



Citrus College

CONTINUING EDUCATION

FALL 2013 CLASS SCHEDULE

Change Your Perspective!

ENROLL TODAY FOR:

**Personal Enrichment • Career Advancement
Increased Fitness • Exciting Travel & More**

Register Online at citruscollege.edu/ce

Citrus College Continuing Education

Fall 2013

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

Tel: 626-852-8022

Hours*: Mon. - Thurs. 8:00am - 6:00pm

Fri. 8:00am - 12:00pm

*hours subject to change

Jim Lancaster Dean

Debbie Vanschoelandt..... Supervisor

Malaika Brown.....Secretary

Linda Reed.....Clerk

Citrus College Mission Statement

Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.

La Misión de Citrus College

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

Citrus Community College District Board of Trustees

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Create A Class

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

Send your course proposal 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

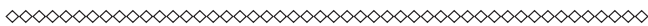
or submit on Web site
www.citruscollege.edu/ce.



Online Registration

at 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 24. However, class start and end dates vary throughout the semester. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

Fall Holidays - Classes will not meet on the following dates: September 2, November 11, 28 and 29, and December 23-January 1.

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 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. 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 mail a check or money order payable to Citrus College, 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 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 () Discover () CHECK# _____

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder _____

5 Easy Ways to Register

1. ONLINE

Have the class information and your credit card ready, and logon to 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.



> 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
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

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

7000 Start Date: 9/3 End Date: 9/27
Last day to register: 9/6



How To Sell Your Ideas and Inventions

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

Topics discussed in class include:

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

Instructor: Mike Rounds Fee: \$45*

9101 Tuesday 11/12 6:30-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *How to Sell Your Inventions for Cash* (ISBN #1-891440-27-6).



Become A Professional Organizer

Do label makers and putting things into 3-ring notebooks make you smile? Do you enjoy watching organizing TV shows? You can turn your organizing skills into a moneymaking career! If you have a knack for neatness and are interested in starting your own business, this class will help you launch a career as a professional organizer. Discover insider secrets that could only be acquired through hands-on experience, until now!

In this class, you'll learn how to:

- identify organizing specialties and find your niche
- understand and use the Clutter-Hoarding Scale
- structure your business for SUCCESS
- obtain a business license and insurance to cover all the bases
- how to get experience before your first stranger client
- prepare to impress your first client

If you want to use your aptitude for organization to change lives and earn a living, this class is for you. You'll be given the tools and knowledge to succeed as a professional organizer, but will not be shown methods of organizing or how to organize people. This class is designed for a person who is interested in becoming a professional organizer. It is not designed for a person who wants to get organized.

Instructor: Nancy Miller Fee: \$45*

9401 Tuesday 11/12 6:30-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *How to Become a Clutterologist* (ISBN# 978-1-891440-56-4).

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*

9107 Saturday 11/16 9:30am-12:00pm LL

*plus \$20 materials fee payable to instructor

CAREER

Be Your Own Boss

NEW! Nonprofit Development

Are you interested in creating a nonprofit organization and just don't know how to get started? This course will cover the process and methods involved in the starting and growing nonprofit organizations. Coursework and study will involve the management of a nonprofit and positioning your organization for sustainable growth. The class will also provide an overview of start-up requirements, board development, as well as a review of management and operational challenges. Planning, problem solving and the use of technology as it relates to a nonprofit will also be discussed. Grant writing techniques and research processes will be included, along with an extensive review of the federal nonprofit application. The application is critical because the IRS uses it to determine a nonprofit's charitable status. A line by line review of the application, accompanied with a workbook, will provide you with an in-depth look into the application and approval process. The class and teaching style are applicable to start-ups, as well as mature nonprofits.

Instructor: Jenai Morehead Fee: \$105*
 CEO and principal consultant at
 Foundation Consultants, established in
 2006, worked in the nonprofit industry
 since 1991 establishing community
 programs and training non-profit leaders
 and their boards.

9432 Saturday/ 9/7 & 9/8 8:30am-12:30pm LL
 Sunday

*plus \$10 materials fee payable to instructor

NEW! Grant Writing and Fund Development

I created my nonprofit organization, what do I do next? Develop a proposal by understanding how to match your nonprofit's mission and vision with funders, how to plan for a grant, understanding how to research for the right grants, how to talk to funders about your proposal before you write, how to make partnerships that strengthen your proposal, understanding how to write letters of intention prior to your grant proposal, understanding how to write an actual grant proposal and budget. In this class, an actual community foundation or grantor will present in at least one of the classes, so students will be able to ask questions directly to a funder about grantor expectations and requirements.

Instructor: Jenai Morehead Fee: \$149
 CEO and principal consultant at
 Foundation Consultants, established in
 2006, worked in the nonprofit industry
 since 1991 establishing community
 programs and training non-profit leaders
 and their boards.

9433 Tuesday 9/10-9/24 6-9pm LL



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 to speak with someone regarding your customized training needs.

NEW! Online Certificate Program in Medical Billing

If you're looking for a new career or supplemental income, our online certificate program can make you a valued professional in the fast-growing health care field.

Required Courses (complete all five)

- Introduction to Medical Insurance Billing
- CPT, ICD9, ICD10 & HCPCS Coding
- Advanced Medical Insurance Billing, Part II
- Workers' Compensation & Personal Injury
- Computerized Medical Insurance Billing

Electives

- Medical Front Office
- Start Your Own Medical Billing Service

Online Format: Students will log on to their computer for a 'live' class with the instructor on Wednesday nights between 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, September 28, 2013 between 10am-1pm**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

9434 Instructor: KGP Consulting, LLC Fee: \$150*
*plus \$350 materials fee payable to instructor, via PayPal

[Certificate-Five Classes]

NEW! Introduction To Medical Insurance Billing

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

- An introduction to the healthcare industry
- The difference between PPO's, HMO's, IPA's and other managed care issues
- The ins and outs of contracting with managed care plans
- HIPAA – Health Insurance Portability & Accountability Act (privacy and security rules)
- Open discussions on various issues of concern to medical billers
- Introduction to the Affordable Care Act

NEW! Advanced Medical Insurance Billing, Part II

This course is for those students who have completed the Introduction to Medical Insurance Billing course. In this course, you will learn:

- How to bill Medicare, Medicaid (Medi-Cal in California), TRICARE and CHAMPVA
- Updated information on the new Medicare contractor, Noridian Healthcare Solutions
- Learn how to keep current on changes on the rules and regulation of government plans, also where to take free continuing education courses offered by major insurance carriers
- How to complete the CMS 1500 (universal claim form) used to bill insurance companies
- How to read an Explanation of Benefits (EOB) and how to use it to bill secondary carriers
- Analyze and solve difficult billing problems, denial management

NEW! CPT, ICD9, ICD10 & HCPCS Coding

In this course, the student will learn the difference between CPT, ICD9, ICD10 and HCPCS codes and when to use them for billing claims:

- Indicate the appropriate diagnosis code on the claim form to insure fast payment from carriers
- Code the primary reason for the visit each time patient is seen
- Understand and gain a working knowledge of the new ICD10 codes that go into effect, October 2014
- Ensure that appropriate procedure codes are sent to insurance company per encounter
- Learn billing for supplies, material, injections and dental claims

NEW! Workers' Compensation & Personal Injury

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

- An overview of California's Workers' Compensation system
- Filing Workers' Compensation Appeals Board Liens
- Learn tips for screening patients up-front to minimize payment problems
- Maximizing reimbursement
- Turning objection letters into payments
- Negotiating with attorneys on lien cases
- How to make sure the case is really "pending"
- Billing automobile insurance carriers and personal injury cases

NEW! Computerized Medical Insurance Billing

In this hands-on course, you will learn how to set up a medical practice using your own computer. After obtaining your username and password, you will be able to log in to a web-based software program to access mock practice files. You will be able to practice setting up the following:

- Practice and Provider information
- Practice superbill
- Patient/Guarantor information
- Insurance companies to be billed
- Post charges, payments and adjustments
- Print insurance claims, patient statements and management reports
- Create database for electronic claim submissions

NEW! 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 course, 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
- Sample HIPAA Business Associate Agreement and Independent Contract Agreement
- What billing organizations you can join
- How to obtain updates from insurance companies
- Sole Proprietorship, Partnership, Corporation & LLC's discussed

Online Format: Students will log on to their computer for a 'live' class with the instructor on Wednesday nights between 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, September 28, 2013 between 3pm-4pm**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

9114 Instructor: KGP Consulting, LLC Fee: \$25*
*plus \$45 materials fee payable to instructor, via PayPal



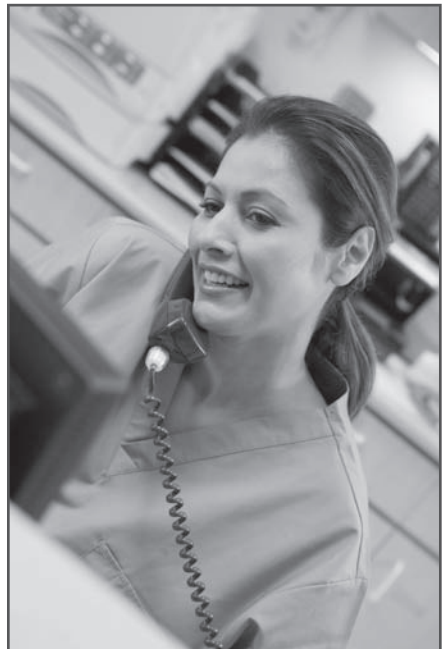
NEW! Medical Front Office

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. Topics covered include:

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

Online Format: Students will log on to their computer for a 'live' class with the instructor on Wednesday nights between 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, September 28, 2013 between 1pm-2pm**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

9319 Instructor: KGP Consulting, LLC Fee: \$25*
*plus \$75 materials fee payable to instructor, via PayPal



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 to 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*

Hollywood bartender, Kellie Nicholson, has condensed thirty years of experience into a course that will give you the confidence to step behind a bar anywhere. As a well-known bartender in New York, Florida and Los Angeles, Kellie is respected for her honesty, attention to detail and high sales.

9239 Monday 10/7, 10/14 & 10/21 6-10pm LL

*plus \$55 materials fee payable to instructor (90-page colored manual, flash cards, jigger, pour spout, plastic practice shaker, three certificates)

Special Event & Wedding Planning

Whether 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 events planning. You'll learn how to:

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

Participants will take tools and checklists.

Instructor: Farla Binder Fee: \$55*

Event planner for over 20 years.

9106 Thursday 11/7 6-9pm LL

*plus \$25 materials fee payable to instructor



Medical Transcription

The Medical Transcription online training program helps students develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology. The online platform provides 24/7 access to the curriculum, allowing students to study on a schedule that fits their individual lifestyles. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9308 Instructor: Career Step Fee: \$2,395*
*includes all necessary materials and software, personalized student support and job placement assistance



Outpatient Medical Coding And Billing

This online program prepares students for outpatient medical coding and billing careers and is designed to help them gain the knowledge and skills required for the national certification exams. Students focus on medical terminology, coding standards, and outpatient specific code sets. The online platform provides 24/7 access to the curriculum. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9310 Instructor: Career Step Fee: \$2,395*
*includes all necessary materials and software, personalized student support and job placement assistance



Inpatient And Outpatient Medical Coding And Billing

This online training program prepares students for both inpatient and outpatient medical coding and billing careers and helps them gain the knowledge and skills required for the national certification exams. Students focus on medical terminology, coding standards, and specific code sets. The online platform provides 24/7 access to the curriculum. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9311 Instructor: Career Step Fee: \$2,795*
*includes all necessary materials and software, personalized student support and job placement assistance



Medical Administrative Assistant

This 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, including front desk reception, patient scheduling, insurance and billing, practice finances, and more. Students are prepared to pass the Certified Medical Administrative Assistant exam (CMAA). For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9338 Instructor: Career Step Fee: \$1,695*
*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. Students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9309 Instructor: Career Step Fee: \$2,795*
*includes all necessary materials and software, personalized student support and job placement assistance



Pharmacy Technician

The Pharmacy Technician online training program helps students quickly develop a broader range of knowledge and skills than those professionals trained solely on the job. Students are prepared for national certification through the Pharmacy Technician Certification Board and gain the background necessary to work in both retail and institutional settings. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

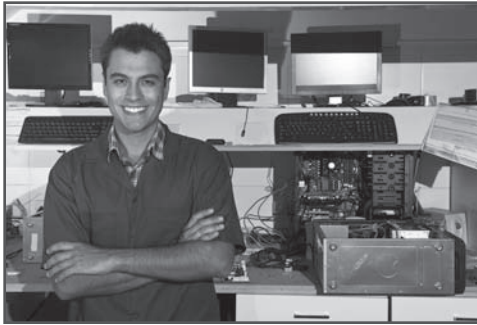
9337 Instructor: Career Step Fee: \$1,995*
*includes all necessary materials and software, personalized student support and job placement assistance



Computer Technician

The Computer Technician online training program prepares students for entry-level jobs in information technology and CompTIA A+ certification. The program teaches computer basics, system hardware and software, troubleshooting, security techniques, networking, and operational procedures. Students have access to unlimited student support, and, upon graduation, will receive CompTIA A+ exam vouchers. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9415 Instructor: Career Step Fee: \$1,895*
*includes all necessary materials and software, personalized student support and job placement assistance



Medical Billing

The Medical Billing online training program prepares students for careers in the healthcare reimbursement field. Students study the payment process, healthcare payers, industry-specific forms, collections, and more to ensure they succeed in the workforce upon graduation. The training program includes unlimited student support, and the online format provides 24/7 access. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9414 Instructor: Career Step Fee: \$1,695*
*includes all necessary materials and software, personalized student support and job placement assistance



Executive Assistant

The Executive Assistant online program helps students gain the business knowledge and specialized skills needed to successfully manage day-to-day operations in a variety of office settings. The program pays particular attention to preparing students to earn the Microsoft Office Specialist Master credential, giving them an edge in the job market. For more information and to register for the class, please visit collegeinfo@careerstep.com or call (877) 225-7151.

9416 Instructor: Career Step Fee: \$1,695*
*includes all necessary materials and software, personalized student support and job placement assistance



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' look under CAREERS.

CAREER

Professional Development

NEW! Bookkeeping For Business

In this workshop, you'll be introduced to key aspects of bookkeeping and how to set up and use your financial books. Whether you are a business owner or bookkeeper, financial reporting is a crucial part of your success. You will complete practice exercises that will help you set up and interpret business activities. Learning how to store your business transactions in a standard accounting system will help you to summarize the data into standard financial reports. In this class, you will work through the entire 10-step accounting cycle.

Instructor: Patricia Richardson Fee: \$89*
 Experienced accountant and educator,
 serving the San Gabriel Valley business
 community.

9435 Thursday 8/29-9/19 6-8pm LL

NEW! Quickbooks For Business

In this class, you'll be introduced to the fundamentals of QuickBooks, including how to set up a company, lists, enter transactions and design reports. QuickBooks is the number one selling computerized account software for small and medium sized business. As an Advanced Certified QuickBooks ProAdvisor, you will receive expert level help with your QuickBooks questions. This is a hands-on computer experience; bring your laptop (with Quickbooks loaded) or use one of our classroom computers. Exercises are designed to walk you through the accounting process.

Instructor: Patricia Richardson Fee: \$89*
 Experienced accountant and educator,
 serving the San Gabriel Valley business
 community.

9436 Thursday 9/26-10/17 6-8pm LL
 9437 Thursday 10/24-11/14 6-8pm LL

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: Fred Bayley, UGotClass Fee: \$145

7005 Start Date: 10/7 End Date: 11/1
 Last day to register: 10/11



Media Buying Strategies

Discover the marketing planning process to clearly delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process. This course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with knowledge of media buying strategies to promote your organization and boost sales and profits.

Instructor: Erin Parnell, UGotClass Fee: \$195

7049 Start Date: 10/7 End Date: 11/1
 Last day to register: 10/11



Practical Math For The Workplace

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

Instructor: Constance Yates, UGotClass Fee: \$145

7007 Start Date: 9/3 End Date: 9/27
 Last day to register: 9/6



CAREER

Professional Development

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

LEARN NEW 2013 NOTARY LAWS! Start your own business, become a more valuable employee, provide customer service for your business or organization, and earn additional income and get recommissioned. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective notary. You will learn about new legislation, as well as how to pass the official notary exam, identify document signers, keep a journal, complete certificates and avoid lawsuits. The seminar includes a practice notary public exam.

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

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 10/5 8am-6pm AN 101
*plus \$30 materials fee payable to instructor

Renew Your Notary Commission

LEARN NEW 2013 NOTARY LAWS! 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 10/5 12:45-6pm AN 101
*plus \$30 materials fee payable to instructor



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

CAREER

Professional Development

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.

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

7036 Start Date: 10/7 End Date: 11/1
Last day to register: 10/11



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: 10/7 End Date: 11/1
Last day to register: 10/11



Facebook® For Business

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: 10/7 End Date: 11/1
Last day to register: 10/11



Managing Generations In The Workplace

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: 11/4 End Date: 11/29
Last day to register: 11/8



WANT A JOB THAT'S IN DEMAND?

Choose Citrus College for the education you need to succeed!
Offering online career training in:

- Medical Transcription
- Medical Coding and Billing
- Pharmacy Technician
- Medical Administrative Assisting
- Administrative Assisting
- Computer Technician

TRAIN ONLINE AND IMPROVE YOUR
CAREER PROSPECTS IN LESS THAN A YEAR!

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www.athometraining.com/citrus

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CITRUS COLLEGE
CAREER TECHNICAL
Citrus College
Continuing Education
REDEFINING SUCCESS

CAREER

skills for the 21st Century

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

Mobile Marketing

7050 Certificate (completion of all classes below) Fee: \$595



Mobile Marketing

Instructor: Heather Dimitt, UGotClass Fee: \$195

7051 Start Date: 9/3 End Date: 9/27

Last day to register: 9/6

Creating Cell Phone Apps For Your Business

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

7037 Start Date: 10/7 End Date: 11/1

Last day to register: 10/11

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7052 Start Date: 11/4 End Date: 11/29

Last day to register: 11/8

eMarketing Essentials

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



Improving E-mail Promotions

Instructors: Susan Hurrell, UGotClass Fee: \$195

7013 Start Date: 9/3 End Date: 9/27

Last day to register: 9/6

Boosting Your Web Site Traffic

Instructors: Susan Hurrell, UGotClass Fee: \$195

7014 Start Date: 10/7 End Date: 11/1

Last day to register: 10/11

Online Advertising

Instructors: Susan Hurrell, UGotClass Fee: \$195

7015 Start Date: 11/4 End Date: 11/29

Last day to register: 11/8



Video Marketing

7053 Certificate (completion of all classes below) Fee: \$395



Video Marketing

Instructor: Erin Huggins, UGotClass Fee: \$245

7054 Start Date: 9/3 End Date: 9/27

Last day to register: 9/6

YouTube For Business

Instructor: Jennifer Selke, UGotClass Fee: \$245

7042 Start Date: 10/7 End Date: 11/1

Last day to register: 10/11



Business Research

7029 Certificate Fee: \$495

(these courses are not offered individually)



Introduction to Business Research

Instructor: Cathy Boys, UGotClass

Start Date: 9/3 End Date: 9/27

Last day to register: 9/6

Business Statistics

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 10/7 End Date: 11/1

Last day to register: 10/11

Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 11/4 End Date: 11/29

Last day to register: 11/8

CAREER

skills for the 21st Century

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

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: 9/3 End Date: 9/27
Last day to register: 9/6

Marketing Using Social Media

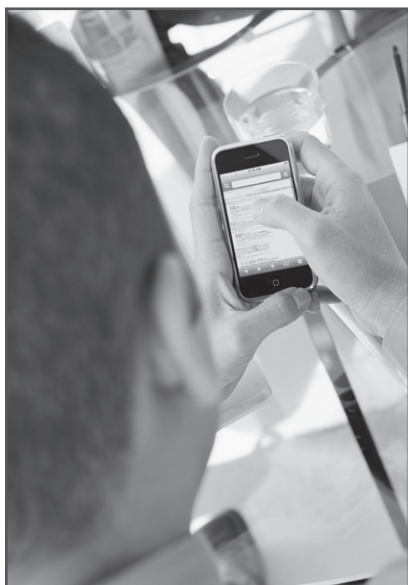
Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 10/7 End Date: 11/1
Last day to register: 10/11

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 11/4 End Date: 11/29
Last day to register: 11/8



Online Teaching

7024 Certificate to become a Certified Online Instructor (COI) (completion of all classes below) includes exam, online course and peer evaluation of online critique, course Fee: \$495 or \$749 for the Certified Online Instructor Program



Advanced Teaching Online

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

7025 Start Date: 10/21 End Date: 10/25
Last day to register: 10/14

Designing Online Instruction

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

7026 Start Date: 11/4 End Date: 11/8
Last day to register: 10/28

Building Online Learning Communities

Instructors: Dr. Rena M. Palloff/ Dr. Keith Pratt Fee: \$195

7027 Start Date: 12/9 End Date: 12/13
Last day to register: 12/2

LEED Green Associate Exam Prep

Instructor: Kelly Gearheart, UGotClass Fee: \$695

7022 Start Date: 9/3 End Date: 10/25
Last day to register: 9/6



Supervisory & Leadership

Instructor: Sally Klauss, UGotClass Fee: \$395

7028 Certificate Start Date: 9/3 End Date: 10/25
Last day to register: 9/6



Students With ASD

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:** \$145
7043 Start Date: 10/7 **End Date:** 11/1
Last day to register: 10/11



Generational Learning Styles For K-12 Teachers

Your students learn differently than you do. Come find out how to help your students learn more. Then, discover something new about yourself. Get fascinating info on the brain and how all generations respond to the “cohort experience.” You will acquire the information on how Generation Y learns. Then, find out how you, as a Gen Xer or Baby Boomer, learn differently. Come away with our top 20 generational techniques for helping your students learn more.

Instructor: Kassia Dellabough, UGotClass **Fee:** \$145
7031 Start Date: 11/4 **End Date:** 11/29
Last day to register: 11/8



Social Media and Online Tools For K-12 Teachers

Facebook, Twitter, YouTube, it 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 as to 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: 11/4 **End Date:** 11/29
Last day to register: 11/8



Gender In The Classroom

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the five learning habits girls acquire 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.

Instructors: Julie Coates and **Fee:** \$145
 Williams A. Draves, UGotClass
7030 Start Date: 10/7 **End Date:** 11/1
Last day to register: 10/11



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:** \$145
7032 Start Date: 10/7 **End Date:** 11/1
Last day to register: 10/11



PERSONAL ENRICHMENT

Fitness

Call the Continuing Education Office for information on discounts for enrolling in multiple aerobic 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 closures: August 31-September 2, November 9-11 and November 28-30.**

*No refunds will be issued after classes begin.

Cardio-Circuit Training

Fast-Paced Circuit – a total body workout-cardiovascular circuit, using recumbent bicycles, treadmills, stair climbers, rowers and elliptical machines. Cardiovascular training is accomplished by alternating between weight machines and stationary bicycles. The duration at each station is 30 seconds – approximate time to complete a circuit is 45 minutes. The last circuit begins 45 minutes before closing time. All new students to the cardio-circuit training class must attend an orientation. Please contact the Continuing Education Office for details, (626) 852-8022. Proof of registration is required at the orientation. Holiday closures: August 31-September 2, November 9-11 and November 28-30.

Mon - Thur 6-8am AP 109
 5-7pm

August 26 - October 17

9280 Fee: \$35*

9281 Fee: \$29* Forever Young 55+

Register for the first 8-weeks of fall by August 12, 2013 to receive a \$5 discount.

October 21 - December 12

9231 Fee: \$35*

9232 Fee: \$29* Forever Young 55+

Register for the second 8-weeks of fall by October 7, 2013 to receive a \$5 discount.



Fitness Fusion

This class is designed to fire up your body with a different workout each week. We include a full body conditioning program to address strength, balance, and flexibility. Mind/body focus will also help you leave feeling relaxed, strong and encouraged with your results.

Instructors: Lynda Razo

9428	Thursday	8/29 - 10/17	5-6pm	AP 110	\$35*
9429	Thursday	10/24 - 12/12	5-6pm	AP 110	\$31*



Mat Pilates

A gentle form of exercise that lengthens and strengthens the core muscles of the back and abdominals by using movement, proper form and neutral alignment. Bands and light weight balls may be used to add resistance to the body. Open to all fitness levels. Optional: Please bring your own stretch band.

Instructor: Irene George

9234	Tuesday	8/27 - 10/15	5:30-6:30pm	AP 110	\$35*
9282	Tuesday	10/22 - 12/10	5:30-6:30pm	AP 110	\$35*

PERSONAL ENRICHMENT

Fitness

* No refunds will be issued after classes begin.

Holiday closures: August 31-September 2, November 9-11 and November 28-30.

Note: Class fees may vary because of schedules affected by holiday closures.

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			
9317	Monday	8/26 - 10/14	6-7pm	AP 110	\$31*
9333	Monday	10/21 - 12/9	6-7pm	AP 110	\$31*

Low Impact – Cardio Conditioning

This class is a combination of low impact cardio workout and a strengthening routine using hand weights and floor exercises. Simple aerobic moves are designed to improve cardiovascular strength and endurance without jumping or running. Suitable for all fitness levels and a great class for improving muscle tone, cardio strength, flexibility and balance. Plus, it's fun!

	Instructor:	Bonnie Murphy			
9233	Monday	8/26 - 10/14	5-6pm	AP 110	\$31*
9284	Monday	10/21 - 12/9	5-6pm	AP 110	\$31*

Restorative Yoga

This class is designed to promote balanced muscle work and tone problem areas through the use of classic, flowing yoga poses.

	Instructor:	Irene George			
9306	Thursday	8/29 - 10/17	6:30-7:30am	AP 110	\$35*
9330	Thursday	10/24 - 12/12	6:30-7:30am	AP 110	\$31*



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			
9235	Thursday	8/29 - 10/17	6-7pm	AP 110	\$35*
9283	Thursday	10/24 - 12/12	6-7pm	AP 110	\$31*

Intermediate Yoga

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

	Instructor:	Linda Wright			
9238	Wednesday	8/28 - 10/16	5-6pm	AP 110	\$35*
9286	Wednesday	10/23 - 12/11	5-6pm	AP 110	\$35*
9285	Saturday	9/7 - 10/19	9-10am	AP 110	\$31*
9287	Saturday	10/26 - 12/14	9-10am	AP 110	\$27*



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

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—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 Monday 11/4 6:30-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *Clutterology*® (ISBN #978-1-891440-62-5).



Unclutter Your Mind

The voices in your head will not stop talking. You think about the tasks, the deadlines, and the promises and commitments you made to everyone! You are tired from lack of sleep, stressed about money issues, and worried about your health and your loved ones. Every day there is an emergency at home or at work or both! You find yourself creating difficulties in the present and reliving situations and experiences from the past. So, how do you deal with all the clutter in your mind? Change the way you think! Gandhi said we should not mistake what is habitual for what is normal. We are not born with unhealthy habits and thoughts. Since we 'learned' unhealthy behaviors, we can 'unlearn' them. You will get specific tools that will help YOU...if you are willing. In this workshop, you'll learn how to:

- See, let go, and change the way you think
- Use simple tools to think and to feel in a different way
- Perform breathing, meditation, and other exercises to allow your mind to un-clutter, focus, and be still
- Practice thoughts of appreciation, compassion, and forgiveness for yourself and others

We can train our minds to think and to see in a different way. Use these tools and rediscover your true self. Experience the inner ease and peace that you want. With your mind at peace, everyone around you will share in your peace.

Instructor: Margaret Pappas, MLS Fee: \$45*
Life strategies coach, professional organizer, Quantum Touch practitioner, attitudinal healing facilitator.
9155 Saturday 9/21 9:15am-12:15pm LL

*plus \$10 materials fee payable to instructor

PERSONAL ENRICHMENT

Health & Self

Think Healthy, Be Thin, Stay Thin

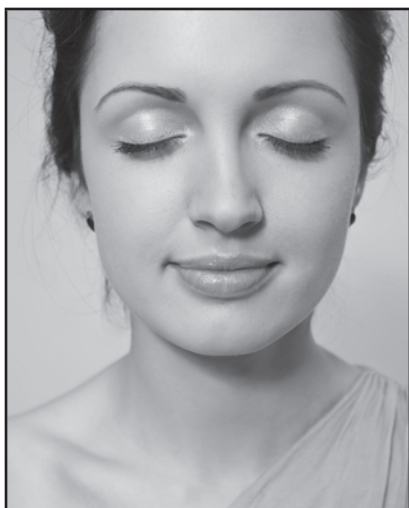
In today's society, we are facing an epidemic of obesity and related diseases that if not solved will bankrupt our society. Disease and obesity at any level is a handicap. It undermines confidence, reduces your chances for career advancement and puts an unnecessary strain on your body. If you're addicted 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 10/26 9am-12pm LL
 *plus \$15 materials fee payable to instructor

Self-Hypnosis Stress Reduction And Relaxation Techniques

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

Instructor: Jethro Carter, C.C.Ht. Fee: \$45*
 9156 Saturday 11/16 9am-12pm LL
 *plus \$15 materials fee payable to instructor



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: application, foundation selection, blending techniques, shading, and contouring. Students will have a basic understanding of face shapes, bone structures, hues and what eye shadows to use. The instructor will teach how to correct and reshape brows, as well as to apply eye lashes. The class will cover day and evening looks, plus natural, bold, and trendy runway looks. (Ages 16 and up.)

- Learn the tricks for a flawless complexion
- Create a stunning new look
- How to apply eye make up for your eye shape
- Get great tips for your lips
- Learn how to achieve a lasting daytime look
- Discover how to look 'finished' rather than made-up

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 Tuesday 9/17 6:30-8:30pm LL
 9354 Saturday 10/19 9:30-11:30am LL
 *plus \$30 materials fee payable to instructor

NEW! Makeup & Skincare Workshop

In this hands on class, you will learn how to use skin care and makeup properly for every situation in life. Understand the colors that will make your eyes pop and your skin look alive and fresh. Master the step-by-step makeup application techniques to enhance your beauty. Learn covering and treating acne, age spots and dark under-eye circles. Learn how to take care of your skin. Understand your skin type and how to ensure beautiful, glowing skin. Create different looks for different occasions. Learn makeup application and what colors work best for you. Learning to expertly apply makeup in the right colors for you helps you to achieve a healthier glow, a warmer smile, builds your confidence and will even save you money. (Ages 12 and up.)

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 Tuesday 10/8 6:30-8:30pm LL
 9323 Saturday 10/19 12:30-3pm LL
 9380 Saturday 12/14 9:30am-12pm LL
 *plus \$30 materials fee payable to instructor

PERSONAL ENRICHMENT

Health & Self

NEW! Skin 101 - Looking Good, Being Healthy

Learn all about the skin, hair, nails. Your skin reveals to the world how healthy you are - and how old you are. Positive lifestyle behaviors keep you healthy and your skin looking younger. Learn your skin types and how to take care of your skin and hair. Learn what products work with your skin and hair type. We will cover dry, oily, acne, rosacea, sunspots, and skin cancer prevention. Learn about new technology in skin and hair products for anti-aging prevention and how to repair damage skin and hair. (Ages 16 and up)

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

9438	Tuesday	10/29	6:30-8:30pm	LL
9439	Tuesday	11/12	6:30-8:30pm	LL

*plus \$30 materials fee payable to instructor



NEW! Feng Shui-Work, Home and You

Where we work and sleep profoundly affects our lives. Attending this fascinating workshop will give you insight and some workable solutions to Feng Shui home and work challenges. Previous knowledge of Feng Shui is not necessary.

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

9154	Tuesday	10/15	6:30-9:30pm	LL
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*plus \$3 materials fee payable to instructor



NEW! Holiday Glam Make-Up

Do you want to look your best this holiday season? The holidays are approaching fast, and here's your chance to get a fresh new look! In this class, you'll learn how to do a smoky eye, plus tips and tricks to help you look amazing for all your holiday events. Whether it's the office holiday party or New Year's Eve, learning basic makeup instruction can help you bring out your best. You will learn how to do two different sizzling holiday makeup looks - the smoky eye paired with a nude lip and the perfect red lip with a neutral eye. (Ages 16 and up)

Instructor: Michelle Jackson Fee: \$49*
 One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.

9407	Tuesday	11/19	6:30-8:30pm	LL
9440	Saturday	12/14	1-3pm	LL

*plus \$30 materials fee payable to instructor



PERSONAL ENRICHMENT

Computers & Technology

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
- How to get 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 website development experience necessary. This program is for website beginners, experts, managers and web designers.**

Instructor: Mike Rounds Fee: \$45*
9127 Monday 11/4 6:30-9:30pm LL 103

*plus \$30 materials fee payable to instructor for the book, *Fishin' With A Net* (ISBN #978-1-891440-55-7)

Help, I Don't Understand My Computer? Computer Basics, The Internet and Social Networking

Do you have a computer but don't understand how to use it, or better yet, what it can do for you? Are you constantly asking your friends and coworkers about the Internet and how social networking works? If so, then this class is for you! In this class, you'll learn the basics of Microsoft Windows, web browsers, and social networking. You'll learn the positives and negatives of using new ways to communicate with friends and family using social networking sites. After this class, people will come to you for answers about their computer!

Instructor: Joyce Miyabe Fee: \$105
9431 Thursday 9/12 - 10/17 6-8pm LL

NEW! Learn Microsoft Word To Make Better Use of Your Time

How much time have you spent trying to create a document and not knowing where the formatting feature is located to make your document look professional? Have you saved an important document and not been able to find it again? This course will review formatting features, editing, adding tables and charts, and saving documents. Learning these techniques will streamline life in the office or in the classroom.

Instructor: Joyce Miyabe Fee: \$105
9441 Wednesday 10/23 - 12/4 6-8pm LL

Photoshop® For Presentations

Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

Instructor: Elissa Rose, UGotClass Fee: \$195
7056 Start Date: 10/7 End Date: 11/1
Last day to register: 10/11



PERSONAL ENRICHMENT

Computers & Technology

Cyber Security for Managers

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 workplace, 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: 10/7 End Date: 11/1
 Last day to register: 10/11



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: 9/3 End Date: 9/27
 Last day to register: 9/6



PERSONAL ENRICHMENT

Hobbies & Interests

Music Chord Mastery: A Visual Approach

Learn chord mastery using visual and mathematical approaches! College preparatory students and adults will learn major, minor, augmented and diminished chord formulas, root position chord and inversions, chord recognition in treble and base clefs, and how to determine the root of chords through written drills. Continued discussion of key signatures and chords will be introduced with visual and mathematical approaches.

Instructor: Mary Bigley-Cronin Fee: \$105*
 9399 Saturday 10/12 - 11/2 9-11am LL
 *plus \$2 materials fee payable to the instructor

NEW! Cartoon and Comic Drawing

Learn how to draw your favorite action heroes and villains, or you can even invent your own cartoon character. This class will teach you the important steps and secret artist tips that you need to create and bring your cartoon to animation life. If you always wanted to become a cartoon super-action hero artist or comic villain artist, then this class is for you! Bring 8x11 sketchbook, 2 pencils, an eraser and a black pen.

Instructor: Wayne Thomas Fee: \$99
 9442 Thursday 8/29 - 9/19 4-6pm LL
 9446 Thursday 10/24 - 11/21 4-6pm LL

Music Theory Mastery: A Visual Approach

Learn music theory using visual and mathematical approaches! College preparatory students and adults will learn note recognition in treble and bass clefs, and how to write and count rhythm patterns without guessing. Scales, intervals, key signatures and chords will be introduced with visual and mathematical approaches.

Instructor: Mary Bigley-Cronin Fee: \$105*
 9398 Saturday 10/12 - 11/2 1-3pm LL
 *plus \$2 materials fee payable to the instructor

NEW! Drawing

Learn how to draw like a pro! In this class, you'll receive drawing tips and techniques on the characters or objects you like to draw. See your images come to life! You will receive professional attention in helping to develop your hidden artistic talents using lead and color pencils, charcoal shading, light and dark contrast, 3-dimension and brightness. Bring your ideas and imagination! Bring 8x11 sketchbook, 2 pencils, an eraser and a black pen.

Instructor: Wayne Thomas Fee: \$99
 9443 Thursday 8/29 - 9/19 6-8pm LL
 9447 Thursday 10/24 - 11/21 6-8pm LL

PERSONAL ENRICHMENT

Hobbies & Interests

NEW! Secrets For Successful Yard Sales

Holding yard sales is a great way to bring extra money into the household, but people are often discouraged when they have an unsuccessful sale. This class is designed to teach the student strategies to make sure that their next yard sale is profitable! In this class, you'll learn:

- The importance of signs and advertising
- How to properly display items using the "grocery store" approach
- How to price merchandise properly so that it sells
- How to deal positively with customers



You will take home lots of tips, plus an informative handbook, that covers all of the topics covered in the class. Sign up with a friend, and come and learn the Secrets for Successful Yard Sales!

	Instructor:	Donna Phillips	Fee: \$39	
		Hosting yard sales for over 20 years.		
9444	Thursday	9/26	6-9pm	LL
9445	Thursday	11/14	6-9pm	LL

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:

- foreclosure 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	10/12	9:30am-1pm	LL



FINANCE

Retirement

Retirement Planning Today

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



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

9146	Thursday	10/3 & 10/10	6:30-9pm	LL
9147	Tuesday	10/15 & 10/22	6:30-9pm	LL

YOUTH

Teens



Teen Makeup And Skin Care (Ages 13-17)

In this hands on class, you will learn how to use skin care and makeup properly for every situation in life. Understand the colors that will make your eyes pop and your skin look alive and fresh. Master the step-by-step makeup application techniques to enhance your beauty. Learn covering and treating acne, age spots and dark under-eye circles. Learn how to take care of your skin. Understand your skin type and how to ensure beautiful glowing skin. Create different looks for different occasions. Learn makeup application and what colors work best for you. Learning how to expertly apply makeup in the right colors for you helps you to achieve a healthier glow, a warmer smile, builds your confidence and will even save you money.

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

9165	Tuesday	10/8	6:30-8:30pm	LL
9166	Saturday	10/19	12:30-3pm	LL
9167	Saturday	12/14	9:30am-12pm	LL

*plus \$30 materials fee payable to instructor



TRAVEL

Places to Go

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



New York City Holiday

Five day escorted tour of Greenwich Village, Wall Street, Radio City Music Hall, Statue of Liberty, Ellis Island and many more attractions. Price includes round trip airfare from Los Angeles International, accommodations, hotel transfers, departure taxes and fees, plus 5 meals.

Departure Date: December 2, 2013

Cost: \$2,599 double; \$3,599 single; \$2,569 triple

Payment terms: \$250 deposit, final payment date is 7/26/13.

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.



Citrus College

Study Abroad

for the ultimate educational experience



Spain
Spring 2014



Italy
Summer 2014



London
Fall 2014

Visit our Website www.citruscollege.edu/studyabroad
Call 626.914.8560 for brochures and information.

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 Multiskills: Beginning 1, ESL Multiskills: Beginning 2, ESL Multiskills: Intermediate 1, ESL Multiskills: Intermediate 2, ESL Multiskills: Advanced, is determined at the time you register.

Registration is ongoing throughout the semester.

NC 305 – ESL Multiskills: Beginning 1

ESL Multiskills - Beginning 1 introduces low-beginning English language learners to basic language skills that are needed to live in American society. This course teaches performing essential life skills through reading, writing, speaking, and listening in American English.

Instructor:	Staff		
Mon-Thurs	8/26 - 12/3	9am-12:15pm	LL
Mon-Thurs	8/26 - 12/3	5:30-8:45pm	LL

NC 306 – ESL Multiskills: Beginning 2

ESL Multiskills - Beginning 2 expands on life and language skills learned in ESL Multiskills - Beginning 1 and is intended for high-beginning English language learners. This course teaches performing routine life skills and basic personal expression through reading, writing, speaking, and listening in American English.

Instructor:	Staff		
Mon-Thurs	8/26 - 12/3	9am-12:15pm	LL
Mon-Thurs	8/26 - 12/3	5:30-8:45pm	LL

NC 307 – ESL Multiskills: Intermediate 1

ESL Multiskills - Intermediate 1 expands on life and language skills learned in ESL Multiskills - Beginning 2 and is designed for low-intermediate English language learners. This course teaches basic skills needed to succeed in American society through reading, writing, speaking, and listening in American English.

Instructor:	Staff		
Mon-Thurs	8/26 - 12/3	9am-12:15pm	LL
Mon-Thurs	8/26 - 12/3	5:30-8:45pm	LL



NC 308 – ESL Multiskills: Intermediate 2

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

Instructor:	Staff		
Mon-Thurs	8/26 - 12/3	9am-12:15pm	LL
Mon-Thurs	8/26 - 12/3	5:30-8:45pm	LL

NC 309 – ESL Multiskills: Advanced

ESL Multiskills - Advanced is designed for English language learners at the low-advanced level. This course prepares students for college level course work, to find or improve a career, and to engage with native English speakers at a comparable level.

Instructor:	Staff		
Mon-Thurs	8/26 - 12/3	9am-12:15pm	LL
Mon-Thurs	8/26 - 12/3	5:30-8:45pm	LL



NC 607 - Skilled Nursing Facility Activity Leader

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

Instructor: Bernetta Sailors
Tuesday 8/27 - 12/10 4:30-10pm LL



NC 634 – Air Conditioning II

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
Tuesday 8/27 - 12/10 6-9:10pm TE 102

NC 636 – Heating - Electrical and Gas

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

Instructor: Staff
Wednesday 8/28 - 12/11 6-9:10pm TE 102



NC 638 – Electricity for Heating and Air Conditioning

A course in electricity covering the functions and operations of electric motors and controls used in mechanical systems.

Instructor: Staff
Thursday 8/29 - 12/12 6-9:20pm TE 102

For a complete listing of all noncredit classes, check our Web site at 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

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

Inscripción Abierta

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

Nondiscrimination Policy

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

Leyley de No-Discriminación

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

Student Grievances

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

Quejas de los Estudiantes

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

Drug Free Environment and Drug Prevention Program

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

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

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

District attendance or activity.

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

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

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

Programa Libre de Drogas y de Prevención del Consumo de Drogas

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

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

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

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción 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

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.

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

sexual assault on campus you may also:

1. Contact Campus Safety 24 hours a day, 7 days a week at (626) 914-8611, extension 8611 when calling from a college phone, or by dialing *11 on any of the campus pay phones and/or the Student Health Center at (626) 914-8671 during normal business hours, located in the Student Services Building.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:
 - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: (909) 626-HELP (4357) or (626) 966-4155
 - House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: (909) 988-5559
 - National Sexual Assault Hotline: (800) 656-HOPE (4673)
 - National Domestic Violence Hotline: (800) 799-7233
3. If the perpetrator is a student at Citrus College, you may choose to contact the Vice President of Student Services at (626) 914-8532 to file an administrative complaint.

Hostigamiento Sexual e Información sobre Violencia Sexual

Ninguna comunidad hoy día en nuestra sociedad puede estar completamente libre de riesgos. Sin embargo, si trabajamos 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.

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

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

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

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

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

1. Comunicarse con Seguridad del Campus, 24 horas al día, 7 días de la semana el teléfono (626) 914-8611, extensión 8611 si llama de un teléfono del campus o marque el *11 de cualquiera de los teléfonos de paga que se encuentran en el campus del colegio, o llame al Centro de Salud para Estudiantes al (626) 914-8671 durante horas de trabajo, éste está ubicado en el edificio Hayden Hall.
2. Vaya directamente a un hospital o sala de emergencia para recibir atención médica. Por favor tenga en mente, que existen una gran cantidad de servicios comunitarios para ayudarle en caso de que tenga una crisis. Estos incluyen pero no están limitados a:
 - Project SISTER Sexual Assault Crisis & Prevention Services/Servicios de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citatorios en la corte. La línea telefónica de 24 horas es: (909) 626-HELP (4357) o (626) 966-4155
 - House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, 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
3. Si el atacante es una estudiante en Citrus College, puede elegir comunicarse con el

Vicepresidente de Servicios Estudiantiles al (626) 914-8532 o presentar una queja administrativa.

Rights & Privacy Policy

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

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

Reglas de Derechos & Privacidad

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

Student Right-to-Know

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

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

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

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

Access to the Citrus College Student Right-To-Know Rates and further information about the rates and how they should be interpreted is available through the "Student Right-To-Know Information Clearinghouse Web site" maintained by the Chancellor's Office, California Community Colleges at <http://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 cualquier colegio seleccionador. Se requiere que todos los colegios a nivel nacional participen de forma efectiva en hacer pública esta información a partir del 2000.

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

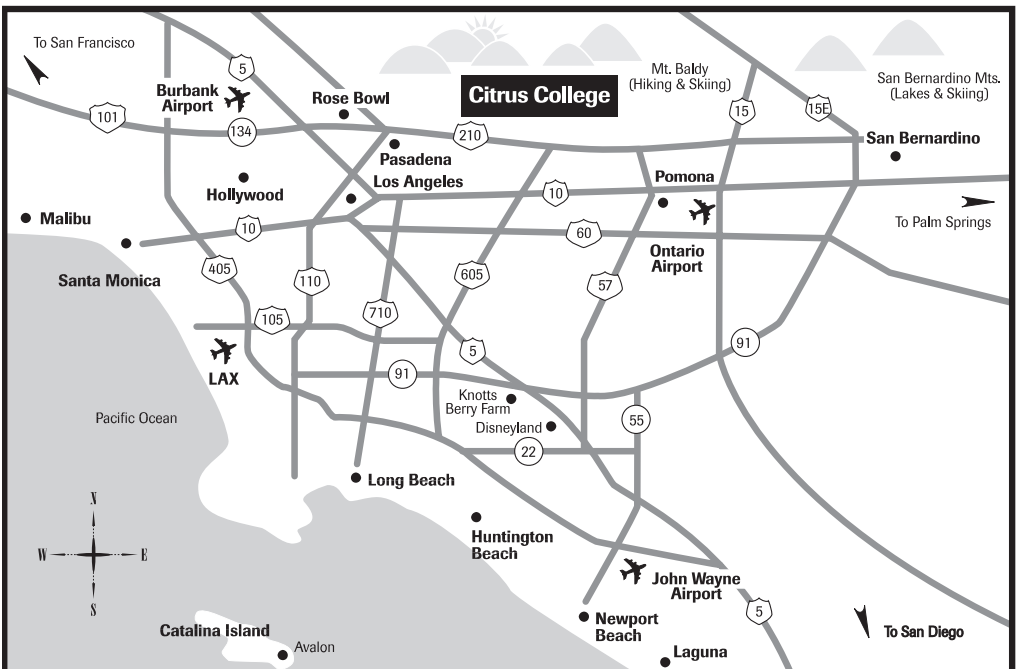
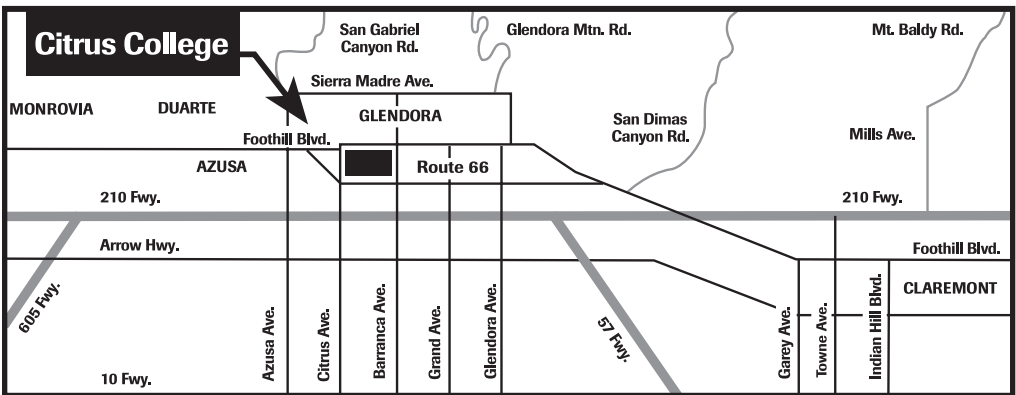
Parking Regulations/Maps

Get a Citrus College Parking Permit—At Your Fingertips

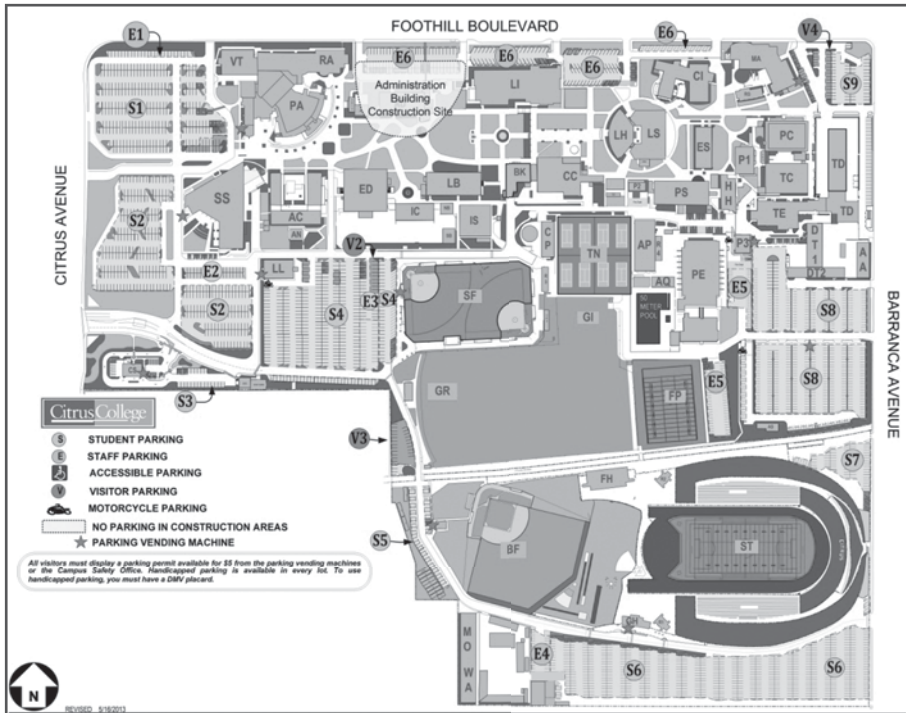
Citrus College offers a new easy, convenient online method for purchasing parking permits.



- Fall parking permits are \$50.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for fall.
- You can print a temporary permit for immediate use until you receive your permit in the mail.
- A daily permit for \$5 is available for purchase at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from one of the automated pay stations in lots S1, S2, S3, S4, and S8.
- Daily and semester permits are not available in the Continuing Education Office.



Citrus College Campus Directory



Buildings

AA.....Automotive Annex (formerly Tech F)	LHLecture Hall
ACArt Center	LIHayden Library
ADAdministration (Under Construction)	LLLifelong Learning Center
ANAnnex	LSLife Science
AP.....Adaptive Physical Education	MAMathematics/Sciences
AQAquatics	MO.....Maintenance/Operations
BF.....Baseball Field (FLD 2)	NBNorth Bungalow
BK.....Owl Bookshop	P1Portable #1
CCCampus Center	P2Portable #2
CICenter for Innovation	P3Portable #3
CPCentral Plant	PAPerforming Arts Center
CSCampus Safety	PCProfessional Center
DT 1Diesel Technology	PE.....Physical Education
& DT 2 (formerly Tech G)(formerly Main Gym)
EDEducational Development Center	PS.....Physical Science
ES.....Earth Science	RARecording Technology
FH.....Field House	RGReprographics (Print shop)
FP.....Football Practice Field (FLD 5)	SBSouth Bungalow
GHGate House	SF.....Softball Field (FLD 3)
GI.....Golf Instruction (FLD 1)	SS.....Student Services
GR.....Golf Driving Range	ST.....Stadium (FLD 4)
HHHayden Hall	TC.....Technology Center
ISInformation Systems	TD.....Technician Development
LBLiberal Arts/Business	TETechnology Engineering
	TN.....Tennis Courts
	VT.....Video Technology
	WA.....Warehouse / Purchasing

Services

Admissions and RecordsSS	Food ServiceCC
Associated StudentsCC	FoundationCI
Athletics /KinesiologyPE	Health CenterSS
Art and Coffee BarSS	Health SciencesPC
AudiovisualLI	Human ResourcesED
AuditoriumPA	InformationSS
Board RoomCI	Instruction OfficeED
Box OfficePA	International Student CenterSS
BursarED	Learning CenterED
Business ServicesED	Little TheatrePA
Cafeteria - Owl CaféCC	Noncredit EducationLL
CalWORKsLL	Noncredit MatriculationLL
Career/Transfer CenterSS	NursingPC
CashierSS	OutreachSS
Clarion, Student NewspaperTC	Printing, ReprographicsRG
College AdvancementCI	Public InformationCI
Community EducationLL	ReceivingWA
Computer CenterIS	Receiving, BookstoreBK
CosmetologyPC	Safety OfficeCS
Counseling and Advisement CenterSS	Student AffairsCC
Dental AssistingPC	Student Employment ServicesSS
Disabled Students CenterSS	Student Services OfficeSS
Distance EducationCI	Superintendent/President's OfficeSS
EstheticianTC	Swimming PoolAQ
EOP&SSS	Testing CenterED
External RelationsCI	Transfer CenterSS
Facilities/RentalED	Veteran's CenterHH
Faculty / Staff LoungeCC	Vocational Education OfficeTE
Financial AidSS	
Fitness CenterAP	
FLS Language CentresP2	

Revised 5/16/2013

Learn English at Citrus College!



Improve Your English Language Skills to:

- Find Work
- Make More Money
- Improve Relationships
- Achieve Success

The Citrus College Noncredit Department offers beginning, intermediate, and advanced levels of ESL classes.

Register in person in the Continuing Education Office located in the Lifelong Learning Center, (626) 852-8022.

Register now to reserve space!

Classes are free. Minimal charge for textbook and parking permit. See page 35 for details.



Morning and evening classes are available!!

Citrus College Foundation

A Way to Remember and Be Remembered...



Over the years, planned and charitable gifts of all sizes have played an important role in educating generations of Citrus College students. Gifts of all types donated to Citrus College can leave a lasting legacy to the value you place on education.

Examples of Planned Gifts include:

- Charitable Remained Trusts (CRT)
- Bequests
- Charitable Gift Annuities (CGA)
- Real Estate Remainder Gifts
- IRA Distributions
- Retirement Funds
- Life Insurance

Contact the Citrus College Foundation today to learn about options that can make a difference in the lives that follow.

(626) 914-8825
foundation@citruscollege.edu
www.citruscollege.edu/foundation

No legal or financial advice is provided herein. Individuals should seek the advice of their own professional advisors.



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Sharpen Your Swing**

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