

Citrus College

COMMUNITY & NONCREDIT EDUCATION

Fall 2016 Class Schedule

All Aboard!



Gold Line now serving Citrus College

Register Online www.citruscollege.edu/ce

Citrus College Continuing Education

Fall 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 39.

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

Continuing Education Office

Located in the Lifelong Learning Center

Web site: www.citruscollege.edu/ce

Tel: 626-852-8022

Hours*: Mon. - Thurs. 8:00am - 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?

Fall Session begins August 22, 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.

Fall Holidays - Classes will not meet on the following date: September 3-5, November 11-12, and November 24-26.

Where Do Classes/Courses Meet?

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

Want To Know More?

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

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

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

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

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

Noncredit Courses

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

Registering

You must pre-register 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 31-33.

Who Teaches The Courses?

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

Who May Attend?

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

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 _____

Parking Fee \$ _____
 Total Fees \$ _____

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.

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

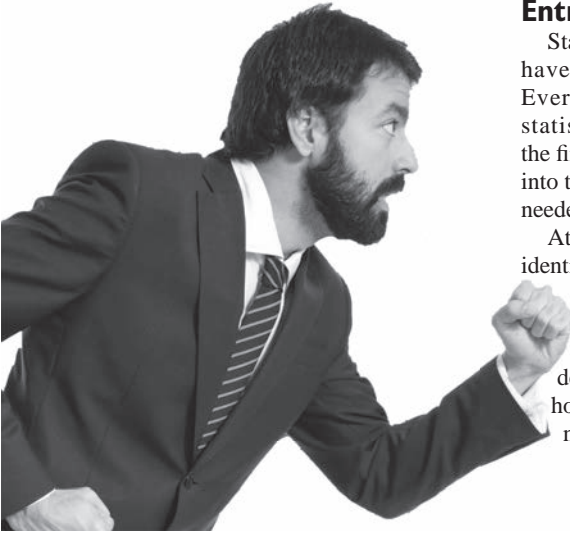
626-852-8022

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

7000 Start Date: 9/6

End Date: 9/30

Last day to register: 9/9



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 10/3 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:

- Use patents, trademarks and copyrights to protect your idea
- Evaluate your ideas for marketability
- Find potential buyers for your invention
- Sell in the safest method possible

Instructor: Nancy Miller

Fee: \$45*

9101 Monday 10/3 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

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. This class will brainstorm different home-based businesses, which you can completely run from your home. In addition, you'll learn how to:

- legally form your business
- accept customer's credit cards to maximize sales
- maintain bookkeeping and tax records
- acquire a sales tax permit and business license
- 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 10/17 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)

NEW! eBay I - Basics of Selling

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up and eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling tips, tricks and traps to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional: eBooks available for purchase after class.

Instructor: Kevin Boyd Fee: \$59
eBay Education Specialist

9550 Monday 11/7 6:00pm-9:00pm LL

NEW! eBay 2 - Advanced Selling Strategies

Learn the "Insider Tips and Strategies" that will draw the most bids, maximize sales and beat your competition. Covers how to find a profitable niche, what to sell, what to avoid and how to use Drop Shippers to minimize inventory costs. Includes eBay research, marketing and photography tips, eBay stores, how to sell antiques and collectibles and large items you don't want to ship.

Instructor: Kevin Boyd Fee: \$59
eBay Education Specialist

9551 Tuesday 11/8 6:00pm-9:00pm LL



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 **Saturday, September 24, 2016, from 10:00am-11:00am**. 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: 9/27, 9/29, & 10/4



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: 10/20 & 10/25



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: 10/11, 10/13, & 10/18



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: 10/27 & 11/1



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: 11/1



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 **Saturday, September 24, from 10:00am-11:00am**. 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: 11/3

*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: 10/12 & 10/19
(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: \$49*
 Bar and Beverage Specialist 
 *plus \$11 or \$50 optional materials fee payable to instructor

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: \$219*
 Bar and Beverage Specialist 
 *plus \$70 optional materials fee payable to instructor

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: \$49
 Bar and Beverage Specialist 

How To Start A Mobile Bar Service (Bartend at Parties)

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: \$49
 Bar and Beverage Specialist 
 *plus \$70 optional materials fee

Special Event And Wedding Planning

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

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

Participants will take home tools and checklists.

Instructor: Farla Binder Fee: \$55*

9106 Wednesday 10/19 6:00pm-9:00pm LL
 *plus \$25 materials fee payable to instructor



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 11/19 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*

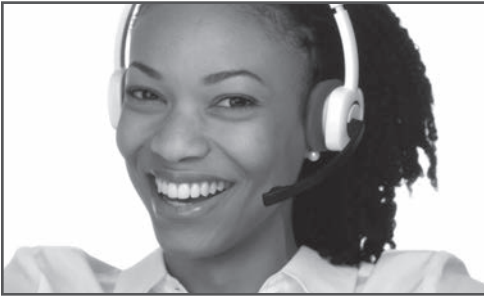
9103 Saturday 11/19 12:45pm-6:00pm LL
*plus \$35 materials fee payable to instructor



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

7005 Start Date: 10/3 End Date: 10/28
Last day to register: 10/7



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

7057 Start Date: 9/6 End Date: 9/30
Last day to register: 9/9



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

7058 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11



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

7059 Start Date: 9/6 End Date: 9/30
Last day to register: 9/9



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

Creating Cell Phone Apps For Your Business

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

7131 Start Date: 10/3 End Date: 10/28
Last day to register: 10/7

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7103 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11

Managing Social Media Platforms Certificate

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



Facebook for Business

Instructor: Nicole Siscaretti, UGotClass Fee: \$245

7153 Start Date: 10/3 End Date: 10/28
Last day to register: 10/7

LinkedIn for Business

Instructor: Jennifer Selke, UGotClass Fee: \$195

7190 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11

Social Media For Business

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



Introduction to Social Media

Instructor: Nicole Siscaretti, UGotClass Fee: \$195

7181 Start Date: 9/6 End Date: 9/30
Last day to register: 9/9

Marketing Using Social Media

Instructor: Kathryn Will, UGotClass Fee: \$195

7197 Start Date: 10/3 End Date: 10/28
Last day to register: 10/7

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7171 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11

Video Marketing

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

Video Marketing

Instructor: Rob Lee, UGotClass Fee: \$245



7234 Start Date: 9/6 End Date: 9/30
Last day to register: 9/9

YouTube For Business

Instructor: Rob Lee, UGotClass Fee: \$245

7238 Start Date: 10/3 End Date: 10/28
Last day to register: 10/7

Certificate in Presentation Media

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

Graphic Design for Visual Presentations

Instructors: Rob Lee, UGotClass Fee: \$195

7132 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11

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 Data Analysis

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



Introduction to Data Analysis

Instructor: John Rutledge, UGotClass Fee: \$195

7176 Start Date: 9/6 End Date: 9/30
Last day to register: 9/9

Intermediate Data Analysis

Instructor: Mary Dereshiwsky, UGotClass Fee: \$195

7172 Start Date: 10/3 End Date: 10/28
Last day to register: 10/7

Advanced Data Analysis

Instructor: Jeff Kritzer, UGotClass Fee: \$195

7101 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11

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

Designing Online Instruction

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

7157 Start Date: 10/3 End Date: 10/14
Last day to register: 9/26

Fostering Online Discussion

Instructors: Mary Dereshiwsky Fee: \$195

7157 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11

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

Developing Your Leadership Skills

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

7140 Start Date: 10/3 End Date: 10/28
Last day to register: 10/7

Developing Your Professional Career

Instructor: Tawanda McLaurin, UGotClass Fee: \$145

7141 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11

Executive Leadership Certificate

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



Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7184 Start Date: 9/6 End Date: 9/30
Last day to register: 9/9

Executive Leadership in the 21st Century

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

7157 Start Date: 10/3 End Date: 10/28
Last day to register: 10/7

Fatal Leadership Errors

Instructor: Henry Findlay, UGotClass Fee: \$295

7154 Start Date: 11/7 End Date: 12/2
Last day to register: 11/11

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: 10/30 End Date: 10/28
Last day to register: 10/7



Generational Learning Styles For K-12 Teachers

Your students learn differently than you do. Come 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: 11/7 End Date: 12/2
Last day to register: 11/11



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



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



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

August 22 - October 13

9324 Fee: \$35*

9325 Fee: \$29* Forever Young 55+

*Register for the first 8-weeks of Fall by August 8 to receive a \$5 discount.

October 17 - December 8

9280 Fee: \$35*

9281 Fee: \$29* Forever Young 55+

*Register for the second 8-weeks of Fall by October 3 to receive a \$5 discount.



Cardio-Sculpt

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

Instructor: Bonnie Murphy

9280 Monday 8/22-10/10 5:00pm-5:50pm AP 110 \$31*

9281 Monday 10/17-12/5 5:00pm-5:50pm AP 110 \$35*



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 8/25-10/13 6:30pm-7:00pm AP 110 \$19*

9554 Thursday 10/20-12/8 6:30pm-7:00pm AP 110 \$17*

*No refunds will be issued after classes begin.

PERSONAL ENRICHMENT

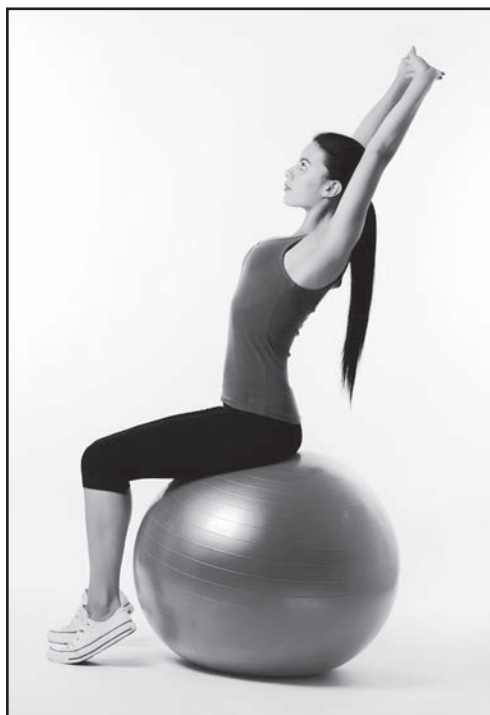
Fitness

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

9234 Tuesday 8/23-10/11 5:30pm-6:20pm AP 110 \$35*
9282 Tuesday 10/18-12/6 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

9238 Wednesday 8/24 - 10/12 5:00pm-5:50pm AP 110 \$35*
9286 Wednesday 10/19-12/7 5:00pm-5:50pm AP 110 \$35*
9285 Saturday 8/27-10/15 9:00am-9:50am AP 110 \$31*
9287 Saturday 10/22-12/10 9:00am-9:50am AP 110 \$27*



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 8/25-10/13 5:30pm-6:20pm AP 110 \$35*
9553 Thursday 10/20-12/8 5:30pm-6:20pm AP 110 \$31*

PERSONAL ENRICHMENT

Health & Self

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 9/17 9:00am-1:00pm LL
*plus \$10 materials fee payable to instructor

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 12/3 12:30pm-3:30pm LL
*plus \$45 materials fee payable to instructor

NEW! Eat Well For A Better Life

(*This class will be taught in Spanish.)

More than ever before, people are paying attention to healthy living. We not only want to live longer, but better. Research suggests that a number of illnesses can be halted and even reversed through changes in lifestyle and diet. However, few people fully understand what constitutes good nutrition. New eating fads and the information published by the media and the food industry confuse rather than help determine what is really best for us. This three-session introductory course explains what constitutes good nutrition.

Comer Bien Para Vivir Mejor

Hoy más que nunca se presta más atención a la salud. No solo queremos vivir más sino mejor. Lo que comemos afecta a nuestra salud y calidad de vida. La ciencia nos dice que comer adecuadamente ayuda a prevenir enfermedades incluso a revertirlas. Sin embargo, poca gente entiende qué es nutrirse bien. La publicidad y las nuevas modas sobre alimentación no hacen más que confundirnos en vez de ayudarnos a comer adecuadamente. Este curso introductorio de tres sesiones aporta las nociones básicas para entender fácilmente en qué consiste una buena nutrición y cómo nutrirnos correctamente en las diferentes etapas de la vida.

Instructor: Ana Maria Vacas Fee: \$55

9555 Saturday 10/1,10/8 & 10/15 11:00am-1:00pm LL

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 12/3 9:30am-11:30am LL
*plus \$35 materials fee payable to instructor

PERSONAL ENRICHMENT

Health & Self

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 9/24 9:00am-1:00pm LL
*plus \$10 materials fee payable to instructor



Acupressure Facial

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

Instructor: Pam Francis, MLS Fee: \$49*

9149 Saturday 9/24 10:00am-2:00pm LL
*plus \$2 materials fee payable to instructor

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 10/15 9:00am-1:00pm LL
*plus \$10 materials fee payable to instructor

Clinical Hypnotherapy For Successful Weight Loss

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

Instructor: Jethro Carter, C.C.Ht. Fee: \$49*

9157 Saturday 11/5 9:00am-12:00pm LL
*plus \$18 materials fee payable to instructor

PERSONAL ENRICHMENT

Computers & Technology

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 10/17 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)



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



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:

Thursday, August 11, 6:30 P.M.
Lifelong Learning Center
1000 W. Foothill Blvd., Glendora, CA 91741



CareerStep.com/citrus | 877-225-7151

PERSONAL ENRICHMENT

Computers & Technology



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: Setting up and hosting your blog, blogging for business, Selling ads on your blog, Marketing your blog, Building blog communities, Using a blog as your Web site, and blog software.

Instructor: Robert Cohen Fee: \$45*

9533 Saturday 9/10 1:00pm-4:00pm LL
*plus \$30 materials fee payable to instructor

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 9/10 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: Katie Morin, UGotClass Fee: \$195

7229 Start Date: 9/6 End Date: 9/30

Last day to register: 9/9



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: 9/6 End Date: 9/30

Last day to register: 9/9



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/>. Click on courses, under 'ib tge bet' look under COMPUTERS.

PERSONAL ENRICHMENT

Hobbies & Interests

Introduction To Ikebana

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: \$79*

9531 Friday 8/26-10/14 10:00am-11:30am LL
*plus \$40 materials fee payable to instructor. Optional fee: \$8 for a container/\$25 for a frog needle

Fee: \$69*

9556 Friday 10/21-12/9 10:00am-11:30am LL
*plus \$40 materials fee payable to instructor. Optional fee: \$8 for a container/\$25 for a frog needle



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: \$145*

9539 Thursday 9/8-9/29 7:00pm-8:30pm LL

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 Tuesday 9/13, 9/20, 7:00pm-9:30pm LL
9/27, 10/4,
10/11

Saturday 10/1 2:00pm-4:00pm LL

*plus \$10 materials fee payable to instructor



PERSONAL ENRICHMENT

Hobbies & Interests

Meet The Agent/Publisher - Get Your Manuscript Critiqued

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Bring your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book, or children's book. You can then leave a COPY of your manuscript for a professional critique of your entire manuscript (for an optional materials fee of \$50 for up to 25 double-spaced pages, plus \$1.00 per page thereafter) and a list of publishers/agents who are interested in your type of work.

Instructor: LeeAnne Krusemark Fee: \$25*

9221 Monday 9/12 6:00pm-7:00pm LL
*plus \$10 materials fee payable to instructor.

NEW! Introduction To Screenwriting For Television Or Movies

In this fast-paced comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between a treatment, a spec script and a shooting script and when to do each. You'll get an inside look into the business of selling your script to agents and producers and building your career as a screenwriter.

Instructor: LeeAnne Krusemark Fee: \$25*

9557 Monday 9/12 5:00pm-6:00pm LL
*plus \$10 materials fee payable to instructor

NEW! Explore 50 Different Self-Publishing Options

Prerequisite: Beginner's Guide to Getting Published

Self-publishing is all the rage, but is it the best option for YOU? You will discover the pros and cons of all the self-publishing options, including print-on-demand and e-book publishing, as well as the Amazon option of Create Space. You will leave with a rated description of 50 self-publishing companies.

Instructor: LeeAnne Krusemark Fee: \$25*

9558 Monday 9/12 9:00pm-10:00pm LL
*plus \$10 materials fee payable to instructor

Beginner's Guide To Getting Published

Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to and past the editor's desk. You will discover how to:

- Become a "published" writer overnight
- Submit manuscripts the correct way
- Find the right publisher for your work
- Write irresistible query letters
- Make money 100 ways as a freelance writer
- Obtain FREE future Q&A opportunities

Instructor: LeeAnne Krusemark Fee: \$45*

9220 Monday 9/12 7:00pm-9:00pm LL
*plus \$20 materials fee payable to instructor



NEW! Women And Investing

Did you know that more than 80% of women will be solely responsible for their finances at some point in their lives? We will explore strategies to increase your financial awareness and empower you with practical and actionable solutions for your retirement future, such as:

- Maintaining your desired lifestyle in retirement
- Caring for aging parents without sacrificing your retirement
- Taking control of your finances during transitions, such as divorce or death of a spouse/partner
- Planning for future generations

Instructor: **Barbara Stowell** Fee: **\$49**

9561 Saturday 9/17 & 9/24 1:00pm-3:00pm LL

Retirement Planning Today

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

Instructor: **Edward Yoon** Fee: **\$59**

Registered representative and registered investment advisor affiliated with First Allied Securities, Inc., member FINRA/SIPC.

9146 Tuesday 9/27 & 10/4 6:30pm-9:00pm LL

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 12/3 9:30am-11:30am LL

*plus \$35 materials fee payable to instructor

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**

9549 Saturday 9/17 & 9/24 9:30am-11:30am LL



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 handicrafts, 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

Spain's Classics

Experience Spain's colorful pageant of art, history and culture. Set against a backdrop that spans sunny Mediterranean shores and grand mountain ranges, this stunning destination is dotted with white pueblos and groves of oranges and olives. Explore the priceless treasures of the Royal Palace, one of Europe's largest palaces. Visit the exotic and expansive Alhambra palace, resplendent with Moorish regal flair. See the Cathedral of Seville, the largest gothic cathedral in the world. Enjoy reserved seating at a flamenco show and feel the passion of this famous dance. Explore Madrid, Valencia, Barcelona, Granada, Cordoba and Toledo. Become part of an authentic "paella experience," and learn how this rice dish is made and where it originated. Choose between a walking tour featuring Valencia's historic treasures or exploring Valencia's "City of Arts & Sciences" followed by learning how precious Lladro figurines are made. View Antonio Gaudi's architectural masterpieces, including La Sagrada Familia. Spain beckons.

Departure Date: March 25, 2017
Cost: \$3,749 double; \$4,249 Single
Payment terms: \$250 deposit. Final payment due January 24, 2017

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

America's Music Cities

Enjoy a finger-snapping, toe-tapping time on this tour of America's most famed musical cities. Visit New Orleans, Memphis and Nashville as you revel in the sounds of the blues, jazz, country and good old rock 'n' roll. Experience America's most singular city in New Orleans, home to the French Quarter where the world's great jazz musicians reside. Have your choice on tour – either stroll through New Orleans' famous French Quarter on a walking tour with a local expert or set out on a panoramic motorcoach tour for a different perspective of the city. Spend two nights in Memphis, "birthplace of the blues," and tour Elvis Presley's Graceland. At the historic Belle Meade plantation indulge in a culinary and wine tasting experience. Sample Tennessee whiskey at a local distillery with a rich history. Meet a local radio show personality on your tour of WSM Radio Station. Enjoy reserved seats at the Grand Ole Opry in Nashville along with a backstage tour. Tour historic RCA Studio B and see where country legends recorded hit songs. A visit to the Country Music Hall of Fame is sure to have you humming long after you return home.

Departure Date: March 26, 2017
Cost: \$2,849 double; \$3,569 Single
Payment terms: \$250 deposit. Final payment due January 25, 2017

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.

HELP EXIT

Welcome to Citrus College Online Noncredit Application

Ⓞ If you are a **first time user**, please select First time user account creation to create an account and begin the application process.
If you are a **returning user**, need to finish your application, or are checking on the status of your application, please log into the site using the Login ID and PIN you created during your first visit.

Login ID:

PIN:

Login

First time user account creation
Return to Homepage

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

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

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

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

HELP EXIT

Acknowledgement Page

27-APR-2014

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Greetings,

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

Your Citrus Identification Number (Student ID) is:

██████████

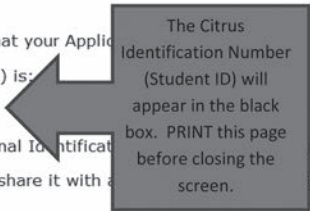
You will need your Student ID and your Personal Identification Number to access Wingspan. Your PIN is the password to change your PIN.
Remember to write down the PIN and do not share it with anyone. Your Student ID number will be needed for all personal information.

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/cecs/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 St.
- Photo ID – Once you have registered for a noncredit class, you may obtain a Citrus College photo identification card for free. 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 Identifier. **Note:** If you have previously logged in to the secure area, please use the NEW 6 DIGIT PIN number you created.
3. When finished, click on the Login button below.

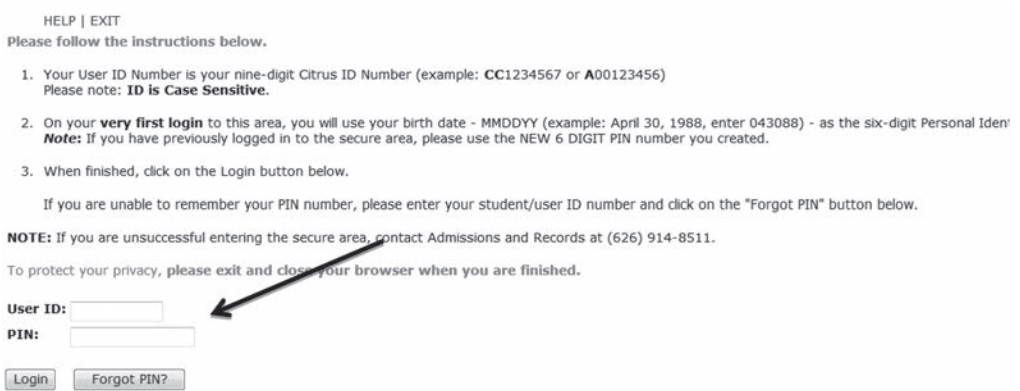
If you are unable to remember your PIN number, please enter your student/user ID number and click on the "Forgot PIN" button below.

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

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

User ID:

PIN:



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

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

Click on the link to Admissions & Records.

Click on the link to *Registration*.

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

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

If you do not know the CRN for the class you want to enroll in, click the Class Search button to search for your class. Once you 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

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 34.



NC 305 ESL Multiskills – Beginning 1

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

22511	MTWR	8/22-12/1	9:00am-12:05pm	LL
22512	MTWR	8/22-12/1	5:30pm-8:35pm	LL

NC 306 ESL Multiskills – Beginning 2

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

22513	MTWR	8/22-12/1	9:00am-12:05pm	LL
22514	MTWR	8/22-12/1	5:30pm-8:35pm	LL

NC 307 ESL Multiskills – Intermediate 1

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

22515	MTWR	8/22-12/1	9:00am-12:05pm	LL
22516	MTWR	8/22-12/1	5:30pm-8:35pm	LL

NC 308 ESL Multiskills – Intermediate 2

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

22517	MTWR	8/22-12/1	9:00am-12:05pm	LL
22518	MTWR	8/22-12/1	5:30pm-8:35pm	LL

NC 309 ESL Multiskills – Advanced

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

22520	MTWR	8/22-12/1	9:00am-12:05pm	LL
22521	MTWR	8/22-12/1	5:30pm-8:35pm	LL

NC 400 ESL and Citizenship

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

ESL and Citizenship teaches high beginning English language skills through U.S. civics and preparation to complete the USCIS interview and exams.

22695	TR	8/23-12/1	12:30pm-2:20pm	LL
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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.

22508 Tuesday 8/23-12/6 6:00pm-9:10pm TE 102

NC 634 Air Conditioning II

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

Instructor: Fallat, P.

22506 Wednesday 8/24-12/7 6:00pm-9:10pm TE 102

NC 636 Heating Electrical and Gas

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

Instructor: Toda, J.

22507 Thursday 8/25-12/8 6:00pm-9:10pm TE 102

NC 607 Skilled Nursing Facility Activity Leader

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

Instructor: Sailors, B.

22510 Thursday 8/25-12/8 4:30pm-10:20pm TBA

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.

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

Student Right-to-Know

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

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

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

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

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

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 lograron completar el curso de estudios y fueron identificados de haberse inscrito en otra institución).

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

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

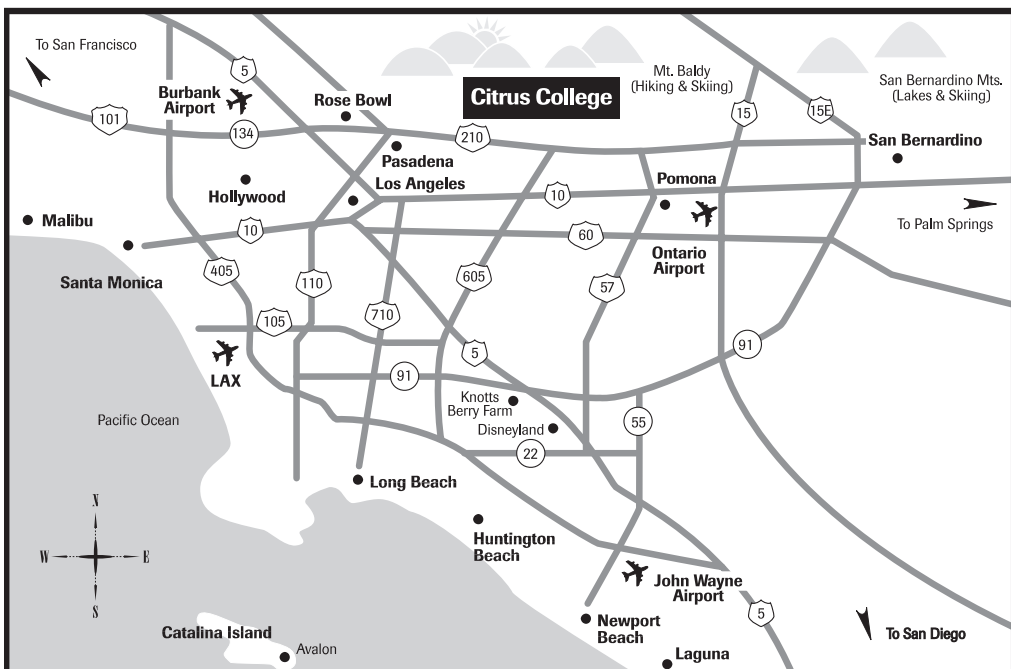
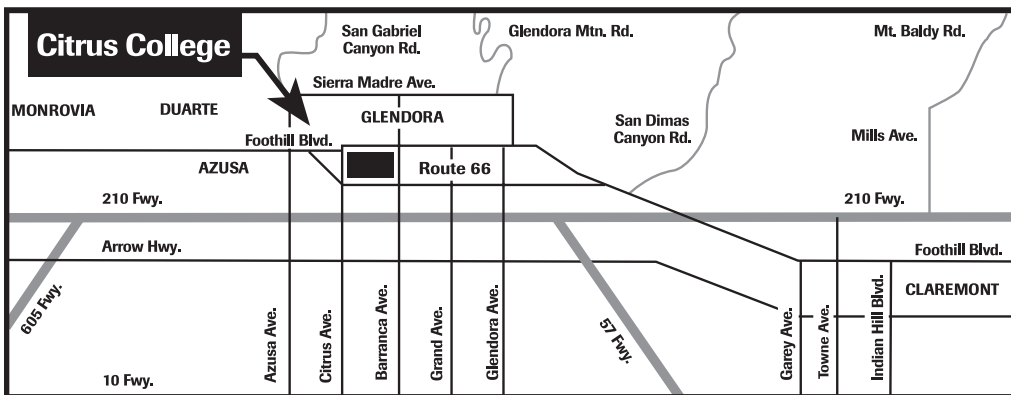
Parking Regulations/Maps

Get a Citrus College Parking Permit—At Your Fingertips

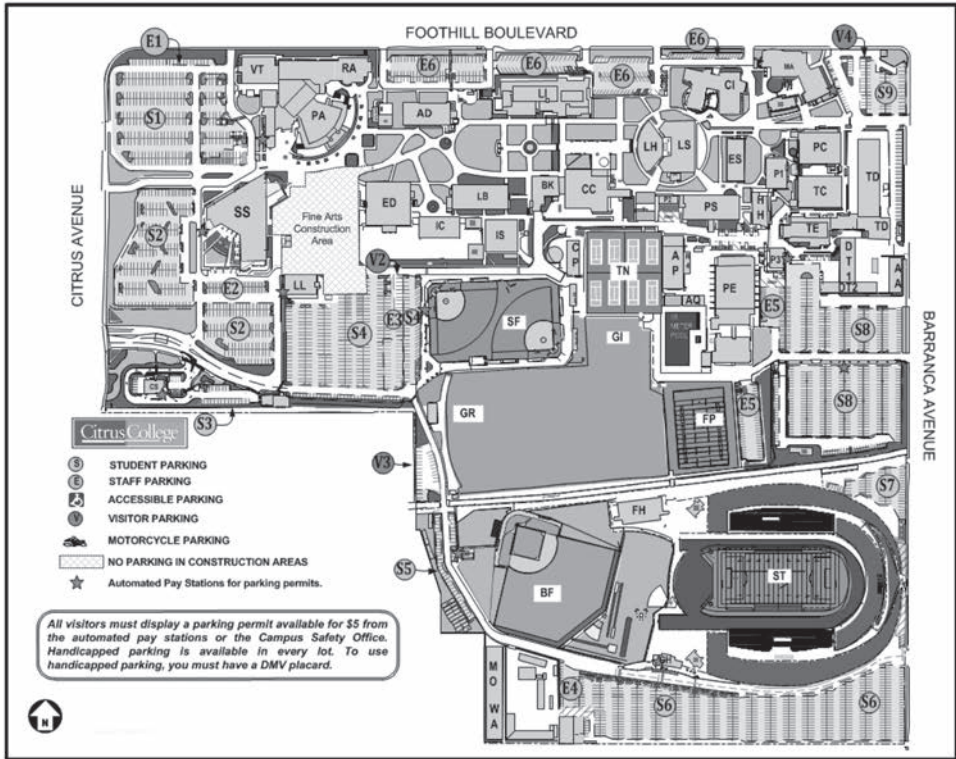
Citrus College offers a new easy, convenient online method for purchasing parking permits.



- Fall session parking permits are \$52.
- 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



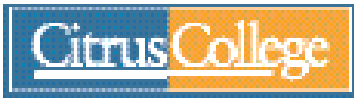
Buildings

AA..... Automotive Annex	LI Hayden Library
AD Administration	LL Lifelong Learning Center
AP Adaptive Physical Education	LS Life Science
AQ..... Aquatics	MA Mathematics/Sciences
BF Baseball Field (FIELD 2)	MO Maintenance/Operations
BK Owl Bookshop	NB North Bungalow
CC..... Campus Center	P1 Portable #1
CI Center for Innovation	P2 Portable #2
CP Central Plant	P3 Portable #3
CS..... Campus Safety	PA Performing Arts Center
DT 1... Diesel Technology	PC..... Professional Center
DT 2... Diesel Technology	PE..... Physical Education
ED..... Educational Development Center	PS Physical Science
ES..... Earth Science	RA..... Recording Technology
FA..... Fine Arts (Under Construction)	RG Reprographics (Print shop)
FH Field House	SB South Bungalow
FP Football Practice Field (FIELD 5)	SF Softball Field (FIELD 3)
GH Gate House	SS Student Services
GI Golf Instruction (FIELD 1)	ST Stadium (FIELD 4)
GR Golf Driving Range	TC..... Technology Center
HH..... Hayden Hall	TD..... Technician Development
IC Integrated Success Center	TE Technology Engineering
IS Information Systems	TN Tennis Courts
LB Liberal Arts/Business	VT Video Technology
LH Lecture Hall	VA 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 LI	Foundation AD
Audiovisual PA	Health Center SS
Auditorium SS	Health Sciences PC
Board Room AD	Human Resources AD
Box Office PA	Information SS
Bursar AD	Instruction Office AD
Business Services AD	International Student Center SS
Cafeteria - Owl Café CC	Learning Center ED
CalWORKs SS	Little Theatre PA
Career/Transfer Center SS	Noncredit Education LL
Cashier SS	Noncredit Matriculation LL
Clarion, Student Newspaper TC	Nursing PC
College Advancement CI	Outreach SS
Community Education LL	Printing, Reprographics RG
Computer Center IS	Public Information AD
Cosmetology PC	Receiving WA
Counseling and Advisement Center SS	Receiving Bookstore BK
Dental Assisting P1	Safety Office CS
Disabled Students Center SS	Student Affairs CC
Distance Education CI	Student Employment Services SS
Esthetician TC	Student Services Office AD
EOP&S SS	Superintendent/President's Office AD
External Relations AD	Swimming Pool AQ
Facilities Rental AD	Testing Center ED
Faculty / Staff Lounge CC	Transfer Center SS
Financial Aid SS	Veteran's Center IC
	Vocational Education Office TE

Revised: 04-02-2015



Learn English at Citrus College!

Improve Your English Language Skills to:

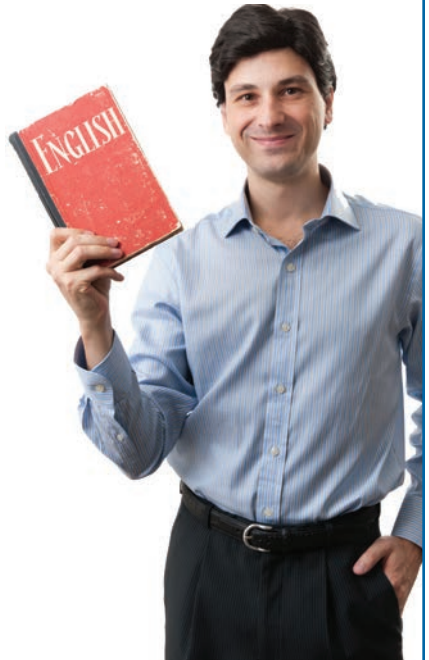
- Find Work
- Make More Money
- Improve Relationships
- Achieve Success

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 35 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 36 for details.

Offered this Fall:

- NC 632 Air Conditioning I
- NC 634 Air Conditioning II
- NC 636 Heating Electrical and Gas



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



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**Noncredit
Free Classes**

ESL
See Page 35.

HVAC
See Page 36.

TIME DATED MATERIAL



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