renew Your Notary Commission

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

Instructor: Notary Public Seminars, Inc.      Fee: \$55\*  
9103 Saturday 10/8      12:45-6:00pm      AN 101  
\*plus \$30 materials fee payable to instructor



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

# CAREER

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

### eMarketing Essentials

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



Improving E-mail Promotions

Instructor: Dan Belhassen, UGotClass Fee: \$195

7013 Start Date: 9/6 End Date: 9/30

Last day to register: 9/9

Boosting Your Web site Traffic

Instructor: Dan Belhassen, UGotClass Fee: \$195

7014 Start Date: 10/3 End Date: 10/28

Last day to register: 10/7

Online Advertising

Instructor: Dan Belhassen, UGotClass Fee: \$195

7015 Start Date: 11/7 End Date: 12/2

Last day to register: 11/11

### Business Research

7029 Certificate Fee: \$495

(these courses are not offered individually)



Introduction to Business Research

Instructor: Cathy Boys, UGotClass

Start Date: 9/6 End Date: 9/30

Last day to register: 9/9

Business Statistics

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 10/3 End Date: 10/28

Last day to register: 10/7

Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 11/7 End Date: 12/2

Last day to register: 11/11

### Supervisory & Leadership

Instructor: Sally Klaus, UGotClass

7028 Certificate Fee: \$395

Start Date: 9/6 End Date: 10/28

Last day to register: 9/9



### Green Buildings & Preparing for LEED Green Associate

Instructor: Michelle Halle-Stern

7022 Certificate Fee: \$695

Start Date: 9/6 End Date: 10/28

Last day to register: 9/9



### Social Media For Business

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



Introduction to Social Media

Instructor: Jennifer Selke, UGotClass Fee: \$195

7009 Start Date: 9/6 End Date: 9/30

Last day to register: 9/9

Marketing with Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 10/3 End Date: 10/28

Last day to register: 10/7

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 11/7 End Date: 12/2

Last day to register: 11/11

### Online Teaching

7024 Certificate (completion of all classes below) Fee: \$795

includes exam, online course critique,  
and peer evaluation of online course



Advanced Teaching Online

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

7025 Start Date: 10/17 End Date: 10/21

Last day to register: 10/13

Designing Online Instruction

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

7026 Start Date: 10/31 End Date: 11/4

Last day to register: 10/27

Building Online Learning Communities

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

7027 Start Date: 11/28 End Date: 12/2

Last day to register: 11/24

### NEW! Students With Aspergers

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

Instructor: Julie Coates, UGotClass Fee: \$245  
 7043 Start Date: 10/3 End Date: 10/28  
 Last day to register: 10/7



### Gender In The Classroom

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

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

Instructor: Julie Coates and Williams A. Draves, UGotClass Fee: \$245  
 7030 Start Date: 10/3 End Date: 10/28  
 Last day to register: 10/7



### Generational Learning Styles For K-12 Teachers

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

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

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

Instructor: Kassia Dellabough, UGotClass Fee: \$245  
 7031 Start Date: 11/7 End Date: 12/2  
 Last day to register: 11/11



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

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

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

Instructor: William A. Draves, UGotClass Fee: \$245  
 7032 Start Date: 10/3 End Date: 10/28  
 Last day to register: 10/7



### Social Media For K-12 Teachers

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

Instructor: Heather Dimitt, UGotClass Fee: \$245  
 7033 Start Date: 11/7 End Date: 12/2  
 Last day to register: 11/11



# CAREER

## Test Preparation

### RDA Practical Exam Review Seminar

Get prepared for taking the California RDA Practical Exam!

This one-day review seminar will provide:

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

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



|             |   |                   |
|-------------|---|-------------------|
| Instructor: | Dora Arredondo, Faculty, Citrus College | Fee: \$175*       |
| 9242        | Sunday 8/14                             | 8:30am-5pm PC 223 |
| 9350        | Sunday 10/30                            | 8:30am-5pm PC 223 |

\*plus \$25 materials fee payable to instructor



### RDA Written Exam Review Seminar

Get prepared for taking the California RDA Written Exam!

This two-day seminar will include:

- A comprehensive review of information related to dental subject matter and procedures as outlined in the California Dental Practice Act. This course will help the student refresh their knowledge of the information and to prepare for taking the RDA Written Exam. Examples of subjects reviewed: California Dental Practice Act, orthodontics, endodontics, periodontics, medical emergencies, general restorative procedures, plus much more.
- Helpful test taking strategies.
- Instruction in the use of a computerized practice examination. Course participants will have access to the practice examination from home via a web site. This feature is very beneficial to persons who require extra practice on the computer.
- A course manual, which includes practice tests.

Any questions regarding the RDA Written Exam Review Seminar, please contact the Dental Assisting Office, (626) 914-8727.

|             |                         |                      |
|-------------|-------------------------|----------------------|
| Instructor: | Dora Arredondo          | Fee: \$225*          |
|             | Faculty, Citrus College |                      |
| 9278        | Sat/Sun 9/10, 9/11      | 8:30am-4:30pm PC 223 |



Additional online Test Preparation classes — GMAT, GRE, GED, SAT/ACT, LSAT, PRAXIS ... and more.  
Go to <http://citruscollege.augusoft.net/>. Click on courses, under ON THE NET and look under TEST PREP.

# PERSONAL ENRICHMENT

## Fitness

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

### Reminder

**You must pre-register for fitness classes.** It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. **Classes may be cancelled up to three days before the class start date if the minimum enrollment is not met.** Please see page 4, Fee-Based Classes “Registering” for details. **Holiday closure: September 3 and November 24.**



### Men’s Basketball

Enjoy playing basketball but can’t find a place to play? Join us for a fun-filled game of hoops! Must be able to play and understand the game, no instruction will be provided. The course is designed as an exercise class and does not involve competitive play. Class is open to men, ages 25 and up.

|      |             |              |             |            |
|------|-------------|--------------|-------------|------------|
|      | Instructor: | Art Briones  |             | Fee: \$25* |
| 9307 | Sunday      | 8/28 - 12/11 | 6:30-8:30am | Main Gym   |

\* No refunds will be issued after classes begin.

### Water Aerobics

Improve strength, endurance and cardiovascular fitness in this low-impact aerobic class held at the Citrus College Aquatics Center.

|      |             |               |       |            |
|------|-------------|---------------|-------|------------|
|      | Instructor: | Rachael Clark |       | Fee: \$29* |
| 9269 | Monday      | 8/29-10/17    | 5-6pm | Pool       |
|      |             |               |       | Fee: \$25* |
| 9271 | Wednesday   | 8/31-10/19    | 5-6pm | Pool       |

No class: 9/28, 10/5  
\* No refunds will be issued after classes begin.

### Lap Swimming

Call Continuing Education Office for information at (626) 852-8022.

### Cardio-Circuit Training

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

|      |            |                                   |
|------|------------|-----------------------------------|
| 9231 | Fee: \$29* | First 8 weeks: 8/29 - 10/20       |
| 9232 | Fee: \$24* | Forever Young 55+ (same as above) |
| 9280 | Fee: \$29* | Second 8 weeks: 10/24 - 12/15     |
| 9281 | Fee: \$24* | Forever Young 55+ (same as above) |

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

\* No refunds will be issued after classes begin.





# PERSONAL ENRICHMENT

## Fitness

### NEW! Body Conditioning

This class combines low-impact aerobics and weight training. The emphasis is on toning and burning calories.

|      |             |             |       |            |
|------|-------------|-------------|-------|------------|
|      | Instructor: | Lynda Razo  |       | Fee: \$33* |
| 9351 | Thursday    | 9/1-10/20   | 6-7pm | AP 110     |
| 9352 | Thursday    | 10/27-12/15 | 6-7pm | AP 110     |

\* No refunds will be issued after classes begin.

### Pilates

A method of exercise that strengthens muscles, increases flexibility and improves health with a focus on integrating the breath into every movement. Alignment and correct posture, precision, and relaxation are just some of the key Pilates principles that students will develop. Open to all fitness levels.

|      |             |              |             |            |
|------|-------------|--------------|-------------|------------|
|      | Instructor: | Irene George |             | Fee: \$33* |
| 9234 | Tuesday     | 8/30-10/18   | 5:30-6:30pm | AP 110     |
| 9282 | Tuesday     | 10/25-12/13  | 5:30-6:30pm | AP 110     |

\* No refunds will be issued after classes begin.

### Zumba

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

|      |             |               |       |             |
|------|-------------|---------------|-------|-------------|
|      | Instructor: | Rachael Clark |       |             |
| 9316 | Monday      | 8/29-10/17    | 6-7pm | AP 110 \$29 |
| 9317 | Monday      | 10/24-12/12   | 6-7pm | AP 110 \$33 |
| 9332 | Wednesday   | 8/31-10/19    | 6-7pm | AP 110 \$33 |
| 9333 | Wednesday   | 10/26-12/14   | 6-7pm | AP 110 \$33 |
| 9353 | Saturday    | 9/10-10/22    | 8-9am | AP 110 \$29 |
| 9368 | Saturday    | 10/29-12/17   | 8-9am | AP 110 \$25 |

\* No refunds will be issued after classes begin.



### Yoga Conditioning

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

|      |             |              |             |            |
|------|-------------|--------------|-------------|------------|
|      | Instructor: | Irene George |             |            |
| 9258 | Thursday    | 9/1-10/20    | 6:30-7:30am | AP 110     |
|      |             |              |             | Fee: \$33* |
| 9306 | Thursday    | 10/27-12/15  | 6:30-7:30am | AP 110     |
|      |             |              |             | Fee: \$29* |

\* No refunds will be issued after classes begin.

### Yoga Basics

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

|      |             |             |       |            |
|------|-------------|-------------|-------|------------|
|      | Instructor: | Lynda Razo  |       | Fee: \$33* |
| 9235 | Thursday    | 9/1-10/20   | 5-6pm | AP 110     |
| 9283 | Thursday    | 10/27-12/15 | 5-6pm | AP 110     |

\* No refunds will be issued after classes begin.

### Multi-Level Yoga

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

|      |             |              |        |            |
|------|-------------|--------------|--------|------------|
|      | Instructor: | Linda Wright |        | Fee: \$33* |
| 9285 | Wednesday   | 8/31-10/19   | 5-6pm  | AP 110     |
| 9287 | Wednesday   | 10/26-12/14  | 5-6pm  | AP 110     |
| 9238 | Saturday    | 9/10-10/22   | 9-10am | AP 110     |
|      |             |              |        | Fee: \$29* |
| 9286 | Saturday    | 10/29-12/17  | 9-10am | AP 110     |
|      |             |              |        | Fee: \$25* |

\* No refunds will be issued after classes begin.

### Low Impact – Cardio Conditioning

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

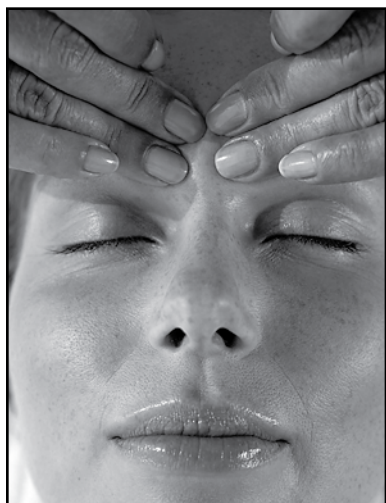
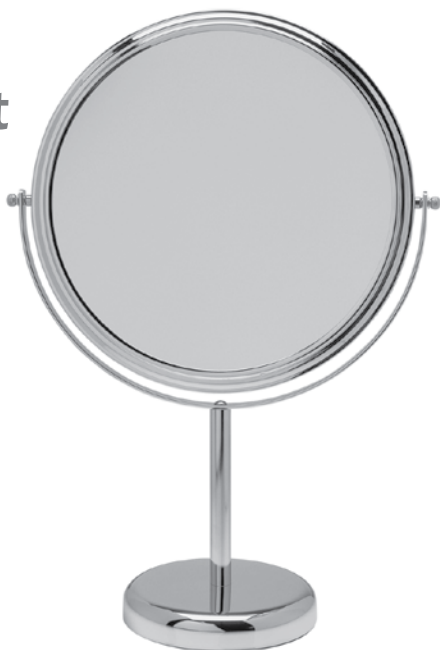
|      |             |               |       |            |
|------|-------------|---------------|-------|------------|
|      | Instructor: | Bonnie Murphy |       |            |
| 9233 | Monday      | 8/29-10/17    | 5-6pm | AP 110     |
|      |             |               |       | Fee: \$29* |
| 9284 | Monday      | 10/24-12/12   | 5-6pm | AP 110     |
|      |             |               |       | Fee: \$33* |

\* No refunds will be issued after classes begin.

# PERSONAL ENRICHMENT

Health & Self

Like what you see



## Acupressure Facial

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

Instructor: Pam Francis, L.Ac., C.MT      Fee: \$39\*  
 9149 Saturday 9/10 9am-12pm LL  
 \*plus \$2 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. Please bring a mat and large towel to class.

Instructor: Pam Francis, L.Ac., C.MT      Fee: \$39\*  
 9152 Saturday 11/19 9am-12pm LL  
 \*plus \$2 materials fee payable to instructor

## Acupressure For Everyday Stress

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

Instructor: Pam Francis, L.Ac., C.MT      Fee: \$39\*  
 9150 Saturday 10/8 9am-12pm LL  
 \*plus \$4 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Health & Self



### Makeup 101

Makeup 101 is for people who want to learn the basic steps to becoming your own makeup artist. This class will educate you in makeup application and foundation selection, including a basic understanding of face shapes, bone structures, hues and what eye shadows to use. The class will cover day and evening looks, plus natural, bold and trendy runway looks. You will learn how to correct and reshape brows, as well as how to apply eye lashes. You will learn blending techniques, shading and contouring to create the most glamorous looks. Step by step application provides the ultimate supervision from the instructor.

**Instructor:** Michelle Jackson **Fee:** \$59\*  
 One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.

9348 Saturday 9/24 1-3:30pm LL  
 9354 Saturday 11/5 1-3:30pm LL

\*plus \$30 materials fee payable to instructor

### Adult Makeup And Skincare

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

**Instructor:** Michelle Jackson **Fee:** \$59\*  
 One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.

9322 Saturday 9/24 9am-12pm LL  
 9323 Saturday 11/5 9am-12pm LL

\*plus \$30 materials fee payable to instructor



### Unclutter Your Mind

Did you know that the average person thinks over 12,000 thoughts per day? That our minds never sleep, functioning even when the body is at rest? And that most of our thoughts bombard us with fear, frustration, anger and self-judgment? The good news is we can change the way we think. Gandhi put it perfectly when he said we should not mistake what is habitual for what is normal. We are not born with unhealthy habits or thoughts. Since we learned them, we can unlearn them. And helps others do the same. During this workshop, you'll learn how to:

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

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

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

9155 Tuesday 9/20 6:30-9:30pm LL

\*plus \$10 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Health & Self

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

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

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

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

Instructor: Nancy Miller                      Fee: \$45\*  
9261 Thursday 9/8                      6:30-9:30pm                      LL

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



### 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 12/3                      9am-12pm                      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 a handicap. It undermines confidence, reduces your chances for career advancement and puts an unnecessary strain on your body. If you're addicted to sweets, compulsive eating, bingeing, eating between meals or before bedtime, then this seminar may be what you're looking for. This is the most relaxing, effortless and safe way to lose weight-no diets, no calories to count, no struggle. Through the power of your subconscious mind, you'll gain control over your eating habits and cravings. Be slim and fit for life with self-hypnosis-easy, safe, effective – the natural way.

Instructor: Jethro Carter, C.C.Ht.                      Fee: \$45\*  
9157 Saturday 11/5                      9am-12pm                      LL

\*plus \$15 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Computers & Technology



### NEW! Introduction To Social Networking

What is social networking anyway and why does it matter? Social networking is the latest craze!!! Come learn about how sites such as Facebook, LinkedIn, and Twitter really work! You'll learn how to navigate the technical waters with these systems, how to maximize them for your needs, and keep your privacy at the same time. You'll learn how to:

- create an account and connect to your friends
- use social networking tools to learn new things
- not "over share" your personal information and maintain your privacy

|      |             |              |       |           |
|------|-------------|--------------|-------|-----------|
|      | Instructor: | Pixie Boyden |       | Fee: \$29 |
| 9355 | Saturday    | 10/29        | 2-4pm | LL        |
| 9356 | Saturday    | 12/10        | 2-4pm | LL        |

### NEW! Cyber Security

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on cyber security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

|      |                            |                      |           |            |
|------|----------------------------|----------------------|-----------|------------|
|      | Instructor:                | Ken Pfeil, UGotClass |           | Fee: \$245 |
| 7038 | Start Date:                | 10/3                 | End Date: | 10/28      |
|      | Last day to register: 10/7 |                      |           |            |



### NEW! Twitter

Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.

|      |                            |                         |           |            |
|------|----------------------------|-------------------------|-----------|------------|
|      | Instructor:                | Suzanne Kart, UGotClass |           | Fee: \$195 |
| 7039 | Start Date:                | 10/3                    | End Date: | 10/28      |
|      | Last day to register: 10/7 |                         |           |            |



### NEW! Technology Update

Join an internationally known technology reporter for a one-week online chat on the latest technology. Here's your chance to ask your questions about where technology is going, what's hot and the latest big thing.

Your presenter will choose his 3 picks for the latest, next important technology. Listen to some of your presenter's latest broadcasts on them. Then engage him and other participants in a week-long online conversation and ask your questions.

Participate anytime, day or night, all week long. Don't miss this unique one-time opportunity.

|      |                             |                            |           |           |
|------|-----------------------------|----------------------------|-----------|-----------|
|      | Instructor:                 | Gareth Mitchell, UGotClass |           | Fee: \$45 |
| 7045 | Start Date:                 | 10/17                      | End Date: | 10/21     |
|      | Last day to register: 10/17 |                            |           |           |



# PERSONAL ENRICHMENT

## Computers & Technology

### Microsoft Word 2007 & 2010

What's new in Word? In this hands-on computer lab workshop, you'll learn where the NEW features of Microsoft Word 2007 and 2010 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. You'll also learn how to name and save files in several formats, preview, print and save. The class includes lecture, hands-on lab time and useful tips and tricks for the savvy Word user. The student should be familiar with the Windows operating system and the use of a mouse.



Instructor: Tom Gerfen      Fee: \$105  
 9117    Wednesday    9/14 - 10/5      6-9pm      IS 110

### E-Publishing For iPad And Kindle

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

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

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

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

Instructor: Mike Rounds      Fee: \$45\*  
 9335    Thursday    9/15      6:30-9:30pm      LL

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



### Social Networking For The Entrepreneur

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

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

Instructor: Pixie Boyden      Fee: \$110  
 9299    Tue/Thur    9/27, 9/29      6-9pm      LL  
 9300    Tue/Thur    10/25, 10/27      6-9pm      LL



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

# PERSONAL ENRICHMENT

## Computers & Technology

### Photo Magic Using Adobe Photoshop CS4

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

Instructor: Bill Napoli      Fee: \$125\*  
9121 Saturday 10/29, 11/5      9am-4pm      LL 103  
\*plus \$45 materials fee payable to instructor

### Microsoft Excel 2007 & 2010

What's new in Excel? In this hands-on computer lab workshop, you'll learn where the NEW features of Microsoft Excel 2007 and 2010 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 will review calculations with functions, creating tables and the use of table lookups, sorting and filtering data. You'll also learn how to name and save worksheets in several formats, preview, print and save. You'll have the opportunity to apply Excel concepts in the planning and creation of spreadsheets, graphs, charts and presentations. The class includes lecture, hands-on lab time and useful tips and tricks for the savvy Excel user. The new Excel 2010 application will be previewed. The students should be familiar with Windows operating system and the use of a mouse.

Instructor: Tom Gerfen      Fee: \$105  
9117 Wednesday 11/16 - 12/7      6-9pm      IS 110

### 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 11/19      9am-4pm      LL 103  
\*plus \$40 materials fee payable to instructor



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

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

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

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

Instructor: Mike Rounds      Fee: \$45\*  
9127 Thursday 9/8      6:30-9:30pm      LL  
\*plus \$30 materials fee payable to instructor for the book, *Fishin' With A Net* (ISBN #978-1-891440-55-7).

# PERSONAL ENRICHMENT

## Hobbies & Interests

### NEW! Fun With Flowers

Everyday fresh floral designs will be the focus of these information classes. Eight individual classes will feature a variety of design techniques. Discover your hidden talent! Take one class or all eight! Students are required to bring the following to class: small florist's knife, scissors, wire cutters and pruning shears. You will take home an arrangement valued between \$75 and \$150. No pre-requisite or previous floral experience required.

**PLEASE NOTE: Registration and material fees must be paid no later than two days before class to ensure participation.**

Instructor: Raymond Tucker Fee: \$35\* per class

\*plus \$25 materials fee (per class) payable to instructor and due at the time of registration

Class #1 Create a beautiful table design featuring one of autumn's favorite flowers. In addition, explore contemporary design techniques, flower care and handling. This design will be perfect for your home or office décor.

9357 Tuesday 9/6 6-9pm LL 113

Class #2 Style a unique faux autumn topiary design of fresh cut flowers and accessories. Topiary design and techniques will be highlighted.

9358 Tuesday 9/20 6-9pm LL 113

Class #3 An autumn fresh flower novelty design will be the focus of this class. Balloons and other creative elements combine to make a fun design.

9359 Tuesday 10/4 6-9pm LL 113

Class #4 A fall basket of fruit and flowers is a great gift. Learn how to style a creative assortment of fresh flowers and tasty fruit into a design perfect for an Autumn picnic or gift. Shrink-wrapping techniques and gift basket styles will be explored.

9360 Tuesday 10/18 6-9pm LL 113

Class #5 Create a Halloween arrangement utilizing flowers and accessories with a ghoulish flair. The focus of this workshop will be Halloween party florals. Learn how to theme and execute a colorful design perfect for your Halloween table.

9361 Tuesday 10/25 6-9pm LL 113

### NEW! Art Of Photography

Unlock the creative world of digital photography! In this class, you'll learn about studio lighting, exposure control, special effects and what it takes to make a good photograph. Optional: location shooting at various sights. NO experience needed.

Instructor: Darrell Carr Fee: \$105  
Citrus College Faculty

9366 Friday 9/2, 9/16, 9/30, 10/14 6-9pm TC 114

9367 Friday 11/4, 11/18, 12/2, 12/16 6-9pm TC 114

Class #6 An autumn vase arrangement will be styled with contemporary flair in this fun session. Discover a variety of vase arranging techniques and styles. Vase arrangements are in! Learn how to design them for fun and profit!

9362 Tuesday 11/8 6-9pm LL 113

Class #7 Thanksgiving centerpiece design. Create a unique table arrangement that will help you celebrate with style. Candles, ribbons, and autumn accents will add interest to this elegant creation

9363 Tuesday 11/22 6-9pm LL 113

Class #8 Evergreens, shimmering ribbons, candles and other holiday accessories will combine to create a beautiful winter holiday centerpiece perfect for your home or gift giving.

9364 Tuesday 12/6 6-9pm LL 113

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

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

Instructor: Tom Bender Fee: \$79  
9153 Saturday 11/5 8am-4:30pm TE 114  
Automotive Annex



# PERSONAL ENRICHMENT

## Foreign Languages

### Beginning Spanish I – Conversation And Grammar

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

Instructor: Juliann Ingersoll Fee: \$165\*  
9303 Thursday 9/1-10/6 6:30-8:30pm LL  
\*plus required textbook – title and author to be announced on the first day of class, approximately \$10-12.

### NEW! Beginning Spanish II – Conversation And Grammar

Beginning Spanish II is a continuation from the beginning conversational course for students who wish to understand, speak and read basic Spanish. The course will continue in the use of basic phrases, greetings, and parts of speech (nouns and how they are used in the Spanish language) learned in Beginning Spanish I. Beginning Spanish II will delve further into simple verb conjugations and more complete sentence structure, with a focus on proper pronunciation through conversational practice.

Instructor: Juliann Ingersoll Fee: \$165\*  
9365 Thursday 10/13-11/17 6:30-8:30pm LL  
\*plus required textbook – title and author to be announced on the first day of class, approximately \$10-12.



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



## YOUTH

### Teens

### Teen Makeup And Skin Care

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

Instructor: Michelle Jackson Fee: \$59\*  
One of Hollywood's leading celebrity makeup artists for television, motion pictures and Vogue magazine.  
9165 Saturday 10/8 10am-1pm LL  
\*plus \$30 materials fee payable to instructor



Fight  
for  
good  
skin



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

# FINANCE

## Real Estate

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

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

- foreclosures, REO, and short sales
- credit score and what it means
- FHA vs. Conventional mortgages
- loan qualifying guidelines
- how much money do you need?

Participants will leave with the confidence needed to shop for a home immediately.

Instructor: Sandra Tupurins Fee: \$45

(bring a spouse or guest for free)

Licensed by the Department of Real Estate (Lic. # 01196713)

9255 Saturday 10/15 9:30am-1pm LL



Bank  
on  
your  
future

# FINANCE

## Retirement



### Retirement Planning Today

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

Instructor: Edward Yoon Fee: \$59

Registered representative and registered investment advisor affiliated with

First Allied Securities, Inc., member FINRA/SIPC.

9146 Tuesday 10/4, 10/11 6:30-9:30pm LL  
9147 Saturday 10/8, 10/15 9am-12pm LL

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



## Trains And Canyons Of The Southwest

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

Departure Date: October 7, 2011

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

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

## Europe's Christmas Market

Nine day escorted tour of Oberammergau, Innsbruck, Munich, Bavarian Castles, Black Forest, Strasbourg, Bern and Lucerne. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 12 meals.

Departure Date: December 9, 2011

Cost: \$2,799 single; \$2,649 double; \$2,619 triple

Payment terms: \$250 deposit, final payment date is 10/10/11

## South Pacific Wonders

*(with optional 3-night Fiji post tour extension)*

Fifteen day escorted tour of Cairns, Great Barrier Reef, Sydney, Christchurch, Mount Cook National Park, Queenstown and Milford Sound. Includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 20 meals.

Departure Date: January 30, 2012

Cost: \$6,029 single; \$4,829 double; \$4,799 triple

Payment terms: \$250 deposit, final payment date is 12/1/11

## London And 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: April 26, 2012

Cost: \$3,799 single; \$3,419 double; \$3,249 triple

Payment terms: \$250 deposit, final payment date is 2/26/12



## Get ready for adventure



# NONCREDIT *Counseling*

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

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

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



## ATTENTION BUSINESS MANAGERS

### Customized Training Available

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

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



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

# NONCREDIT

## English as a Second Language

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

**Students will be required to purchase a textbook for each class.**

### Registration

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

Registration and assessment are ongoing throughout the semester.

### ESL: Beginning

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

Instructor: Clay Johnson  
M W 8/29 - 12/14 9am-12:10pm LL101



### 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: Andrew Mercado  
Tu Th 8/30 - 12/15 6-9:10pm LL101  
Instructor: Staff  
Tu Th 8/30 - 12/15 9am-12:10pm LL101

### ESL: Advanced

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

Instructor: Staff  
Tu 8/30 - 12/13 6-9:10pm LL102

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

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

Do you need supplemental instruction to your credit courses?

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

The “R<sup>3</sup>” lab offers an individualized study plan to help you improve your skills in reading, writing or math. Computer-assisted studies allow you to start at your own level—beginning, intermediate or advanced—and proceed at your own pace. A faculty member will provide guidance throughout the program to help meet your needs. Open-entry/open-exit provides you with the flexibility to work around your class schedule, job and family.

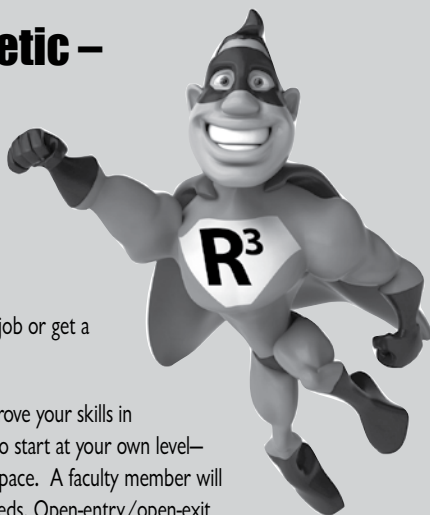
Monday – Thursday 9:00am-11:00am and 1:30pm-3:30pm\*

Tuesday & Thursday 6:30pm-8:30pm\*

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

### Registration

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



### NC 632 – Air Conditioning I

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

Instructor: Staff  
Tu 8/30 - 12/13 6-9:10pm TE102



### NC 634 – Air Conditioning II

*Strongly recommended: NC 632*

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

Instructor: Staff  
W 8/31 - 12/14 6-9:10pm TE102



### NC 636 – Heating - Electrical And Gas

*Strongly recommended: NC 632 or industry experience*

This course includes absorption systems, heating and humidifying, also heat load and heat pump systems, systems controls, boilers, and instruments.

Instructor: Staff  
Th 9/1 - 12/15 6-9:10pm TE102



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

# Disclosures & Disclaimers/ Divulgaciones y Denegaciones

## Schedule Changes

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

## Cambios en el Horario de Clase

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

## Open Enrollment Policy

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 acceso 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, irrazonables, ilegales, falsas o malintencionadas por parte de cualquier empleado de Citrus College. Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del edificio de Administración, 626-914-8534.

## Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702

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

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

All employees are required to comply with this policy as a condition of their employment and

continued employment.

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

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

## Programa Libre de Drogas y de Prevención del Consumo de Drogas

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

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

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

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción legal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito.

Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

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

## Sexual Harassment and Sexual Violence Information (AB 1088)

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

### Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

### Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

1. Contact Campus Safety 24 hours a day, 7 days a week at (626) 914-8611, extension 8611 when calling from a college phone, or by dialing \*11 on any of the campus pay

phones and/or the Student Health Center at (626) 914-8671 during normal business hours, located in the Student Services Building.

- Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:
  - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: (909) 626-HELP (4357) or (626) 966-4155
  - House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: (909) 988-5559
  - National Sexual Assault Hotline: (800) 656-HOPE (4673)
  - National Domestic Violence Hotline: (800) 799-7233
- If the perpetrator is a student at Citrus College, you may choose to contact the Vice President of Student Services at (626) 914-8532 to file an administrative complaint.

## Hostigamiento Sexual e Información sobre Violencia Sexual

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

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

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

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

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

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

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

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

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

- Comunicarse con Seguridad del Campus, 24 horas al día, 7 días de la semana el teléfono (626) 914-8611, extensión 8611 si llama de un teléfono del campus o marque el \*11 de cualquiera de los teléfonos de paga que se encuentran en el campus del colegio, o llame al Centro de Salud para Estudiantes al (626) 914-8671 durante horas de trabajo, éste está ubicado en el edificio Hayden Hall.
- Vaya directamente a un hospital o sala de emergencia para recibir atención médica. Por favor tenga en mente, que existen una gran cantidad de servicios comunitarios para ayudarlo en caso de que tenga una crisis. Estos incluyen pero no están limitados a:
  - Project SISTER Sexual Assault Crisis & Prevention Services/Servicios de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citatorios en la corte. La línea telefónica de 24 horas es: (909) 626-HELP (4357) o (626) 966-4155
  - House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospeda de transición, ayuda legal y grupos de apoyo y de consejería. La línea telefónica de 24 horas es: (909) 988-5559
  - National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques Sexuales: (800) 656-HOPE (4673)
  - National Domestic Violence Hotline/Línea Nacional de Violencia Doméstica: (800) 799-7233
- Si el atacante es una estudiante en Citrus College, puede elegir comunicarse con el Vicepresidente de Servicios Estudiantiles al (626) 914-8532 o presentar una queja administrativa.

## Rights & Privacy Policy

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

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

## Reglas de Derechos & Privacidad

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

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

## Student Right-to-Know

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

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

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

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

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

## Derecho de los Estudiantes a la Información

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

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

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

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

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

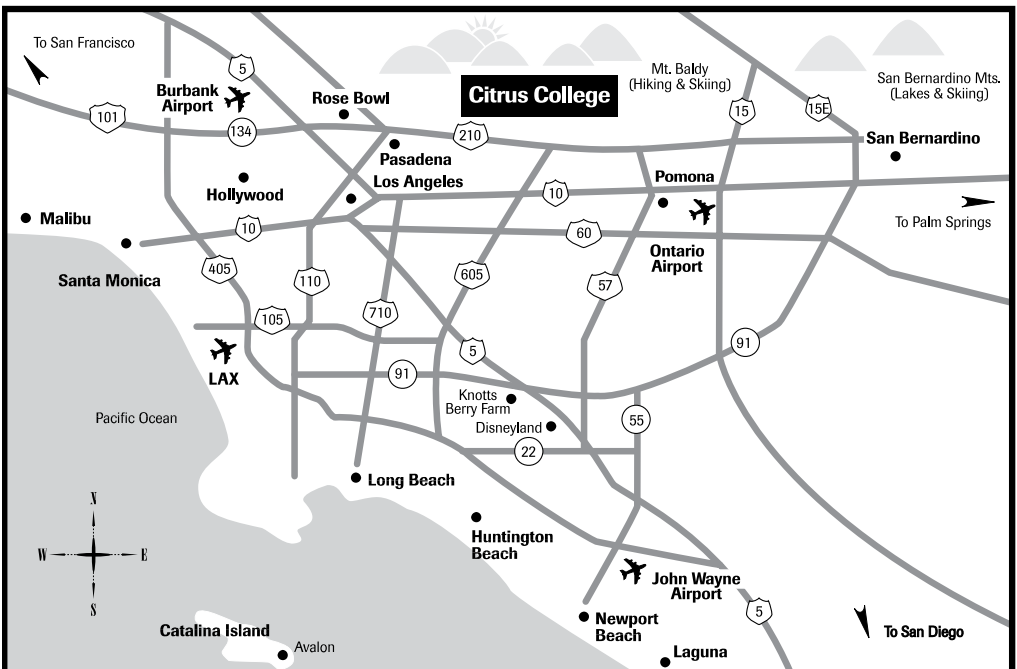
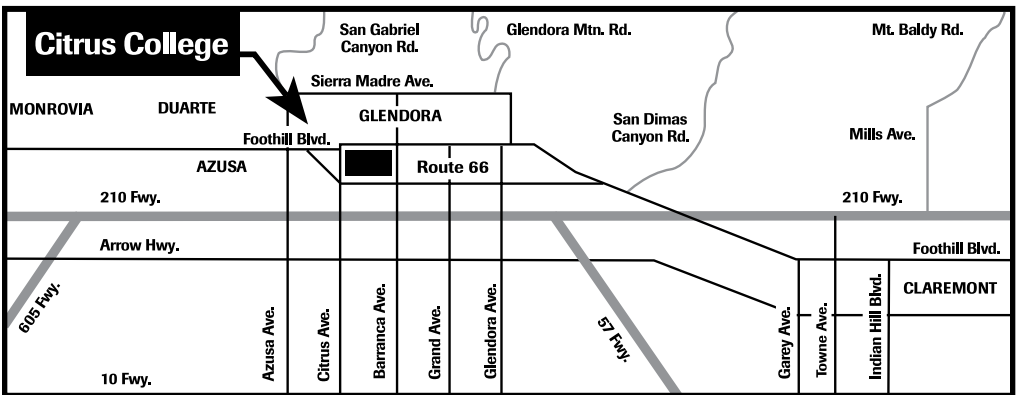


# Parking Regulations/Maps

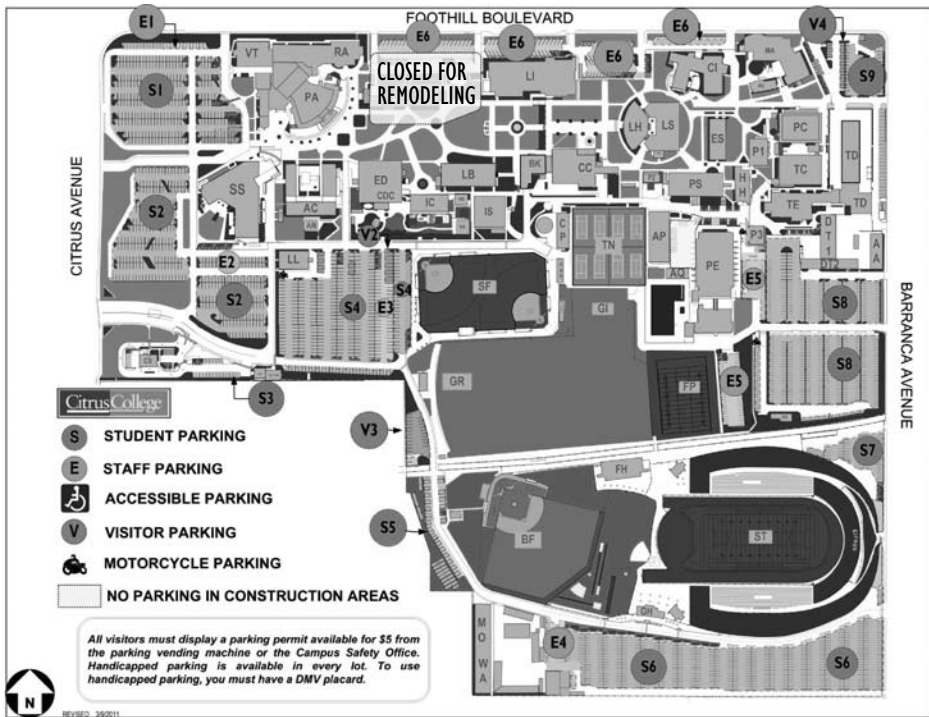
Parking permits are required on all vehicles that park on the Citrus College campus.

You may purchase:

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



# Citrus College Campus Directory



## Buildings

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

|    |                            |
|----|----------------------------|
| PS | Physical Science           |
| RA | Recording Technology       |
| RG | Reprographics (Print shop) |
| SB | South Bungalow             |
| SF | Softball field (FLD 3)     |
| SS | Student Services           |
| ST | Stadium (FLD 4)            |
| TC | Technology Center          |
| TD | Technician Development     |
| TE | Technology Engineering     |
| TN | Tennis Courts              |
| VT | Video Technology           |
| WA | Warehouse / Purchasing     |

## Services

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

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

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

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• FALL IN LONDON 2012**



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PHONE 626-914-8560 for brochures and information

A photograph of a golf range with four people practicing. The Citrus College logo is overlaid in the upper center of the photo.

Citrus College

## The Range at Citrus • Golf Practice Center

*Practice Your Putt, Sharpen Your Swing*

### State of the art facility:

- Private and group lessons
- Well-lit range
- Two hitting surfaces—natural grass and mats
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