

Citrus College

COMMUNITY & NONCREDIT EDUCATION

Summer 2016 Class Schedule

All Aboard!

**NEXT STOP
Citrus College**

- Fitness
- English as a Second Language
- Online Courses
- Career
- Professional Development



Gold Line now serving Citrus College

Register Online www.citruscollege.edu/ce

Citrus College Continuing Education

Summer 2016

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 43.

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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 - 9:00pm

Fri. 8:00am - 12:00pm

*hours subject to change

Dr. Jim Lancaster Dean

Debbie Vanschoelandt..... Supervisor

Julie Tunno.....Administrative Secretary

Linda Reed.....Clerk

Darlene Herrera.....Clerk

Citrus College Mission Statement

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

La Misión de Citrus College

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

Citrus Community College District Board of Trustees

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Create A Class

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

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

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

Fax your ideas to us at 626-852-8028.

Or email to conted@citruscollege.edu



Online Registration for Community Education (Fee-Based Classes)

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



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

Online Instructions (Recommended browser: Firefox)

Step 1: Sign In

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

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

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

Step 2: Select Courses

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

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

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

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

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

Step 3: Checkout

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

That's it! You will receive an 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.

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

Registering

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

Who Teaches The Classes?

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

Who Can Enroll?

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

When Are Classes/Courses Offered?

Summer Session begins June 20, 2016. However, class start and end dates vary throughout the session. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

Summer Holidays - Classes will not meet on the following date: July 4.

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 43.

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 for noncredit courses. Pre-registering secures your space in a class you want to take. (Some classes have limited enrollment.) It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. **Classes may be canceled up to three days before the class start date if the minimum enrollment is not met.** You can register any time after you receive this schedule. You don't need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office. Application and registration information can be found on pages 30-32.

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 <https://citruscollege.augusoft.net>. 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 91741-1885.



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.**

If paying by check or cash, please allow 4 - 6 weeks to receive your refund. If paying with a credit card, please allow 7 - 10 days to receive your refund.

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

Want to Know More?

Check out our 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 91741-1885

3. BY PHONE

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

4. BY FAX

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

5. IN PERSON

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

Parental Consent Form

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

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

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

Signature of Parent/Guardian _____

Print Name _____

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

Signature of Parent/Guardian _____ Date _____

Community Education/Fee-Based Youth Classes Only

(please print)

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

Please List Each Class You Wish to Enroll Your Youth

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

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

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

Citrus College



24-Hour Access

Discussion Areas

6 Week Format

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

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

Prices start as low as: **\$100**

INSTRUCTOR LED ONLINE COURSES

Introduction to Google Analytics

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

Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals

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

Beginning Writer's Workshop

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

Computer Skills for the Workplace

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

A to Z Grant Writing

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

Grammar Refresher

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

Creating Web Pages

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

Introduction to SQL

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

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5

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

Leadership

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

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing

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

Fundamentals of Supervision and Management

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

Enroll Now!

www.ed2go.com/citrus

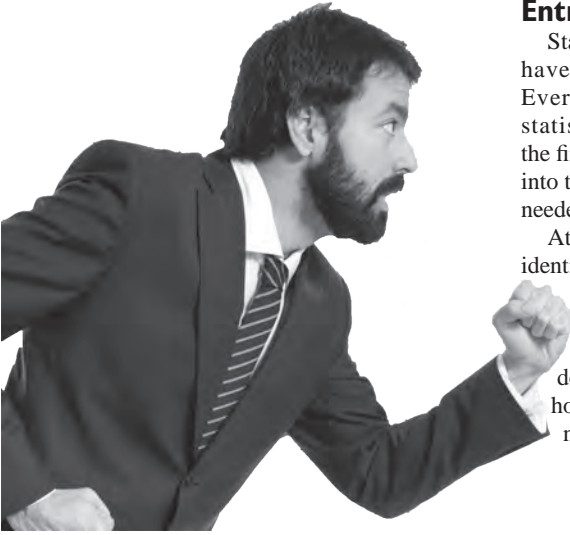
626-852-8022

Over 300 online courses available



CAREER

Be Your Own Boss



Entrepreneur Boot Camp

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

At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and understand how to acquire them. You will also learn how to 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

7145 Start Date: 6/6

End Date: 7/1

Last day to register: 6/10



Get Into E-Commerce for Free

E-Commerce is now the biggest and fastest growing business in the world. Want to get into e-commerce but don't know where to begin? This seminar explains the important considerations that must be understood in order to be successful online.

This class will show you how to start your e-commerce business for FREE including:

- The different types of e-commerce business
- Where to get a free list of drop shipping suppliers
- The most profitable areas of e-commerce
- How to create your basic site for FREE
- Add a shopping cart and accepting credit cards
- Link and list with search engines

Instructor: Mike Rounds Fee: \$45*

9515 Monday 8/1 6:30pm-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *Fishin' with A Net 9th* (978-1-891440-63-2).

How To Sell Your Ideas and Inventions

Want to learn proven ways to cash in on your inventions? Television programs have shown that people, just like you, are selling their inventions for big money! If you want to secure the rights to your ideas and learn the proven way to sell your inventions, this program will show you how to:

- Using patents, trademarks and copyrights to protect your idea
- Evaluate your ideas for marketability
- Find potential buyers for your invention
- Offer it for sale in the safest method possible

Instructor: Nancy Miller

Fee: \$45*

9101 Monday 8/1 6:30pm-9:30pm LL

*plus \$30 materials fee payable to instructor for the book, *How to Sell Your Inventions for Cash, 2nd Edition* (978-1-891440-27-4).



Additional online Be Your Own Boss classes — Entrepreneur Boot Camp, Entrepreneurial Marketing, Funding Your Business ... and more. Go to <https://citruscollege.augusoft.net/> Browse All Classes, under the ON THE NET tab.

CAREER

Be Your Own Boss

NEW! Increase Your Income With A Home-Based Business!

In today's job market, individuals are realizing success with home-based businesses. If you are concerned about your job security, are looking for ways to earn more after-tax dollars, have always dreamed of starting your own business or already work out of your home, this class is for you! Be in control of your income level. With very little money and the guidance of this class, you can build a successful business and determine your own job security.

In addition this informative class covers:

- How to legally form your business
- How to accept customer's credit cards to maximize sales
- The easy and right way to do your bookkeeping and tax records
- How to acquire a sales tax permit and business license
- How to dispel the myths Web designers promote
- Where to find FREE resources that can boost your business

This class is designed to give you the tools to find and develop a business. You'll come away from this class with the know-how to launch a successful home business. Already a business? Class may be tax-deductible.

Instructor: Nancy Miller

Fee: \$45*

9545 Monday 8/8 6:30pm-9:30pm LL

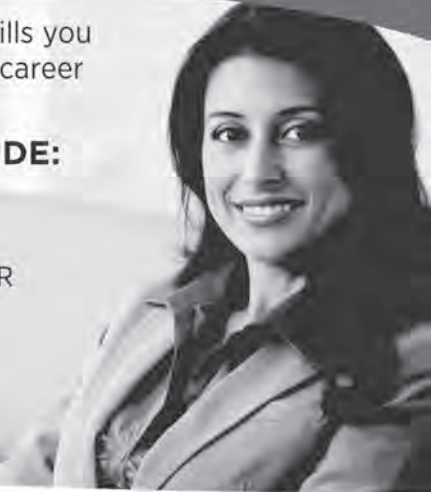
*plus \$30 materials fee payable to instructor for *Mechanics of Starting Home-Based Business, 2nd Edition (978-1-891440-64-9)*.

START A NEW CAREER IN A YEAR OR LESS!

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

AVAILABLE PROGRAMS INCLUDE:

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



JOIN US FOR AN INFO SESSION:

Wednesday, June 8, 6:30 P.M.

Lifelong Learning Center

1000 W. Foothill Blvd., Glendora, CA 91741



CareerStep.com/citrus | 877-225-7151

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 listed below, pages 11-12)

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

Individual Courses

- 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 nights indicated from 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 **Thursday, June 30, 2016, between 7pm-8pm**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

Instructor: KGP Consulting, LLC

Fee: \$150 (All Five Classes)*

9434 *plus \$350 materials fee payable to instructor, via Paypal

Required Courses

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. This class will cover:

- An introduction to the healthcare industry
- The differences 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)
- Discussions on various issues of concern to medical billers
- An introduction to the Affordable Care Act

Class Dates: 7/5, 7/7 & 7/12



Advanced Medical Insurance Billing

This course is for 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
- Update information on the new Medicare contractor, Noridian Healthcare Solutions
- Keep current on changes in the rules and regulation of government plans
- Complete the CMS 1500 (universal claim form) used to bill insurance companies
- Read an Explanation of Benefits (EOB) and how to use it to bill secondary carriers
- Analyze and solve difficult billing problems, and manage denials

Class Dates: 7/14 & 7/19



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. You'll learn how to:

- Indicate the appropriate diagnosis code on the claim form to ensure fast payment from carriers
- Code the primary reason for the visit each time patient is seen
- Understand the new ICD10 codes that went into effect October 2014
- Ensure that appropriate procedure codes are sent to insurance company per encounter and complete the CMS 1500 (Universal Claim Form) used to bill insurance companies
- Bill for supplies, materials, injections and dental claims

Class Dates: 7/21, 7/26 & 7/28



Required Courses

Workers' Compensation & Personal Injury

In this class, you'll learn how to bill California Workers' Compensation and personal injury cases. This course will include:

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

Class Dates: 8/2 & 8/4



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
- A database for electronic claim submissions

Class Date: 8/4



Individual Courses

Online Format: Students will log on to their computer for a 'live' class with the instructor on nights indicated from 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 **Thursday, June 30, 2016, between 7pm-8pm**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

Start Your Own 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
- Determine what other services you could offer
- Marketing your services
- Understand where to obtain HIPAA complaint software
- Sample HIPAA Business Associate Agreement & Independent Contract Agreement
- Determine what billing organizations you can join
- Obtain updates from insurance companies
- Understand sole Proprietorship, Partnership, Corporation & LLC's

Instructor: KGP Consulting, LLC

Fee: \$25*

9114 Class Date: 7/20

*plus \$45 materials fee payable to instructor, via PayPal



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)

Instructor: KGP Consulting, LLC

Fee: \$25*

9319 Class Dates: 7/6 & 7/13

(There is also a computerized web-based portion of this class)

*plus \$75 materials fee payable to instructor, via PayPal



Basic Level Bartending

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

9521 Instructor: Kellie Nicholson Fee: \$39*
Bar and Beverage
Specialist 
*plus \$11 or \$50 materials fee (optional)

The Basics Of Wine Service

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

9519 Instructor: Kellie Nicholson Fee: \$39
Bar and Beverage
Specialist 

NEW! Master Level Bartending

The ultimate bartending course for anyone who wants to be an expert bartender or who would like to enter the field of management. This online course includes a more in-depth look at mixology and management of the bar, including inventory, pricing and staff issues. This training is vital for bartenders, bar managers and bar owners. There will be 10 tests with a score of 75% required to pass and receive the hard copy Master Level Bartending Certificate and the Professional Bar Management Certificate.

9542 Instructor: Kellie Nicholson Fee: \$219*
Bar and Beverage
Specialist 
*plus \$11, \$50 or \$70 materials fee (optional)

NEW! Bar Management

This is a great online course for anyone who is opening a bar or who wants to expand their knowledge into the field of management. There will be 3 tests with a score of 75% required to pass and receive the digital Professional Bar Management Certificate.

9543 Instructor: Kellie Nicholson Fee: \$79
Bar and Beverage
Specialist 

How To Start A Mobile Bar Service

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

9520 Instructor: Kellie Nicholson Fee: \$39
Bar and Beverage
Specialist 

Master Level Bar Management

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

9529 Instructor: Kellie Nicholson Fee: \$70*
Bar and Beverage
Specialist 
*plus \$70 materials fee (optional)



Additional online New Career classes - Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more. Go to <https://citruscollege.augusoft.net/>. Browse All Classes, under the ON THE NET tab.

Medical Transcription Editor

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

9309 Instructor: Career Step Fee: \$2,995*

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



Medical Billing

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

9414 Instructor: Career Step Fee: \$1,995*

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



Medical Administrative Assistant

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

9338 Instructor: Career Step Fee: \$1,995*

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



Computer Technician

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

9415 Instructor: Career Step Fee: \$1,995*

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



Pharmacy Technician

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



Executive Assistant

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

9416 Instructor: Career Step Fee: \$1,995*

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



CAREER

New Career

Professional Medical Coding and Billing With ICD-9

The Professional Medical Coding and Billing program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. Topics studied include reimbursement methodologies, biomedical sciences, and code sets, including ICD-9 coding. Enrollment includes e-books, industry codebooks, and a voucher for one of the national certification exams.

9509 Instructor: Career Step

Fee: \$2,995*



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

CAREER

Professional Development

Become A Notary Public – One Day Seminar & Exam

Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking, to name just a few. This six-hour, state-approved seminar gives you the knowledge to pass the exam and practice as an effective notary. Participants receive two practice tests and they take the official notary exam directly following the seminar.

New and returning notaries 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, state issued ID, passport, or US military ID
- 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 applicant. Must be 18+ years of age.

Cooperative Personnel Services will register you for the notary public exam from 4:15pm-5:00pm. The exam will be from 5:00pm-6:00pm. **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 7/16 8:00am-6:00pm LL

*plus \$35 materials fee payable to instructor

Renew Your Notary Commission

Do you need to renew your notary commission? If so, this refresher course is required to do so. Along with this refresher course, you will also need to pass the official notary exam and be fingerprinted again. In this course, the focus will be on the new state laws passed this year. The course will also include a review of the general laws and regulations that all notaries must follow, just in case you’ve fallen into any bad habits. **Please note:** Your commission must be current to be eligible for a renewing seminar.

Instructor: Notary Public Seminars, Inc. Fee: \$55*

9103 Saturday 7/16 12:45pm-6:00pm LL

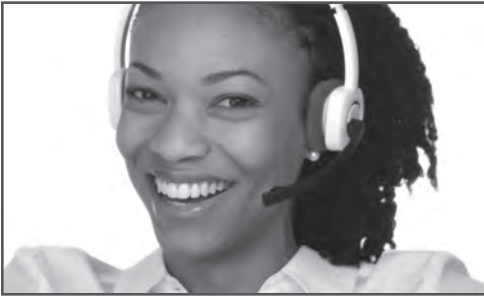
*plus \$35 materials fee payable to instructor



Additional online Professional Development classes – Effective Selling, Accounting, PMP Certification Preparation, Home Based Business ... and more. Go to <https://citruscollege.augusoft.net/>. Browse All Classes, under the ON THE NET tab.

CAREER

Professional Development



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

7152 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8



Conflict Management

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

Instructor: Sally Klaus, UGotClass Fee: \$245

7129 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10



Using Personality Profiles for Better Work Performance

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

Instructor: Sally Klaus, UGotClass Fee: \$295

7232 Start Date: 8/1 End Date: 8/26
Last day to register: 8/5



Accounting and Finance For Non-Financial Managers

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

Instructor: Sharon DeFonteny, UGotClass Fee: \$195

7100 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10



Additional online Professional Development classes — Effective Selling, Accounting, PMP Certification Preparation, Home Based Business ... and more. Go to <https://citruscollege.augusoft.net/>. Browse All Classes, under the ON THE NET tab.

CAREER

skills for the 21st Century

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

Mobile Marketing

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



Introduction to Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$195

7179 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Creating Cell Phone Apps For Your Business

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

7131 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7103 Start Date: 8/1 End Date: 8/6
Last day to register: 8/5



Video Marketing

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



Video Marketing

Instructor: Rob Lee, UGotClass Fee: \$245

7234 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

YouTube For Business

Instructor: Rob Lee, UGotClass Fee: \$245

7238 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

eMarketing Essentials

7143 Certificate (completion of all classes below) Fee: \$495



Improving E-mail Promotions

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

7167 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Boosting Your Web Site Traffic

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

7108 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

Online Advertising

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

7206 Start Date: 8/1 End Date: 8/26
Last day to register: 8/5

CAREER

skills for the 21st Century

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

Social Media For Business

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



Introduction to Social Media

Instructor: Jennifer Selke, UGotClass Fee: \$195

7181 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Marketing Using Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7197 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7171 Start Date: 8/1 End Date: 8/26
Last day to register: 8/5

Certificate in Data Analysis

7118 Certificate (completion of all classes below) Fee: \$495



Introduction to Data Analysis

Instructor: John Rutledge, UGotClass Fee: \$195

7176 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Intermediate Data Analysis

Instructor: Mary Dereshiwsky, UGotClass Fee: \$195

7172 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

Advanced Data Analysis

Instructor: Jeff Kritzer, UGotClass Fee: \$195

7101 Start Date: 8/1 End Date: 8/26
Last day to register: 8/5



Certificate in Online Teaching

7113 Online Teaching Certificate (completion of all classes below) Fee: \$495



Advanced Teaching Online

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

7106 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Fostering Online Discussion

Instructors: Mary Dereshiwsky Fee: \$195

7157 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

Certificate in Presentation Media

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



Prezi

Instructors: Kimba Green, UGotClass Fee: \$195

7212 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Photoshop for Presentations

Instructors: Dan Hood, UGotClass Fee: \$195

7209 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

Creating Visual Presentations

Instructors: Jenna Soard, UGotClass Fee: \$195

7132 Start Date: 8/1 End Date: 8/26
Last day to register: 8/5

CAREER

skills for the 21st Century

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

Certificate in Leadership Development (for Gen Y)

7122 Certificate (completion of all classes below) Fee: \$395



Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7184 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

Developing Your Leadership Skills

Instructor: William A. Draves, UGotClass Fee: \$145

7140 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Developing Your Professional Career

Instructor: Tawanda McLaurin, UGotClass Fee: \$145

7141 Start Date: 8/1 End Date: 8/26
Last day to register: 8/5

Executive Leadership Certificate

7150 Certificate (completion of all classes below) Fee: \$695



Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7184 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

Executive Leadership in the 21st Century

Instructor: William A. Draves, UGotClass Fee: \$395

7157 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Fatal Leadership Errors

Instructor: Henry Findlay, UGotClass Fee: \$295

7154 Start Date: 8/1 End Date: 8/26
Last day to register: 8/5

Managing Social Media Platforms Certificate

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



Twitter

Instructor: Suzanne Kart, UGotClass Fee: \$195

7229 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10

Facebook for Business

Instructor: Nicole Siscaretti, UGotClass Fee: \$245

7153 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8

LinkedIn for Business

Instructor: Jennifer Selke, UGotClass Fee: \$195

7190 Start Date: 8/1 End Date: 8/26
Last day to register: 8/5



Students With ASD (Autism Spectrum Disorder)

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

7223 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10



Generational Learning Styles For K-12 Teachers

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

7159 Start Date: 7/5 End Date: 7/29
Last day to register: 7/8



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 Williams A. Draves, UGotClass Fee: \$145

7242 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10



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

7207 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10



Additional online Professional Development for Teachers classes — Survival Kit for New Teachers, Teaching Science, Integrating Technology in the Classroom, Teaching Students with ADHD, Creating a Classroom Website....and more. Go to <https://citruscollege.augusoft.net/>. Browse All Classes, under the ON THE NET tab.



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 to learn 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. This class is for any teacher interested in social media, from beginners to advanced social networkers.

Instructor: Heather Dimitt, UGotClass Fee: \$145

7219 Start Date: 7/5

End Date: 7/29

Last day to register: 7/5



ATTENTION BUSINESS MANAGERS



Customized Training Available

Contract Training from Citrus College 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.

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 canceled 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.

Cardio-Circuit Training

Fast-Paced Circuit – a total body workout-cardio-vascular circuit, 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.

Mon - Thur	6:00am-8:00am	AP 109
	5:00pm-7:00pm	AP 109

June 20-August 11

9324 Fee: \$35*

9325 Fee: \$29* Forever Young 55+

*Register for summer session by June 6, 2016 to receive a \$5 discount.

NEW! Cardio-Sculpt

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

Instructor: Bonnie Murphy

9327 Monday 6/20 - 8/8 5:00pm-5:50pm AP 110 \$31*

NEW! Wellness Meditation

A guided introduction to the practice of quieting the mind and body to reduce stress and gain focus. Regular meditation practice has been known for centuries to enhance health and peace of mind. Please bring a yoga mat and block or small pillow; wear comfortable loose clothing.

Instructor: Lynda Razo

9534 Thursday 6/23 - 8/11 6:30pm-7:00pm AP 110 \$19*

Pilates For Life

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

Instructor: Irene George

9326 Tuesday 6/21 - 8/9 5:30pm-6:20pm AP 110 \$35*

Multi-Level Yoga

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

Instructor: Linda Wright

9329 Wednesday 6/22 - 8/10 5:00pm-5:50pm AP 110 \$35*

NEW! Yoga For Wellness

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

Instructor: Lynda Razo

9548 Thursday 6/23 - 8/11 5:30pm-6:20pm AP 110 \$35*

*No refunds will be issued after classes begin.

PERSONAL ENRICHMENT

Health & Self

NEW! Stop The Chatter In Your Mind

Over the years, we have all attracted problems, conflicts, and distractions by watching TV, updating our Facebook and Twitter pages, checking email, and sending texts. We have lost touch with our inner selves with useless, irrelevant information.

One way to find our true spirit again is “to stand porter at the door of thought.” Observe what and how we think and make a conscious choice to clean up the mental clutter by retraining our thoughts to “quiet our mind.”

Learn simple tools to:

- Understand how, why, and what you think.
- See, let go, and change the way you think.
- Respond, not react.
- Breathe and meditate to quiet your mind, focus, and be still.
- Keep your new peaceful thought system!

Instructor: Margaret Pappas, MLS Fee: \$49*

9536 Saturday 7/16 9:00am-1:00pm LL

*plus \$10 materials fee payable to instructor



NEW! The Hottest New Makeup Trends

Master the hottest new makeup tips step-by-step in this hands-on class. You will learn techniques in contouring, highlighting, blending, baking, color correcting, and strobing. Students will have a basic understanding of face shapes, bone structures, hues, and how to use yellow, orange, green, and lavender to color correct and cover dark circles and eye bags using color theory. Learn new trends you see on social media including brows, smoky eyes, blush, bronzer, and lips. Learn about brushes and tools and be confident applying makeup.

Please come with a clean face.

Instructor: Michelle Jackson Fee: \$75*

One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.

9540 Saturday 8/13 12:30pm-3:30pm LL

*plus \$45 materials fee payable to instructor

NEW! Makeup And Skincare Workshop: Back To Basics (Ages 13 & up)

In this hands-on workshop, you'll learn step-by-step skin care and makeup application techniques that will enhance your beauty. Learn what products to use for all skin types. You will learn basic makeup application including foundation, blush, eye shadow to enhance your eyes, mascara and lips. Perfect for teens or those who need a refresher.

Instructor: Michelle Jackson Fee: \$65*

One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.

9541 Saturday 8/13 9:30am-11:30am LL

*plus \$35 materials fee payable to instructor

PERSONAL ENRICHMENT

Health & Self

NEW! A 30-Second Tool To De-Stress . . . Use Your Heart!

Research shows that 90% of all health problems are stress-related, including heart disease, high blood pressure, stroke, depression, and sleep disorders. The source of stress is often misunderstood. It is our negative reaction to stress that impacts our physical, mental, and emotional health.

So, what can we do to handle stressful events and situations? Use your heart! . . . a 30-second tool to manage stress in a healthy way. Three decades of scientific research has proven that this exercise reduces stress and the physiological effects to your body by at least 25%.

At this workshop you will:

- Assess your stress level with a simple stress test.
- Learn how to breathe through your heart.
- Experience what your heart intuitively knows (and it knows before your brain does.)
- Troubleshoot your personal challenges using the heart tool.
- Discover the power of care, compassion, appreciation, and forgiveness.

Reduce your stress, increase your energy level, and improve your overall sense of well-being.

Instructor: Margaret Pappas, MLS Fee: \$49*

9537 Saturday 7/23 9:00am-1:00pm LL

*plus \$10 materials fee payable to instructor

NEW! 3 Easy Steps To Be Able To Communicate With Anyone

All relationships require communication. Communication can be especially challenging when a problem exists. Good communication skills do not always solve problems or resolve issues, but seldom can we solve problems or issues without them!

Using a simplified version of Harville Hendrix's *Dialogue* solves the "I do not know what to say or how to say it" challenge. The Dialogue is a 3-step, practical communication tool that teaches us to listen and to respond without judgment, whether or not we are in agreement with the other person.

Take this workshop if you:

- Have a difficult time communicating, listening or feeling heard.
- Feel frustrated with yourself when reacting rather than responding appropriately
- Want to build and rebuild your relationships

Achieve a real and safe connection in your relationships by following the three easy steps in dialoguing.

We encourage you to register with someone you can practice with during and after the workshop.

Instructor: Margaret Pappas, MLS Fee: \$99*

9538 Saturday 6/25 9:00am-1:00pm LL

*plus \$10 materials fee payable to instructor

Citrus College

Study Abroad

for the ultimate educational experience

LONDON
Fall 2016

FLORENCE
Winter 2017

BARCELONA
Spring 2017

Visit our Website

www.citruscollege.edu/studyabroad

Call 626.914.8560 for brochures and information.

PERSONAL ENRICHMENT

Computers & Technology

NEW! How To Be Self-Published For Free

Want to be published and e-Published NOW? Do you dream of seeing your book featured on Amazon.com? Do you have useful knowledge or skills that you think others could use? Publishing is easier than you think. If you want to be published, but don't know where to start, this class will give you the know-how to fulfill your dream of creating your own books, and e-books. In this cutting edge class, you'll learn how to:

- Use quick and easy methods to get your work published
- Convert your book to Kindle for FREE
- Upload your finished books and e-books to Amazon and other major chains
- Offer it as a pay-per-download product from your Web site
- Use copyrights to protect your work

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

Instructor: Mike Rounds Fee: \$45*

9546 Monday 8/8 6:30pm-9:30pm LL

*plus \$30 materials fee payable to instructor for *Self-Publishing for the Clueless*® (978-1-891440-99-1) and *E-Publishing for the Clueless*® (978-1-891440-83-0)

Protocols & Audio Recording Basics

Get a head start on learning the industry standard audio recording software, ProTools 12 from AVID. As an AVID sponsored school, we will offer a 2 week block of intensive classes in ProTools and audio recording basics.

Instructor: Tim Jaquette Fee: \$195

9274 Monday-Thursday 7/11-7/21 5:00pm-8:00pm VT 320



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: Dan Hood, UGotClass Fee: \$195

7209 Start Date: 7/5 End Date: 7/29

Last day to register: 7/8



NEW! Blogging For Fun and Profit

You will learn what a blog is, where blogs are found, and how to create a blog for free. Join us and find out how to share information, pictures, and videos with your family, friends, organizations, and customers. You can even use your blog to share your ideas with the world, and make money doing it! Learn about affiliate programs and other ways to make money with blogging, and using your blog with Social Media sites. Topics include: What are blogs and who is using them, Setting up and hosting your blog, Using photos, video, and audio, Blogging for business, Selling ads on your blog, Marketing your blog, Building blog communities, Using a blog as your Web site

- Where to find Blogs
- Advantages of Blogs over other types of websites
- Blog software
- Setting up a Blog
- Adding content for text, photos, and video
- Managing Blog software
- Creating Content
- Making Money with Blogging

Instructor: Robert Cohen Fee: \$45*

9533 Saturday 7/23 1:00pm-4:00pm LL

*plus \$30 materials fee payable to instructor

PERSONAL ENRICHMENT

Computers & Technology

NEW! Marketing With Facebook and Social Media

Learn effective social media marketing that gets results. Learn how to create and manage a Facebook page for your business that attracts fans and followers. Find out how to connect your business website to Facebook to create leads and find prospective clients using proven social media tools and methods. Get valuable information on how other businesses are marketing using Yelp and Foursquare. Learn how to use coupons, promotions, and contests to attract and build a fan base and local listings and “check-ins”. Put together a marketing calendar to plan your social media strategy and advertise on a new level!

Instructor: Robert Cohen Fee: \$45*

9532 Saturday 7/23 9:00am-12:00pm LL
*plus \$30 materials fee payable to instructor



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

7229 Start Date: 6/6 End Date: 7/1



Prezi

Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting.

Instructor: Kimba Green, UGotClass Fee: \$195

7212 Start Date: 6/6 End Date: 7/1
Last day to register: 6/10



Additional online Computer classes – Computer Skills for the Workplace, Web Design, Microsoft Office, Word, Excel, Quickbooks/Accounting, Microsoft Certification, CompTIA Certification Prep ... and more. Go to <https://citruscollege.augusoft.net/>. Browse All Classes, under the ON THE NET tab.

PERSONAL ENRICHMENT

Hobbies & Interests

NEW! Ikebana-Japanese Flower Arranging

Tranquility, balance, and elegance are words associated with Ikebana. This is a beginning class in which students will practice the basic style from Ohara school of Japanese flower arrangement. The history and tradition of Ikebana will also be introduced.

Please bring a 9"- 10" wide shallow container, a pair of cutters, and a frog needle holder. Instructor will have these items for sale in class also, optional fee.

Instructor: Wendy Lai Fee: \$69*

9531 Fridays 6/24-8/12 10:00am-11:30am LL
(no class 7/15)

*plus \$35 materials fee payable to instructor on the first day of class. Optional fee: \$8.00 for a container/\$25 for a frog needle



NEW! Beginner's Guide To Digital Photography

New to Digital Photography? Want to use your camera on something other than AUTO? In this class, you'll learn how to get accurate focus, set white balance, adjust exposure, control sharpness, select ISO, and more! Your questions will be answered about megapixels, camera menus, memory cards, jpeg, and raw files. All so you can make better photographs of your favorite subjects.

Bring a digital camera (with adjustable shutter and aperture) and camera instruction booklet to class. One Saturday morning field session included.

Instructor: Craig Fucile Fee: \$99*

9535 Wednesday 7/13, 7/20, 7:00pm-9:30pm LL
8/3, 8/10

Saturday 8/6 9:00am-11:00am LL

Thursday 8/11 7:00pm-9:30pm LL

*plus \$10 materials fee payable to instructor

NEW! Watercolor Bootcamp – Basic Painting Techniques

This one-day workshop is designed for the beginner or novice artist who wants to learn the basic painting techniques and methods used by professional watercolor artists. The class will include a discussion about the best art supplies to use, including brushes, paper, and paint, as well as a demonstration on the basic wash, mixing color, and hard and soft edges. Participants will leave with their own creation - a landscape subject loose and impressionistic ready to be matted and framed. You'll also learn how to create your own portable art kit to take with you when traveling. Drawing experience is helpful but not necessary. Please bring a sack lunch or snacks, along with a notebook for taking notes. Enjoy a morning learning to paint!

Instructor: Fran Ortiz Fee: \$45*

9547 Saturday 7/30 9:00am-12:30pm TBA

*plus \$10 materials fee payable to instructor

NEW! Introduction To Interior Design

Do you love design and want the secrets on how to do it better? Are you working on your own project and feel overwhelmed? This class gives the basics that every homeowner should know when taking on a remodel and covers the key areas that most people get stuck on. Learn how proper space planning, furniture placement, and the use of a color palette will help you create a more functional and enjoyable finished product.

Instructor: Jeanette Chasworth Fee: \$125*

9539 Thursdays 6/23-7/14 6:30pm-8:00pm LL

YOUTH

Teens & Youth

NEW! Makeup And Skincare Workshop: Back to Basics (Ages 13 & up)

In this hands-on workshop, you'll learn step-by-step skin care and makeup application techniques that will enhance your beauty. Learn what products to use for all skin types. You will learn basic makeup application including foundation, blush, eye shadow to enhance your eyes, mascara and lips. Perfect for teens or those who need a refresher.

Instructor: Michelle Jackson Fee: \$65*

One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.

9541 Saturday 8/13 9:30am-11:30am LL

*plus \$35 materials fee payable to instructor

NEW! Kids And Money (Ages 12-16)

This workshop will help your children learn the important skills they need to be financially successful in life. They will gain fundamental skills of budgeting, saving and investing, balancing a checkbook, credit card debt, and so much more.

Instructor: Barbara Stowell Fee: \$49

9536 Tuesday/ 7/19 & 7/20 9:30am-11:30am LL
Wednesday



Reading Skills and Speed Reading Programs for Children and Adults



Citrus College, Community Education, is offering eight different reading skills programs for 4-year-olds through adults this summer.

Reading programs for younger students build comprehension and students learn the phonics and fluency skills they need to become strong readers.

Programs for older students and adults are geared toward improving comprehension and study skills, vocabulary, and speed reading.

The skills taught in the classes reinforce the importance of reading for pleasure and developing a lifelong love of books.

The programs are taught by instructors from the Institute of Reading Development. Tuition and materials fees vary by program level. Programs meet on campus and begin July 24th.

For More Information or to Register

Schedule Code:
98-S2-2B7F

Call 1-800-979-8980

Mon-Thurs 7am - 7pm; Fri 7am - 6pm; Sat 7am - 1pm

Interested in a trip...call (626) 852-8022, and we'll send you a beautiful travel brochure that includes lots of great information about each trip, including a day-by-day schedule of activities. **All prices subject to change.**



Classic Christmas Markets

Experience the 600-year-old holiday spirit of "Christkindlesmarkts" in Germany, Austria and France. Sip mulled wine and collect unique handi-crafts, hand-made ornaments and toys at some of the largest and most famous Christmas markets in Europe. Spend three nights in the traditional Alpine village of Oberammergau and two nights in the heart of the Black Forest. Bask in holiday cheer as you stroll along the cobblestone streets of Innsbruck, capital of Tyrolean Austria. Explore historic Nuremberg, Würzburg and Rothenberg, some of the best preserved medieval towns in Europe. Visit the famous Nuremberg Christmas Market dating back to 1628, where you can sample sausages and gingerbread. In Innsbruck, embark on your choice of a cultural or architectural walking tour. Explore Strasbourg's Petit France and its quaint market stalls huddled around the imposing cathedral.

Departure Date: December 9, 2016

Cost: \$2,999 double; \$3,199 single

Payment terms: \$250 deposit per person, final payment due October 9, 2016

New York City Holiday

Experience the best of "the Big Apple" in this spectacular 5-day tour. From Little Italy to Greenwich Village, New York City is a destination even the most seasoned traveler can enjoy. Spend four nights in the heart of Midtown close to Central Park and Times Square. Take your seat and watch the curtain rise for an exciting Broadway Show. See the Christmas Spectacular at Radio City Music Hall, featuring the world famous Rockettes! Ferry to the Statue of Liberty and Ellis Island. See the Empire State Building and the United Nations. Enjoy plenty of free time to shop and explore this fabulous city on your own. Get ready to "start spreading the news!"

Departure Date: December 5, 2016

Cost: \$2,999 double; \$4,099 single

Payment terms: \$250 deposit per person, final payment due October 5, 2016



Upcoming Trips

March 2017

America's Music Cities

Spain's Classics

April 2017

Washington DC

Discover Croatia

Call (626) 852-8022 for more information.

ONLINE REGISTRATION

Noncredit Admission and Class Registration

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

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

Step 1: Applying for Noncredit Admission

Step 2: Registering for Noncredit Classes

Applying for Noncredit Admission

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

Registering for Noncredit Classes

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

Step 1: Applying for Noncredit Admission

The first step in the application process is to create a new user account.

During this process you will create a Login ID and PIN. This information will be used to register for classes and access WingSpan in Step 2.

It is important you write down and save your Login ID and PIN.

The screenshot shows the Citrus College Online Noncredit Application page. At the top left is the Citrus College logo. Below it, there are links for 'HELP' and 'EXIT'. The main heading is 'Welcome to Citrus College Online Noncredit Application'. There are two instructions: one for first-time users to create an account, and one for returning users to log in. Below these are input fields for 'Login ID:' and 'PIN:', followed by a 'Login' button. A link for 'First time user account creation' is visible, with a black arrow pointing to it. At the bottom, there is a 'Return to Homepage' link and a copyright notice for Ellucian Company L.P. and its affiliates.

ONLINE REGISTRATION

Noncredit Admission and Class Registration

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

Once the login has been created, select the Noncredit application type, and proceed through the application, answering all questions.

The Application Checklist will assist you in completing all sections of application.

Once all sections of the checklist are complete (red check marks on all sections), select *Application is Complete*



HELP EXIT

Application Checklist

A checklist is provided to help you complete the application.

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

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

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

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

Application is Complete Finish Later

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

Once the application is submitted, you will receive an Acknowledgement Page that includes your Citrus College ID number.

It is VERY IMPORTANT you PRINT this page or WRITE DOWN the ID number **BEFORE** closing the screen.

HELP EXIT

Acknowledgement Page

27-APR-2014

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Greetings,

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

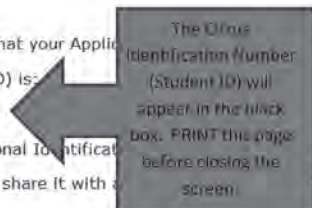
Your Citrus Identification Number (Student ID) is:

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

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

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

- To ensure your experience at Citrus College is a successful one, there are a number of services available to you:
- Registration – Go to the Noncredit Registration website for registration information at <http://www.citruscollege.edu/ce>
 - Parking Permit – Parking permits are required on all vehicles that park on the Citrus College Campus. Visit <https://citruscollege.edu/parking>. A daily permit for \$5 may be purchased at the Campus Safety building, located at the main campus entrance off Citrus / S9.
 - Photo ID – Once you have registered for a noncredit class, you may obtain a Citrus College photo identification card free of charge. Please wait at least 48 hours from the time of registration before visiting the library to take your photo. Computer and Internet access is available.
 - Counseling/Advisement – A noncredit counselor can provide the guidance you need for setting your goals, planning your course of study, and scheduling an appointment, please call (626) 852-6445 or visit Continuing Education Office location.
 - Textbooks – Textbooks required for noncredit classes can be purchased at the Owl Bookshop. New and used textbooks are available.
 - Address or Name Change – If you have a name or address change, complete a Student Correction Form to update your information. The form is available in the Admissions & Records office located in the Student Services building and online.
 - Additional information can be found on the Non Credit Admission and Class Registration website at <http://www.citruscollege.edu/ce>



ONLINE REGISTRATION

Noncredit Admission and Class Registration

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

Step 2: Registering for Noncredit Classes

After the application is completed and submitted, wait one (1) hour, then go to WingSpan to register for classes - <https://wingspan.citruscollege.edu>

Log into the site using your Citrus College ID Number and the PIN you created when you submitted your application.

HELP | EXIT
Please follow the instructions below.

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

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

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

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

User ID:

PIN:

Login Forgot PIN?

Follow the prompts to change your PIN number. It is important you **WRITE DOWN** and save your user ID and PIN number. This information will be used each time you access WingSpan. It is **VERY** important.

At the Welcome screen, you should see your name at the top of the screen.

Click on the link to Admissions & Records.

Click on the link to *Registration*.

Select the appropriate term (fall, winter, spring, summer). Once completed, select *Register or Add/Drop Classes*.

If you know the CRN for the class you want to enroll in, enter the numbers in the boxes on the worksheet.

If you do not know the CRN for the class you want to enroll in, click the Class Search button to search for your class. Once you found your class, click on the Add to Worksheet button at the bottom of the screen.

Once you have selected and added your class to the worksheet, click Submit Changes. If you skip this step, you will not be registered for classes.

When you are ready to complete your registration, you must click the Click Here When Finished button.

Your registration is now complete.

If you have any questions or need assistance with the noncredit application and registration processes, please contact Continuing Education, 626-852-8022.

ONLINE REGISTRATION

Noncredit Admission and Class Registration

Important Registration Dates and Deadlines	
Summer 2016 June 20 - August 12	
Applications for Summer 2016 Session Available	Monday, April 25, 2016
Registration for Summer 2016 Session Begins	Monday, May 16, 2016
Registration for Summer 2016 Session Ends	Friday, July 15, 2016
Fall 2016 August 19 - December 10	
Applications for Fall 2016 Semester Available	Tuesday, July 5, 2016
Registration for Fall 2016 Semester Begins	Monday, July 18, 2016
Registration for Fall 2016 Semester Ends	Friday, October 14, 2016

NONCREDIT

Counseling



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

- Academic, personal, and vocational
- Noncredit student educational plan to map your journey
- College campus and personal resources assistance
- Transition assistance to degree/certificate programs
- Targeting challenges as they occur

For more information or to schedule an appointment with a noncredit counselor, please call (626) 852-6445 or stop by the Continuing Education Office in the Lifelong Learning Center.

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

Your placement is determined at the time you register. See Important Registration Dates and Deadlines on page 33.



NC 310 ESL Grammar – Beginning 1

ESL Grammar-Beginning 1 teaches low-beginning English language learners introductory English grammar used in essential life functions. This course can be used to review or prepare for NC 305-Multiskills-Beginning 1.

41151	Monday-Thursday	6/20-8/10	9:00am-11:10pm	LL
41152	Monday-Thursday	6/20-8/10	6:00pm-8:10pm	LL

NC 311 ESL Grammar – Beginning 2

Strongly recommended: NC 305: ESL Multiskills-Beginning 1 or demonstrate a high beginning (Beginning 2) level of English fluency.

ESL Grammar-Beginning 2 teaches high-beginning English language learners rudimentary English grammar used in basic life functions. This course can be used to review or prepare for NC 306-ESL Multiskills-Beginning 2.

41153	Monday-Thursday	6/20-8/10	9:00am-11:10pm	LL
41154	Monday-Thursday	6/20-8/10	6:00pm-8:10pm	LL

NC 312 ESL Grammar – Intermediate 1

Strongly recommended: NC 306: ESL Multiskills-Beginning 2 or demonstrate a low-intermediate (Intermediate 1) level of English fluency.

ESL: Grammar-Intermediate 1 teaches low-intermediate English language learners English grammar used in routine life functions. This course can be used to review or prepare for NC 307-ESL Multiskills-Intermediate 1.

41155	Monday-Thursday	6/20-8/10	9:00am-11:10pm	LL
41156	Monday-Thursday	6/20-8/10	6:00pm-8:10pm	LL

NC 313 ESL Grammar – Intermediate 2

Strongly recommended: NC 307: ESL Multiskills-Intermediate 1 or demonstrate a high beginning (Intermediate 2) level of English fluency.

ESL: Grammar-Intermediate 2 teaches high-intermediate English language learners English grammar used in more complex life functions. This course can be used to review or prepare for NC 308-ESL Multiskills-Intermediate 2.

41157	Monday-Thursday	6/20-8/10	9:00am-11:10pm	LL
41158	Monday-Thursday	6/20-8/10	6:00pm-8:10pm	LL

NONCREDIT

Career

NC 632 - Air Conditioning I

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

Instructor: Fallat, P.

41149 Tuesday/ 6/21 - 8/11 6:00pm-9:10pm TE 102
Thursday



HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Summer 2016

High School Summer School programs are offered through the Noncredit Department in partnership with area high school districts, including Azusa, Claremont and Monrovia. Programs include credit recovery and basic skills courses.

Please contact high schools or district offices for information on how to register and enroll in classes. Contact information is provided below.

Classes and availability are subject to change and/or cancellation at the discretion of the Continuing Education department.

Azusa Unified School District

Location: Azusa High School
240 N. Cerritos Avenue
Azusa, CA 91702

Dates: June 8 – July 13

Days: Monday - Friday

Time: 8:00am-12:50pm

Contact: Susan Brosche 626-858-6195

Classes: Biology A, Biology B, Physical Science A, Physical Science B, Chemistry A, Chemistry B, Algebra IA, Algebra IB, Geometry A, Geometry B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, World History A, World History B, US History A

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Summer 2016

Claremont Unified School District

Location: Claremont High School
1601 N. Indian Hill Blvd.
Claremont, CA 91711

Dates: June 17 – July 29

Time: 8:00am-11:50am

Contact: Felipe Delvasto
909-398-0609, ext. 40001

Classes: Pre-Calculus A, Pre-Calculus B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, Biology A, Biology B, Chemistry A, Chemistry B, Economics, American Government

Monrovia Unified School District

Location: Monrovia High School
845 W. Colorado Blvd.
Monrovia, CA 91016

Dates: June 16 – July 20

Days: Monday - Friday

Time: 7:30am-12:20pm

Contact: Javier De La O 626-471-2868

Classes: Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Biology A, Biology B, Chemistry A, Chemistry B, World History A, World History B, US History A, US History B, Algebra IA, Algebra IB, Geometry A, Geometry B, Algebra IIA, Algebra IIB, Economics, American Government

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

CLASS DESCRIPTIONS

NC 208A Algebra IA

This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 208B Algebra IB

This is a continuation of Algebra IA. This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands-on activities, concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

CLASS DESCRIPTIONS

NC 209A Algebra IIA

This course introduces linear functions in two variables, solutions of systems of equations by various methods, operations with polynomials and factoring, quadratic functions, rational functions, radicals and elementary probability. This course combines algebraic concepts and geometry in several activities, projects and problems. Through each activity and project the student learns how to write algebraic expressions, understand the relationship among equations and graphs, explore functions, think critically and develop a clear understanding of sequences, series, probability, and exponential functions. Each activity and project is designed for real-life application, visual and hands-on approach to solving problems and use of technology. The course format will include activity-based investigations with hands on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 209B Algebra IIB

This is a continuation of Algebra IIA. This course introduces linear functions in two variables, solutions of systems of equations by various methods, operations with polynomials and factoring, quadratic functions, rational functions, radicals and elementary probability. This course combines algebraic concepts and geometry in several activities, projects and problems. Through each activity and project the student learns how to write algebraic expressions, understand the relationship among equations and graphs, explore functions, think critically and develop a clear understanding of sequences, series, probability, and exponential functions. Each activity and project is designed for real-life application, visual and hands-on approach to solving problems and use of technology. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 224A Geometry A

This integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles and spheres), probability and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 224B Geometry B

This integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles and spheres), probability and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 225A Pre-Calculus A

This course will further prepare students who have completed two years of high school algebra in such important areas as graphic techniques, algebraic and transcendental functions, and analytic geometry. Special interest has been given to the algebra of calculus. Many examples and exercises consist of algebra problems that arise in the study of calculus. This course will include daily homework, projects, and group activities done in the classroom setting, investigations and calculator work. The course format will include activity-based investigations with hands on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 225B Pre-Calculus B

This course will further prepare students who have completed two years of high school algebra in such important areas as graphic techniques, algebraic and transcendental functions, and analytic geometry. Special interest has been given to the algebra of calculus. Many examples and exercises consist of algebra problems that arise in the study of calculus. This course will include daily homework, projects, and group activities done in the classroom setting, investigations and calculator work. The course format will include activity-based investigations with hands on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 210A Freshman English A

The following disciplines of English are an integral part of this course: reading, writing, vocabulary and speech. Students will read literature from the genres of poetry, short stories, novels, and plays. The student will be introduced to the process of writing. Spelling and content words will be chosen from the literature. Oral reports, oral readings, and memorized orals are incorporated

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

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into this course. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 210B Freshman English B

The following disciplines of English are an integral part of this course: reading, writing, vocabulary and speech. Students will read literature from the genres of poetry, short stories, novels, and plays. The student will be introduced to the process of writing. Spelling and content words will be chosen from the literature. Oral reports, oral readings, and memorized orals are incorporated into this course. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 211A Sophomore English A

The main purpose of this course is on college preparatory writing, introduction to literary analysis, and research skills. The major genres of literature are studied, discussed, and analyzed. Students continue to learn the processes of drafting, rewriting, and editing. In addition, students also learn to critique each other's work and to use these editing skills on their own papers. Research skills are learned so the students will know how to gather information needed for clarification of reading or the beginning of writing. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 211B Sophomore English B

The main purpose of this course is on college preparatory writing, introduction to literary analysis, and research skills. The major genres of literature are studied, discussed, and analyzed. Students continue to learn the processes of drafting, rewriting, and editing. In addition, students also learn to critique each other's work and to use these editing skills on their own papers. Research skills are learned so the students will know how to gather information needed for clarification of reading or the beginning of writing. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 212A Junior English A

This course is a survey of American literature covering philosophical, religious, political, and literary ideas in American writing from colonial times to the present. Emphasis will be placed on techniques of organizing and developing critical essays about fiction, poetry, and drama. Students will be required to study a major novel and participate in an independent reading program. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 212B Junior English B

This course is a survey of American literature covering philosophical, religious, political, and literary ideas in American writing from colonial times to the present. Emphasis will be placed on techniques of organizing and developing critical essays about fiction, poetry, and drama. Students will be required to study a major novel and participate in an independent reading program. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 214A U. S. History A

The content will focus on the development of the United States during the 20th century. This course will enable students to understand the chronological flow of events, the dynamics of change, and the critical links between the past and the present in the United States. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 214B U. S. History B

The content will focus on the development of the United States during the 20th century. This course will enable students to understand the chronological flow of events, the dynamics of change, and the critical links between the past and the present in the United States. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

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NC 215A World History A

This course is a study of the major ideas and turning points that shaped the modern world historically, geographically, politically, economically and culturally in the 18th, 19th and 20th centuries. It analyzes the major ideas, people and events that have led to the development of today's contemporary world. The use of discussion, audiovisual aids, maps, student-oriented activities is employed throughout the course. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant throughout the course. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 215B World History B

This course is a study of the major ideas and turning points that shaped the modern world historically, geographically, politically, economically and culturally in the 18th, 19th and 20th centuries. It analyzes the major ideas, people and events that have led to the development of today's contemporary world. The use of discussion, audiovisual aids, maps, student-oriented activities is employed throughout the course. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 216 American Government

In this course, students will develop a deeper understanding of the institutions of American government. Students will compare the systems of government in the world today and analyze the history and changing interpretations of the Constitution, the Bill of Rights, and the current state of the legislative, executive, and judiciary branches of government. An emphasis is placed on analyzing the relationship among federal, state, and local governments, with particular attention paid to important historical documents such as the Federalist Papers. This course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State History and Social Sciences Standards to meet the minimum course requirements for high school graduation. opted California State English Standards to meet the minimum course requirements for high school graduation.

NC 217 Economics

In this course, students will master fundamental economic concepts, applying the tools (graphs, statistics, equations) from other subject areas to the understanding of operations and institutions of economic systems. Studied in a historic context are the basic economic principles of micro- and macroeconomics, international economics, comparative economic systems, measurement, and methods. This course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State History and Social Sciences Standards to meet the minimum course requirements for high school graduation.

NC 218A Biology A

This course deals with the study of living things following the California state standards for Biology. It emphasizes modern technological and practical topics such as ecology, genetics and human structure and function. Hands on laboratory experiences are essential to each topic. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 218B Biology B

This course deals with the study of living things following the California state standards for Biology. It emphasizes modern technological and practical topics such as ecology, genetics and human structure and function. Hands-on laboratory experiences are essential to each topic. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 219A Physical Science A

The course will examine the four environments of the universe: solid (land), liquid (ocean), gas (atmosphere), and space, and show their interdependence. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

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NC 219B Physical Science B

This course will examine the four environments of the universe: solid (land), liquid (ocean), gas (atmosphere), and space, and show their interdependence. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 221A Chemistry A

Principles of chemistry are developed through laboratory observations of physical properties and chemical reactions. The language, formulas, and equations of chemistry are used in interpreting atomic structure and chemical bonding; periodic behavior of elements; rates and energies of chemical and nuclear change; equilibrium of gaseous systems, acids and bases, and oxidation-reduction as well as organic functional groups. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 221B Chemistry B

Principles of chemistry are developed through laboratory observations of physical properties and chemical reactions. The language, formulas, and equations of chemistry are used in interpreting atomic structure and chemical bonding; periodic behavior of elements; rates and energies of chemical and nuclear change; equilibrium of gaseous systems, acids and bases, and oxidation-reduction as well as organic functional groups. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

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

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

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

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

Cualquier estudiante o empleado/a que considere que él/ella ha sido hostigado/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 contradictoria 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>

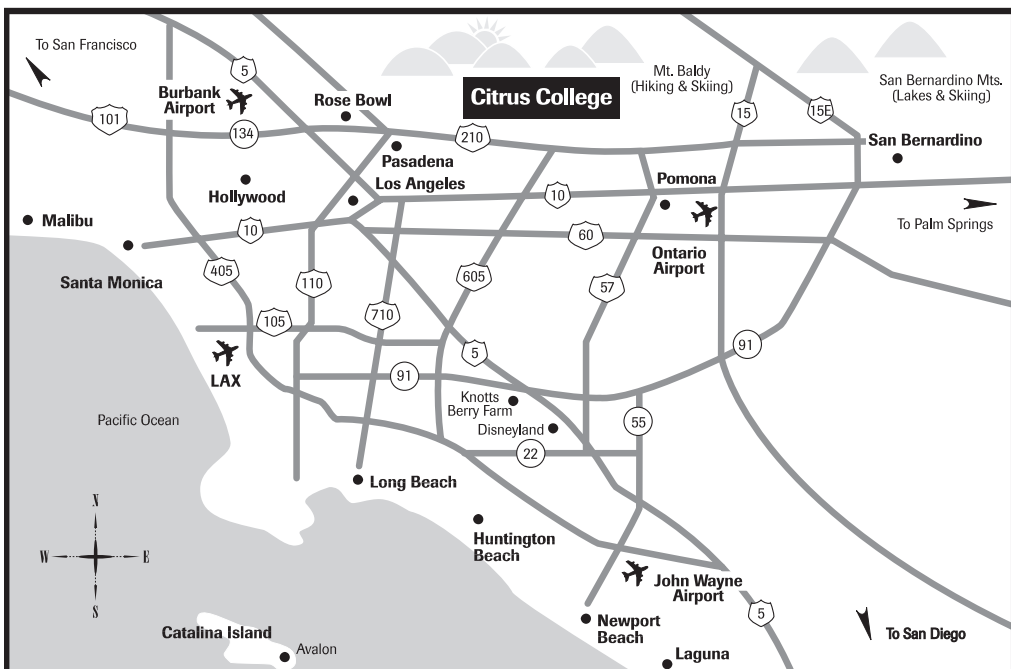
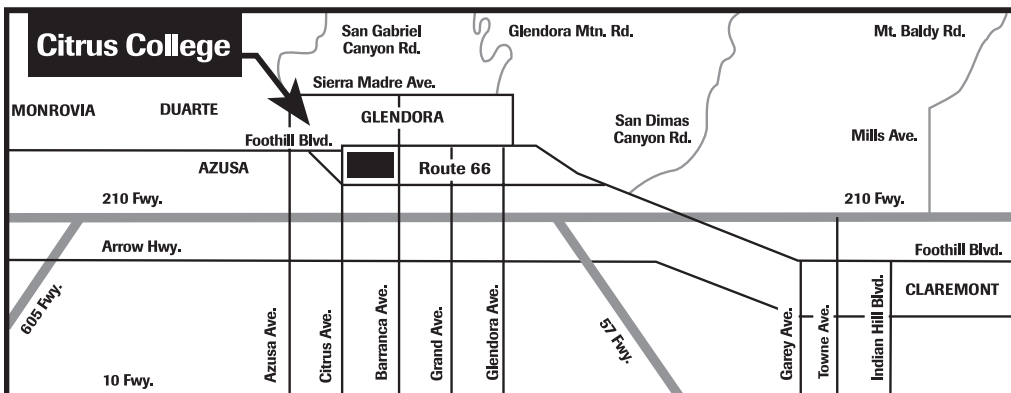
Parking Regulations/Maps

Get a Citrus College Parking Permit—At Your Fingertips

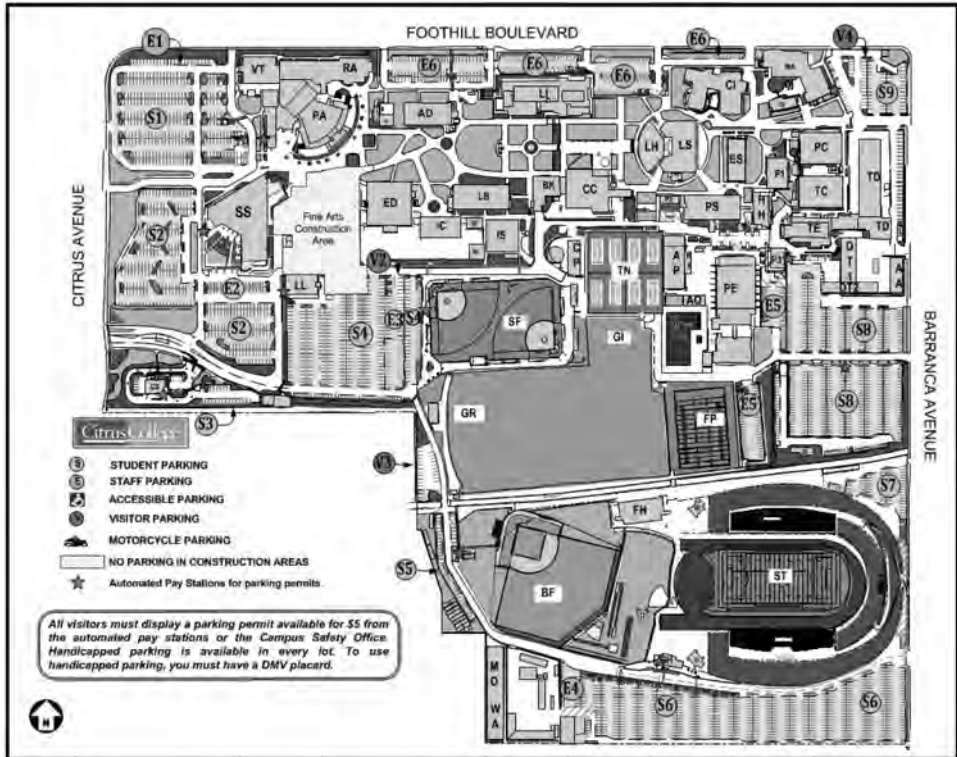
Citrus College offers a new easy, convenient online method for purchasing parking permits.



- Summer session parking permits are \$26.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for summer session.
- 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 (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester permits are not available in the Continuing Education Office.



Citrus College Campus Directory



Buildings

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

Services

Admissions and Records SS	Fitness Center AP
Associated Students CC	FLS Language Centres P2
Athletics /Kinesiology PE	Food Service CC
Art Center ED	Foster Kinship Office IC
Art and Coffee Bar SS	Foundation AD
Auditorium PA	Health Center SS
Board Room AD	Health Sciences PC
Box Office PA	Human Resources AD
Bursar AD	Information SS
Business Services AD	Instruction Office AD
Cafeteria - Owl Café CC	International Student Center SS
CallWORKs SS	Learning Center ED
Career/Transfer Center SS	Little Theatre PA
Cashier SS	Noncredit Education LL
Clarion, Student Newspaper TC	Noncredit Matriculation LL
College Advancement CI	Nursing PC
Community Education LL	Outreach SS
Computer Center IS	Printing, Reprographics RG
Cosmetology PC	Public Information AD
Counseling and Advisement Center SS	Receiving WA
Dental Assisting P1	Receiving Bookstore BK
Disabled Students Center SS	Safety Office CS
Distance Education CI	Student Affairs CC
Esthetician TC	Student Employment Services SS
EOP&S SS	Student Services Office SS
External Relations AD	Superintendent/President's Office AD
Facilities Rental AD	Swimming Pool AQ
Faculty / Staff Lounge CC	Testing Center ED
Financial Aid SS	Transfer Center SS
	Veteran's Center IC
	Vocational Education Office TE

Revised: 04-02-2015

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.

Classes are free. Minimal charge for textbook and parking permit. See page 34 for details.

Morning and evening classes are available.



Heating and Air Conditioning Classes

The Noncredit Heating and Air Conditioning Program prepares students for the job opportunities available in an industry that pays a high wage with a history of longevity. Regardless of economic conditions, people and businesses depend on climate control systems and refrigeration.

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

Offered this Summer:
NC 632 Air Conditioning I



For more information, call or visit the Continuing Education Office located in the Lifelong Learning Center, (626) 852-8022.



1000 West Foothill Boulevard
Glendora, CA 91741-1885

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

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**Noncredit
Free Classes
ESL**
See Page 34.

HVAC
See Page 36.

Health
See Page 36.

TIME DATED MATERIAL



Stay updated on what's happening at Citrus College Continuing Education

