

The logo for Citrus College, featuring the word "Citrus" in white on a blue background and "College" in white on an orange background, both within a white-bordered box.

Citrus College

A close-up, high-contrast photograph of an owl's face, focusing on its large, bright orange eyes and dark feathers.

**COMMUNITY AND  
NONCREDIT EDUCATION  
CLASS SCHEDULE**

**FALL  
2018**

**Enroll Now**

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

# Citrus College Continuing Education

## Fall 2018

### 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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*fee-based*

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FOLLOW US

 @CitrusCE / @NoncredESL

 @CitrusContED

***Parking permits are required.  
Parking regulations:  
see page 43***

# Noncredit and Continuing Education Courses



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## Continuing Education Office

Located in the Lifelong Learning Center

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

Phone: 626-852-8022

Hours\*: Mon. to Thurs. 8:00am-9:00pm

Fri. 8:00am-12:00pm

*\*Hours subject to change*

Dr. Rocky Cifone..... Dean  
Debbie Wong.....Supervisor  
Julie Tunno.....Administrative Secretary  
Linda Reed.....Clerk  
Tatiana Diaz.....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

### Dr. Patricia A. Rasmussen

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### Mrs. Joanne Montgomery

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Member

Azusa and portions of Duarte Representative

### Ms. Yachi Rivas

Student Trustee

### Dr. Geraldine M. Perri

Superintendent/President

## Create a Class

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

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

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

Or email your ideas to [conted@citruscollege.edu](mailto:conted@citruscollege.edu)



# 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.

# 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 33-36.

## 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.

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## When Are Classes/Courses Offered?

**Fall 2018 semester begins Aug. 24, 2018.**

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

*Fall holidays – classes will not meet on the following dates: Sept. 1, Sept. 2, Sept. 3, Nov. 10, Nov. 11, Nov. 12, Nov. 22, Nov. 23, Nov. 24, Nov. 25. The fall semester ends Dec. 15, 2018.*

## 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 website at [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce) or call us at 626-852-8022.

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

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

*Parking Permits are required. Parking Regulations: See page 43.*

*Registration Forms: See page 6 and 7. Online Registration Instructions: See page 5.*

# Fee-Based Classes

## Four Easy Ways to Register



### 1 Online

The most convenient way to register is online using your Visa, Mastercard or Discover card. Login to <https://citruscollege.augusoft.net>, and have the class information and your credit card ready. Place one or more classes in your shopping cart, and check out. For detailed online instructions, see page 5.



### 2 By Mail

Fill out the quick and easy registration form on page 6 (page 7 for youth classes). 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. Call 626-852-8022, and have the class information and your credit card ready.



### 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 four to six weeks to receive your refund. If paying with a credit card, please allow seven to 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 website at [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce) regularly for more, new or added classes. You can also "like" our Facebook page at [www.facebook.com/citrusce](http://www.facebook.com/citrusce) or "follow us" on our Instagram page at [www.instagram.com/citrusconted](http://www.instagram.com/citrusconted).

# 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 email confirmation of your registration and transaction. You may also log in at any time to view your current (and past) registrations and transactions.

## Four Easy Ways to Register

### 1. ONLINE

Have the class information and your credit card ready, and login to <https://citruscollege.augusoft.net>. For detailed online instructions, see page 5.

### 2. BY MAIL

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

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

### 3. BY PHONE

Have the class information and your credit card 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.

# Registration Form for Adults

## Community Education/Fee-Based Classes Only

*Please Print*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

ZIP Code \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

*Please List Each Class You Wish To Enroll In*

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

Total Fees \$ \_\_\_\_\_

Visa ( ) Mastercard ( ) Discover ( ) Check # \_\_\_\_\_

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

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

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



# Parental Consent Form

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

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

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

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

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

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

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

Date \_\_\_\_\_

# Registration Form for Youth

## Community Education/Fee-Based Youth Classes Only

*Please Print*

Youth Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State, ZIP Code \_\_\_\_\_

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

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

Email \_\_\_\_\_

*Please List Each Class You Wish to Enroll Your Youth*

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Start Date \_\_\_\_\_ Fee \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Total \$ \_\_\_\_\_

Visa ( ) Mastercard ( ) Discover ( ) \_\_\_\_\_

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

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

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

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

# CAREER

## Be Your Own Boss

### How to Create a Website for Business or Personal Use for FREE!

You can create your site in minutes for FREE, including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it. You'll learn how to: get your domain name, choose a web host and sign up for an account, design your web pages, collect credit card information, be listed with major search engines, and get your site noticed. This class is for beginners and laypersons.

Instructor: Mike Rounds

Fee: \$39\*

*\*Plus \$30 materials fee for "Fishin' With A Net" (978-1-891440-63-2) payable to instructor.*

**330002** Saturday, 11/3  
9:00am-12:00pm Citrus/LB 105

### How to Be Self-Published for FREE!

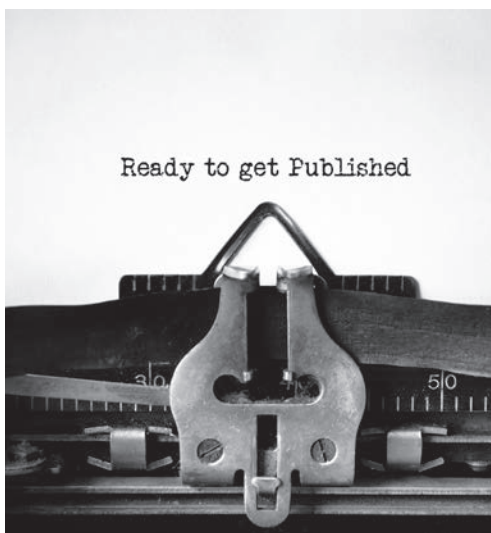
Have you dreamed of being published? Are you ready to be published now? Do you want to see your book on amazon.com? It just takes know-how to put it together into a finished piece. You'll learn how to: be quickly and easily published, how to offer pay-per-download from your website, how to convert your manuscript to Kindle for FREE, and how to protect your work with copyrights.

Instructor: Mike Rounds

Fee: \$39\*

*\*Plus \$30 materials fee for "Self-Publishing for the Clueless" (978-1-891440-36-6) payable to instructor.*

**330003** Saturday, 11/3  
1:00pm-4:00pm Citrus/LB 105



### Protect Your Property with Patents, Trademarks and Copyrights

Business owners, designers, consultants, graphic artists, authors and inventors, do you know how to protect your work? This program explains the process for protecting your ideas and products using patents for your inventions, trademarks for your logos, and copyrights for your written work or graphic arts, plus typical contracts to use while conducting your business.

This program provides relevant information in plain, easy-to-understand language, along with access to current forms, contracts and instructions. Includes a bonus segment for inventors on locating potential licensees and offering their inventions in a safe method.

Instructor: Nancy Miller

Fee: \$39\*

*\*Plus \$30 materials fee for "How to Sell Your Inventions for Cash" (978-1-891440-27-4) payable to instructor.*

**330004** Saturday, 11/3  
9:00am-12:00pm Citrus/LB 106

### Curious About Starting a Home-Based Business?

Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you're operating illegally? If you're thinking about starting a home-based business, online business, selling on eBay, having a small consumer business or becoming a consultant, this program is for you.

You'll be shown what two different entities of a business structure are; federal, state and local taxes; licensing requirements; bookkeeping and tax records; and different ideas for starting a business.

Instructor: Nancy Miller

Fee: \$39\*

*\*Plus \$30 materials fee for "Mechanics of Starting a Home-Based Business" (978-1-891440-64-9) payable to instructor.*

**330001** Saturday, 11/3  
1:00pm-4:00pm Citrus/LB 106



## Career Technical Education

**TECHNICAL SKILLS > ACADEMIC SKILLS > EMPLOYABILITY SKILLS  
PREPARE FOR JOB OPPORTUNITIES, CAREERS & PROMOTIONS**

Most professions and careers require significant technical knowledge and skill, strong academic skills and well-developed employability skills and attributes. Industry and employers need highly trained employees in order to bridge the growing skilled labor gap\*. Citrus College Career Technical Education (CTE) programs are rigorous, relevant and worth it. Students completing a CTE program lay the groundwork needed for success: technical skills, academic skills and employability skills.

Citrus College provides opportunities for students to enroll in a CTE program at a reasonable cost. The courses required to complete a program certificate are scheduled so that students can earn a certificate of achievement in a timely manner, whether they attend classes full time or part time.



### CTE PROGRAM CERTIFICATES OF ACHIEVEMENTS

**Administration of Justice**

**Audio Recording Technology**

**Automotive Technology**

**Biotechnology/Biomanufacturing**

**Child Development**

**Cosmetology/Esthetician**

**Corrections**

**Dental Assisting**

**Drafting and Design Technology**

**Emergency Medical Technician**

**Information Technology/ITIS**

**Nursing: ADN/RN**

**Nursing: Vocational**

**Office Technology**

**Public Works**

**Emerging Theatre Technology/(ETT)**

**Water Technology**

**Wildland Resources/Forestry**

To learn more about above certificates of achievement, the required skills proficiency or upgrading of skills for advancement, use the following link:  
[www.citruscollege.edu/stdntrsv/counsel/certificates](http://www.citruscollege.edu/stdntrsv/counsel/certificates)

Schedule an appointment with the CTE counselor online or by phone at 626-914-8530. The Counseling & Advisement Center is located on the second floor of the Student Services (SS) Building.

Counseling hours are:

Monday and Thursday	8:00 a.m. to 5:00 p.m.
Tuesday and Wednesday	8:00 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 4:30 p.m.

### PREPARE FOR CAREERS, JOB OPPORTUNITIES AND PROMOTIONS

1. Apply online at [www.citruscollege.edu](http://www.citruscollege.edu) get your Citrus College student ID;
2. Apply for Financial Aid, complete; FAFSA application: <https://fafsa.ed.gov>;
3. Take the Assessment Test and attend an Orientation;
4. Make an appointment with a CTE counselor; build student education plan;
5. Enroll for summer/fall 2018. Courses are offered in the evening and online.
6. Attend the first class — it's required.

Additional information about Career Technical Education is available online:  
[www.citruscollege.edu/academics/cte](http://www.citruscollege.edu/academics/cte)

\*U.S. Department of Education. Office of Career, Technical and Adult Education. <https://sites.ed.gov/octae>

# CAREER

## New Career

### The Basics of Wine Service



This course 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, and the background on wine, champagne, grapes, and service. Those who score 75 percent or above will receive the Wine Service Certificate.

Instructor: Kellie Nicholson  
Fee: \$49

**330005** 8/24-12/15, online

### How to Start a Mobile Bar Service



This course is designed to help bartenders turn their service into a professional business. You would be surprised at how much money you can make in the party and event bar business. This great online course will teach you all about the ins and outs of running a mobile bar business, including how to expand your business, how to prepare for an event, how to set up the bar, what to bring with you and how to make an invoice.

Instructor: Kellie Nicholson  
Fee: \$49

**010006** 8/24-12/15, online

### Basic Level Bartending



This course will teach you how to make 65 industry-standard cocktails, whether for a party or to gain employment in the 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.

Instructor: Kellie Nicholson  
Fee: \$49

**010007** 8/24-12/15, online

### 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 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.

Instructor Kellie Nicholson  
Fee \$219\*

*\*\$70 optional materials fee. Optional materials include "The Master Code of Mixology" and "Professional Bar Management" manuals, two pour spouts, jigger, and cocktail recipe flash cards.*

**010008** 8/24-12/15, online



Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!  
Visit <https://citruscollege.augusoft.net> (click "Browse," "On The Net")

# CAREER

## New Career

### Introduction to Lean Energy Management – Seminar

The desire to manage utility energy costs and growing concerns for the environment call for a higher demand of skilled professionals with an understanding of energy management. This introductory course will impart attendees with the knowledge base needed to help businesses manage utility costs and stay competitive in their industry. This course is designed for people interested in exploring “green jobs” in the solar, sustainability, utility and HVAC&R industry. Certificate of completion is available.

Instructor: Ricson Chude

Fee: \$175\*

*\*Plus \$25 materials fee payable to instructor.*

**010004** Saturdays, 10/13-10/27, 10:00am-12:00pm, Citrus/LB 101

**010005** Saturdays, 11/3, 11/17, 12/1, 10:00am-12:00pm, Citrus/LB 204

## Go Back to School and Pursue Your Dream of a Rewarding Career

Offering online training for jobs in healthcare, technology, and administration!

People like you are in high demand and taking the next step with your career has never been easier. Choose from one of several online career training programs available through Citrus College and you can be career ready in a year or less.

- Professional Medical Coding and Billing with Applied PCS
- Medical Transcription Editor
- Pharmacy Technician (ASHP)
- Medical Billing
- Executive Assistant with MS Office 2016
- Computer Technician

Affordable payment plans are available. You will also receive lots of hands-on experience and employer recommendations.

**Get started today!**

CareerStep.com/citrus

| 877.225.7151

**Get a free laptop when you enroll by August 30<sup>th</sup>!**



# CAREER

## Career Programs Offered Online in Partnership with Career Step

### 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, email [collegeinfo@careerstep.com](mailto:collegeinfo@careerstep.com) or call 877-225-7151.

Instructor: Career Step

Fee: \$1,999\*

*\*Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

### Executive Assistant with MS Office 2016



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 an MOS exam voucher. For more information and to register, email [collegeinfo@careerstep.com](mailto:collegeinfo@careerstep.com) or call 877-225-7151.

Instructor: Career Step

Fee: \$1,999\*

*\*Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

### Medical Billing



The Medical Billing program helps students develop the knowledge and skills they need to work in healthcare reimbursement. Topics studied include bundled payments, the impact of the Affordable Care Act and experience with current billing forms. Enrollment includes e-books and a Certified Billing and Coding Specialist (CBCS) exam voucher. For more information and to register, email [collegeinfo@careerstep.com](mailto:collegeinfo@careerstep.com) or call 877-225-7151.

Instructor: Career Step

Fee: \$2,999\*

*\*Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

### Medical Transcription Editor



Approved by the Association for Healthcare Documentation Integrity (AHD), 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, an AHD membership and a voucher to take the RHDS exam. For more information and to register, email [collegeinfo@careerstep.com](mailto:collegeinfo@careerstep.com) or call 877-225-7151.

Instructor: Career Step

Fee: \$3,199\*

*\*Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online



Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!  
Visit <https://citruscollege.augusoft.net> (click “Browse,” “On The Net”)

# CAREER

## Career Programs Offered Online in Partnership with Career Step

### Pharmacy Technician 3.0 (ASHP/ACPE)



The Pharmacy Technician program prepares students for the Pharmacy Technician Certification Board (PTCB) exam. The course, currently with ASHP accreditation, connects students with an externship partner so they can fulfill graduation requirements. In addition to one-on-one instructor support, students will receive a lab kit, ebooks and an exam voucher. For more information and to register, email [collegeinfo@careerstep.com](mailto:collegeinfo@careerstep.com) or call 877-225-7151.

Instructor: Career Step  
Fee: \$2,999\*

*\*Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

### Professional Medical Coding and Billing with Applied PCS



The Professional Medical Coding and Billing with Applied PCS program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certifications. Students develop a healthcare knowledge base and train on current and advanced code sets. Enrollment includes e-books, codebooks and a certification exam voucher. For more information and to register, email [collegeinfo@careerstep.com](mailto:collegeinfo@careerstep.com) or call 877-225-7151.

Instructor: Career Step  
Fee: \$3,699\*

*\*Includes all necessary materials and software, personalized student support and job placement assistance.*

Online



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



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Visit <https://citruscollege.augusoft.net> (click “Browse,” “On The Net”)

# Citrus College Continuing Education ONLINE CAREER TRAINING PROGRAMS

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



Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

#### Features:

- **6-18 month self-paced, start anytime**
- **Textbook and materials included**
- **Prepare for industry certification**
- **Certification exam vouchers are included**
- **Financial assistance available**
- **Student advisors provide you coaching, motivation, and career readiness support**

#### More programs are available in the following areas:

- **Healthcare and Fitness**
- **Business and Professional**
- **IT and Software Development**
- **Management and Corporate**
- **Media and Design**
- **Hospitality and Service Industry**
- **Skilled Trades and Industrial**
- **Sustainable Energy and Going Green**
- **Career Online High School**

#### **Administrative Professional with Microsoft Office Specialist**

This program teaches the skills required to become a successful administrative professional and prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

#### **AutoCAD 2015 with AutoCAD 3D**

Learn basic and advanced 2D and 3D functionalities for AutoCAD 2015. You will also have all the necessary tools to prepare for the Autodesk AutoCAD 2015 Certified Professional Exam.

#### **Certified Bookkeeper**

This online program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

#### **Certified Dental Assistant**

This online program will provide you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

#### **CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)**

The CBCS Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector.

#### **CompTIA™ A+, Network+ and Security+ with vouchers**

This program provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

#### **CPC Medical Billing and Coding**

This program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

#### **Grant Writing**

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

#### **Human Resources Professional**

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

#### **HVACR Technician**

The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration.

#### **Mobile and Desktop Web Developer**

Develop a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

#### **Payroll Practice and Management**

Become knowledgeable in all facets of payroll rules and regulations, and join one of today's fastest-growing career fields.

#### **Pharmacy Technician**

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

**call us or visit our website for more details**  
**(626) 852-8022 • [careertraining.ed2go.com/citrus](http://careertraining.ed2go.com/citrus)**



# CAREER

## Professional Development Offered Online in Partnership with UGotClass

### Certificate in Accounting and Finance for Non-Financial Managers



7114 Certificate (completion of all classes below)  
Fee: \$495

#### Accounting and Finance for Non-Financial Managers

Instructor: Sharon DeFonteny

Fee: \$195

7100 Start date: 9/4 End date: 9/28  
Last day to register: 9/7

#### Cash is King

Instructor: Jodie Trana

Fee: \$195

7112 Start date: 10/1 End date: 10/26  
Last day to register: 10/5

#### Financial Analysis and Planning for Non-Financial Managers

Instructor: Jodie Trana

Fee: \$195

7156 Start date: 11/5 End date: 11/30  
Last day to register: 11/9

### Certificate in Data Analysis



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

#### Introduction to Data Analysis

Instructor: John Rutledge

Fee: \$195

7176 Start date: 9/4 End date: 9/28  
Last day to register: 9/7

#### Intermediate Data Analysis

Instructor: Mary Dereshiwsky

Fee: \$195

7172 Start date: 10/1 End date: 10/26  
Last day to register: 10/5

#### Advanced Data Analysis

Instructor: Jeff Kritzer

Fee: \$195

7101 Start date: 11/5 End date: 11/30  
Last day to register: 11/9

### Certificate in Sales



7260 Certificate (completion of all classes below)  
Fee: \$495

#### Strategic Selling with Social Media

Instructor: Geoff Evans

Fee: \$195

7253 Start date: 9/4 End date: 9/28  
Last day to register: 9/7

#### Getting Started in Sales

Instructor: Tim Street

Fee: \$195

7268 Start date: 10/1 End date: 10/26  
Last day to register: 10/5

#### Power Selling

Instructor: Maria Coons

Fee: \$195

7247 Start date: 11/5 End date: 11/30  
Last day to register: 11/9

### Certificate in Entrepreneurship



7148 Certificate (completion of all classes below)  
Fee: \$495

#### Entrepreneur Boot Camp

Instructor: Conrad Brian Law

Fee: \$195

7145 Start date: 9/4 End date: 9/28  
Last day to register: 9/7

#### The Business Plan

Instructor: Mary Beth Izard

Fee: \$195

7227 Start date: 10/1 End date: 10/26  
Last day to register: 10/5

#### Entrepreneurial Marketing

Instructor: Kathy Nadlman

Fee: \$195

7147 Start date: 11/5 End date: 11/30  
Last day to register: 11/9



ONLINE  
CLASS

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# Citrus College Continuing Education



## Career Training Programs

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced **online Career Training Program**. You can begin these programs at any time and learn at your own pace.

## Online Course Bundles

- 6 Week Format
- 24-Hr Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Series and Suite bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our **online courses** are informative, fun, convenient, and highly interactive.

SAVE!

### **CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Voucher Included)**

This program will train students to handle the increasing complexities of healthcare management and medical billing and coding will give you a competitive edge in the healthcare field.

### **Certified Information Security Manager (CISM)**

CISM is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISM certification exam, includes the exam cost. **(Voucher Included)**

### **Cisco CCNA**

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams. **(Voucher Included)**

### **Cisco Certified Network Professional (CCNP)**

The CCNP Certification is highly regarded in the IT industry as one of the most valuable credentials in the market for IT networking & security. **(Voucher Included)**

### **CPC Medical Billing and Coding (Voucher Included)**

This Medical Billing and Coding program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

### **Medical Office Manager (CPPM)**

This program teaches the skills needed to prepare you for a career as a Medical Office Manager. **(Voucher Included)**

### **Mobile and Desktop Web Developer**

Develop a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

### **Professional Bookkeeping**

This program teaches students how to master professional bookkeeping using QuickBooks 2015 software. **Software Included**

### **Veterinary Assistant**

This program will prepare you to become a productive member of a veterinary team.

### **Video Game Design and Development**

This program teaches you how to effectively design and develop games using a comprehensive and analytical approach.

LEARN MORE

[ed2go.com/career/citrus](http://ed2go.com/career/citrus)

## SERIES

### **Accounting Fundamentals Series**

This series is perfect for helping you increase your financial awareness while also gaining a marketable skill.

### **Java Programming Series**

Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

### **Medical Terminology Series**

Prepare for a career in the health services industry by learning medical terminology.

### **PHP and MySQL Series**

Learn how to create interactive websites, including how to create an interactive online store complete with online product catalog.

### **SQL Series**

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

### **Supervision and Management Series**

Brush up on your leadership and interpersonal communications skills, to help you lead your team to success.

## SUITES

### **Adobe Value Suite**

This discounted group of courses teaches you the basics of Adobe's powerful image and graphic design software.

### **Grant Writing Suite**

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

### **Microsoft Office 2016 Value Suite**

Learn to use the basic features of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

### **Real Estate Suite**

This suite will help you understand what it takes to build wealth, how to invest in real estate, and legalities surrounding real estate.

### **Supply Chain Suite**

Discover and master the fundamentals of purchasing and supply chain management with this group of online classes.

### **Writing and Editing Value Suite**

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

LEARN MORE

[ed2go.com/citrus](http://ed2go.com/citrus)

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# CAREER

## Professional Development Offered Online in Partnership with UGotClass

### Identity Theft

Instructor: George Vroustouris

Fee: \$195

**7269** Start date: 10/1 End date: 10/26  
Last day to register: 10/5



### Spanish for Medical Professionals

Instructor: Cristina Sempe

Fee: \$290

**7221** Start date: 9/4 End date: 10/26  
Last day to register: 9/7



### Certificate in Workplace Communication

**7127** Certificate (completion of all classes below)

Fee: \$595



### Certificate in Project Management

**7241** Certificate (completion of all classes below)

Fee: \$495



### Conflict Management

Instructor: Sally Klaus

Fee: \$245

**7129** Start date: 9/4 End date: 9/28  
Last day to register: 9/7

### Introduction to Project Management

Instructor: Andy Stanhope

Fee: \$195

**7180** Start date: 9/4 End date: 9/28  
Last day to register: 9/7

### Negotiation: Get What You Want

Instructor: Greg Marsello

Fee: \$195

**7201** Start date: 10/1 End date: 10/26  
Last day to register: 10/5

### Project Management Processes

Instructor: Christina Mitchell

Fee: \$195

**7215** Start date: 10/1 End date: 10/26  
Last day to register: 10/5

### Using Personality Profiles for Better Work Performance

Instructor: Sally Klaus

Fee: \$295

**7232** Start date: 11/5 End date: 11/30  
Last day to register: 11/9

### Project Management Knowledge Areas

Instructor: Andy Stanhope

Fee: \$195

**7214** Start date: 11/5 End date: 11/30  
Last day to register: 11/9



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# CAREER

## Professional Development Offered Online in Partnership with UGotClass

### Certificate in Online Teaching

7113 Certificate (completion of all classes below)

Fee: \$495 OR \$795 for the Certified Online Instructor Program (COI)



### Advanced Teaching Online

Instructor: William A. Draves

Fee: \$195

7106 Start date: 9/4 End date: 9/28 Last day to register: 9/7

### Designing Online Instruction

Instructor: Dionne Felix

Fee: \$195

7137 Start date: 10/1 End date: 10/26 Last day to register: 10/5

### Fostering Online Discussion

Instructor: Mary Dereshiwsky

Fee: \$195

7157 Start date: 11/5 End date: 11/30 Last day to register: 11/9

# CAREER

## Skills for the 21st Century Offered Online in Partnership with UGotClass

### Social Media for Business Certificate

7220 Certificate (completion of all classes below)

Fee: \$495



### Introduction to Social Media

Instructor: Nicole Siscaretti

Fee: \$195

7181 Start date: 9/4 End date: 9/28 Last day to register: 9/7

### Marketing Using Social Media

Instructor: Kathryn Lynch-Morin

Fee: \$195

7197 Start date: 10/1 End date: 10/26 Last day to register: 10/5

### Integrating Social Media in Your Organization

Instructor: Jennifer Selke

Fee: \$195

7171 Start date: 11/5 End date: 11/30 Last day to register: 11/9

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



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# PERSONAL ENRICHMENT

## Fitness

### Cardio-Circuit Training

Fast-paced circuit – a total body workout. This cardiovascular training is accomplished by alternating between recumbent bicycles, treadmills, stair climbers, rowers and elliptical machines. The duration at each station is 30 seconds and the approximate time to complete a circuit is 45 minutes. The last circuit begins 45 minutes before closing time.

All students new to the cardio-circuit training class are required to check in with the fitness center attendant on the first day of attendance for a tutorial on how to safely and effectively use the exercise equipment.

Mondays-Thursdays, 6:00am-8:00am, Citrus/AP 109  
5:00pm-7:00pm, Citrus/AP 109

Aug. 27 – Oct. 18

**060001** Fee: \$35\*

**9325** Fee: \$29\* Forever Young (55+)

\*Register for the first eight weeks of fall by Aug. 11 to receive a \$5 discount.

Oct. 22 – Dec. 13

**9280** Fee: \$35\*

**9232** Fee: \$29\* Forever Young (55+)

\*Register for the second eight weeks of fall by Oct. 8 to receive a \$5 discount.

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### 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** Wednesdays, 8/29-10/17  
5:00pm-6:00pm Citrus/AP 110  
Fee (first 8 weeks): \$35

**9286** Wednesdays, 10/24-12/12  
5:00pm-6:00pm Citrus/AP 110  
Fee (second 8 weeks): \$35

**9285** Saturdays, 8/25-10/20  
9:00am-10:00am Citrus/AP 110  
Fee (first 8 weeks): \$35

**9287** Saturdays, 10/27-12/15  
9:00am-10:00am Citrus/AP 110  
Fee (second 8 weeks): \$35

### 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** Thursdays, 8/30-10/18  
5:30pm-6:30pm Citrus/AP 110  
Fee (first 8 weeks): \$35

**9553** Thursdays, 10/25-12/13  
5:30pm-6:30pm Citrus/AP 110  
Fee (second 8 weeks): \$35

#### Meet the Instructor:

*Ms. Lynda Razo enjoys many active pursuits outside of her day job as a corporate learning consultant in the health care field. Her background and passion is around fitness and encouraging folks to be active, no matter what their ability. Ms. Razo has been teaching a variety of fitness classes at Citrus College since 1987 and enjoys the interaction with the community.*

#### Fun Fact:

*Ms. Razo is involved with local and international dragon boat racing as a coach and paddler. A dragon boat is a 40-foot long canoe propelled by 20 paddlers.*

---

### Yoga/Pilates Blend

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. Class includes basic yoga poses mixed with Pilates-specific exercises. Bands may be used to add resistance to the body (please bring your own stretch band, optional). Open to all fitness levels.

Instructor: Irene George  
Fee: \$35

**9518** Tuesdays, 8/28-10/16  
5:30pm-6:30pm Citrus/AP 110

# PERSONAL ENRICHMENT

## Fitness

## Health & Self

### Low-Impact Sculpt

Thirty-minute low-impact cardio workout done to fun, motivating music. Class includes a strength training routine using hand weights (provided), floor and abdominal exercises, and a relaxing cool-down stretch to improve flexibility. Suitable for all ages/fitness levels. Come join us!

Instructor: Bonnie Murphy

**9327** Mondays, 8/27-10/15  
5:00pm-6:00pm Citrus/AP 110  
Fee (first 8 weeks): \$35

**060002** Mondays, 10/22-12/10  
5:00pm-6:00pm Citrus/AP 110  
Fee (second 8 weeks): \$35

### NEW! Cardio Tennis (Ages 18 & up)

Cardio Tennis is a new, fun group activity featuring drills to give players of all abilities an ultimate, high-energy workout. Cardio Tennis includes a warm-up, cardio workout and a cool-down phase. It's an excellent way for beginners to get into the game and have a fun workout – all at the same time. Because an integral part of the Cardio Tennis program includes using RED and ORANGE tennis balls that are lower compression, true beginners can begin to play immediately and even be on the same court with players of more advanced ability levels.

Instructor: City Tennis  
Fee: \$240

**060003** Mondays, 8/27-10/15  
6:00pm-7:00pm, Citrus Tennis Courts

**060004** Wednesdays, 8/29-10/17  
6:00pm-7:00pm, Citrus Tennis Courts

**060005** Fridays, 8/31-10/19\*  
6:00pm-7:00pm, Citrus Tennis Courts  
\*No class Friday, Sept. 28

**060006** Mondays, 10/29-12/10  
6:00pm-7:00pm, Citrus Tennis Courts

**060007** Wednesdays, 10/31-12/12  
6:00pm-7:00pm, Citrus Tennis Courts

**060008** Fridays, 10/26-12/14  
6:00pm-7:00pm, Citrus Tennis Courts

### Think Healthy, Be Healthy, Stay Healthy with Guided Meditation

Be slim and fit for life with guided meditation. Guided meditation not only relieves stress, it also reduces stress hormones, which cause you to hold onto weight, reduces inflammation in your gut and improves digestion. Guided meditation helps build positive feelings of self-worth, love and acceptance, and life purpose. This change begins inside your mind so that you don't have to struggle to make changes. Instead, you want to change and enjoy the changes as it becomes a lifestyle.

This is the most relaxing, effortless and safest way to lose weight – no diets, no calories to count ... a natural and organic way of life.

Instructor: Jethro Carter  
Fee: \$49\*

*\*Plus \$20 materials fee payable to instructor.*

**080003** Saturday, 11/3  
9:00am-12:00pm Citrus/LB 104

### Self-Hypnosis, Stress Reduction and Relaxation Techniques

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

Instructor: Jethro Carter  
Fee: \$49\*

*\*Plus \$20 materials fee payable to instructor.*

**9156** Saturday, 10/13  
9:00am-12:00pm Citrus/LB 104



# PERSONAL ENRICHMENT

## Health & Self

### Natural Skincare

In this course, you will gain a complete understanding of natural skin care products and their benefits, as well as which products are best to purchase. In addition, you will learn about the harms of synthetic chemicals in skin formulations and common marketing tactics. You will learn to treat rosacea, age spots, dark under-eye circles and skin discolorations with an understanding of which natural ingredients and techniques are effective in healing common skin issues, including burns, eczema and stretch marks. In this hands-on workshop, learn step-by-step skincare and light makeup application techniques that will enhance your beauty. Find out what to use for fine lines and wrinkles. You will leave this workshop confident and ready to put your best face forward whether you are a stay-at-home mom or a working professional.

Instructor: Michelle Jackson  
Fee: \$49\*

*\*Plus \$35 materials fee payable to instructor.*

**080005** Saturday, 11/17  
10:30am-12:30pm Citrus/LB 101

### Makeup 101

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

Instructor: Michelle Jackson  
Fee: \$59\*

*\*Plus \$40 materials fee payable to instructor.*

**080006** Saturday, 11/17  
1:30pm-4:00pm Citrus/LB 101

### 7 Strategies to Control Your Thoughts

Thinking happens naturally. We think, and we think a lot. However, what happens when our thoughts keep us awake, are negative, fearful, repetitive, distorted and intrusive? Simply put, they are destructive. They affect us, our results and our success.

Learn how to control your thoughts as opposed to your thoughts controlling you. When you apply the 7 Strategies to interrupt this obsessive behavior, it will have a positive impact on your life.

These 7 Strategies work when you use them. Test out each strategy and see which one works best for you:

- Discover how you think and what you think about.
- See your thoughts differently without judgment.
- Apply the 7 Strategies to retrain the way you think.
- Respond rather than react.
- Use simple breathing and meditation tools to help your mind focus and be still.
- Learn to appreciate, have compassion and be forgiving for yourself and others.

We can retrain our minds to think and to see differently. Use these 7 Strategies to consciously choose inner ease and peace each day. Let your new way of thinking radiate from the inside out.

Instructor: Margaret Pappas  
Fee: \$49\*

*\*Plus \$15 materials fee payable to instructor.*

**080007** Saturday, 9/29  
9:00am-1:00pm Citrus/LB 107

#### Meet the Instructor:

*Ms. Margaret Pappas has had an interesting and diverse career. She spent 20 years setting up and reorganizing media centers and libraries on the east and west coasts. Her company, The Organizers, specialized in computer hardware/software training, consulting and system analysis. During this time, Ms. Pappas also became a real estate investor. Since 2000, Ms. Pappas has specialized in mindful personal life coaching and teaching. She is a certified Energy Healing/Quantum-Touch practitioner and Attitudinal Healing Coach. Ms. Pappas is also an ordained minister, professional librarian, media specialist and professional organizer.*

#### Fun Fact:

*When Ms. Pappas got her new computer system two years ago, she found an online world tournament card game that she competes in regularly ... for F-U-N! Her avatar/name is ♥UseYourHeart♥.*

# PERSONAL ENRICHMENT

## Hobbies & Interests

### NEW! Paranormal Personal History

Have you ever seen a ghost? Have you known something was going to happen before it happened? Have you experienced something that cannot be explained? This community education course will explore personal experiences of paranormal events including telepathy, precognition, clairvoyance, psychokinesis, near-death experiences, reincarnation, apparitional experiences, angels and demons. With the premise that experience rather than belief in the paranormal is the best teacher, students will share their own paranormal experience, and the instructor will guide them through some of the literature and theories behind these phenomena. We will read a course book together, and speakers (psychologists, philosophers, clergy, psychics and other surprise guests) will enhance our classroom experience. A field trip to local paranormal site is also planned. Students will be able to freely discuss and analyze their experiences within the context of other well-documented paranormal phenomena and prevailing theoretical frameworks. The course will provide a friendly and affirming environment in which students can share their experiences and gain personal insights.

Instructor: Bruce Solheim

Fee: \$50\*

\*Plus \$20 materials fee payable to instructor.

**350004** Tuesdays, 9/11-10/30  
7:00pm-9:00pm Citrus/LB 107

#### Meet the Instructor:

*Bruce Olav Solheim, Ph.D., was born in Seattle to hard-working Norwegian immigrant parents. He was the first person in his family to go to college. Dr. Solheim served for six years in the U.S. Army and earned his Ph.D. in history from Bowling Green State University in 1993. He is currently a distinguished instructor of history at Citrus College. Dr. Solheim also served as a Fulbright Professor in 2003 at the University of Tromsø in northern Norway. He has published eight books and has written 10 plays, two of which have been produced. Dr. Solheim, his brother and his two nephews still own the family home in Åse, Norway, 200 miles north of the Arctic Circle.*

#### Fun Fact:

*Dr. Solheim has had paranormal experiences since he was a little boy.*

### NEW! Intermediate Drawing

Take your drawing skills to the next level! This course is designed for those who want to develop their drawing abilities beyond the basics; a time to start developing your practice into finished works of art. You will be drawing on a larger scale, trying different drawing mediums and paper. For the first class, bring a favorite drawing **you** created, a small drawing pad and a 2B pencil. A supply list will be provided during the first class.

Instructor: Julianna Balogh

Fee: \$120

**350005** Thursdays, 9/6-10/25  
11:00am-1:00pm Citrus/LB 308

**350006** Saturdays, 9/8-10/27  
11:00am-1:00pm Citrus/LB 107

#### Meet the Instructor:

*Ms. Julianna Balogh was born in Hungary and escaped from the communist country at the age of 21. She spent two months in an Italian refugee camp and six months in Paris before seeking refuge in the United States. In 1988, Ms. Balogh received her Bachelor of Arts from the University of California, Los Angeles. In 1991, she received her adult education teaching credential. Since then, Ms. Balogh has taught art classes in different adult schools and community colleges to a variety of ages and ethnic groups in the Los Angeles area. Her experience includes drawing, painting, sculpture, photography and ceramics. In 2000, Ms. Balogh received her M.F.A. from Claremont Graduate University.*

#### Fun Fact:

*Ms. Balogh loves to explore and learn from different cultures so she can share it with her students.*





# PERSONAL ENRICHMENT

## Hobbies & Interests

### Candle Making for Beginners

Have you ever wondered how candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or your friends? In this dynamic workshop, students will learn how to create unique candles that they can admire and share for far less than what they cost in stores. Students will complete several candles and learn skills enabling them to continue to progress on their own. Topics include:

- Introduction to candle making
- Types of candles
- Candle molds
- Different types of fragrances and colors
- Materials and supply sources

This class is hands-on and requires interaction with wax, so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39\*

*\*Plus \$20 materials fee payable to instructor.*

**9602** Saturday, 10/20  
9:00am-12:00pm Citrus/LB 102

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### Soap Making for Beginners

Bathing can become an at-home getaway when you add beautiful and fragrant handmade glycerin soaps. Making soap is not only easy and enjoyable, but it can also be a fun way to express one's creativity. In this course, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oils, extracts, herbs and other novelties. There will be a discussion on how to make organic, natural or medicinal soap. Custom-made soaps are perfect for those with sensitive skin and can also be unique gifts and bathroom decorations. This class is hands-on and requires interaction with essential oils, so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39\*

*\*Plus \$20 materials fee payable to instructor.*

**9603** Saturday, 10/20  
2:00pm-5:00pm Citrus/LB 102

### How To Make Body Butter

Don't you agree that the hurried, stressful pace of your daily life often makes it difficult to find ways to relax? Like many people, you seek to create a restful retreat in your home. Why not relax and rejuvenate your mind, body and soul by making your own body butter lotion using tools you already have in your kitchen? Most body butter recipes include just a handful of ingredients – you can make them with whatever scent and therapeutic qualities you desire to make your unique product. Body butter is awesome in any form. It is so rich and luxurious that you just can't help but love it. This class is hands-on, so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39\*

*\*Plus \$20 materials fee payable to instructor.*

**350007** Saturday, 11/17  
9:00am-12:00pm Citrus/LB 102

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### How to Make Fizzy Bath Bombs

These bath bombs make fantastic gifts! Just drop them into a hot bath, watch them fizz and dissolve while releasing a beautiful fragrance! Let your imagination run wild as you experiment with different oils and colors. You can choose to add dried rose petals, dried lavender or fine glitter ... the possibilities are endless! All it takes to make delicately scented tablets is a little mixing, some gradual spritzing and a few minutes of molding. You'll be surprised at how easy they are to make! When you are finished, you will have dozens of effervescent treats in a variety of shapes and colors that will scent and soften bath water as they bubble. This class is hands-on, so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39\*

*\*Plus \$20 materials fee payable to instructor.*

**9587** Saturday, 11/17  
2:00pm-5:00pm Citrus/LB 102

# PERSONAL ENRICHMENT

## Hobbies & Interests

### JumpStart into Watercolor

This one-day workshop is designed to get you started with the watercolor painting process. You'll receive hands-on-instruction of basic techniques and learn design principles using simplified subjects. Participants will take home their own creations ready to be framed for personal enjoyment or make into cards for the holidays! Instructor will discuss the materials and tools needed to create your own art supply kit. All learning levels are welcome.

Instructor: Fran Ortiz

Fee: \$49\*

*\*Plus \$15 materials fee payable to instructor.*

**350008** Saturday, 9/29  
9:00am-12:30pm Citrus/LB 102

#### Meet the Instructor:

*Ms. Fran Ortiz is a native Californian, award-winning artist and active member in art organizations throughout the San Gabriel Valley. Her classes are designed to help the novice artist gain a better understanding of watercolor painting. Ms. Ortiz organizes a step-by-step approach with practical advice. This passion for helping the beginning artist is evident in her teaching style.*

#### Fun Fact:

*Ms. Ortiz's professional experience includes working as a theatrical prop technician, graphic design and paste-up artist, calligrapher, school teacher, and demonstration artist. Her work has been exhibited at galleries throughout Southern California.*

### Ceramics Workshop

This course will provide a workshop setting where students can increase their skill and knowledge of ceramic techniques as related to wheel throwing, hand building, glazing and firing. A materials fee includes two bags of clay and glazes. Additional clay can be purchased from the instructor for \$8/bag. Basic pottery kit required. The kit will be explained at first class meeting. It costs approximately \$15, and it is available for purchase in the Citrus College bookstore.

Instructor: Elizabeth Strowbridge

Fee: \$155\*

*\*Plus \$30 materials fee payable to instructor.*

**9530** Mondays & Wednesdays, 9/5-10/15  
11:30am-1:30pm Citrus/VA 101

**350009** Mondays & Wednesdays, 10/17-11/28  
11:30am-1:30pm Citrus/VA 101

### Welding for the Weekend Warrior

This workshop is designed for anyone with an interest in learning the process of arc welding for the purpose of joining steel. This is a very useful skill that, once learned, will allow the home hobbyist or handyperson the ability to fabricate or repair such things as steel tables, chairs, storage containers, shelves, custom racks, auto parts/accessories, lawn art and even metal sculptures.

Many would like to try arc welding, but are afraid of the dangers associated with it. This workshop will teach you the basics of welding using a shielded metal arc process in a safe and responsible manner.

The workshop is available for the absolute beginner or those who have taken a workshop with us previously and wish to build on the skills learned thus far. Workshops meet for four hours on the Saturday mornings scheduled and all safety equipment and tools are provided.

PLEASE NOTE: students must wear 100 percent cotton clothing (T-shirts and jeans are fine) and leather work shoes or boots (steel toe not required). If you have your own safety gear, feel free to bring it with you.

Instructor: Dan Londo

Fee: \$159

**9579** Saturday, 9/15, 8:00am-12:00pm

**9585** Saturday, 11/17, 8:00am-12:00pm

Classes are held at the following location:

*Welding Certification Center  
2701 N. Towne Ave., Unit C  
Pomona, CA 91767*



# PERSONAL ENRICHMENT

## Hobbies & Interests

### NEW! Introduction to Screenwriting

In this 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 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. The instructor is a journalist, author, screenwriter, agent, publisher and adjunct online professor of publishing for Harvard.

Instructor: LeeAnne Krusemark

Fee: \$29\*

*\*Plus \$10 materials fee payable to instructor.*

**350010** Monday, 9/10  
4:00pm-5:00pm Citrus/LB 204

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### NEW! Meet the 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/page thereafter) and a list of publishers/agents who are interested in your type of work. A mandatory \$10 materials fee is payable to instructor for in-class critique. The instructor is a journalist, author, screenwriter, agent, publisher and adjunct online professor of publishing for Harvard.

Instructor: LeeAnne Krusemark

Fee: \$29\*

*\*Plus \$10 materials fee payable to instructor.*

**9221** Monday, 9/10  
5:00pm-6:00pm Citrus/LB 204

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### NEW! Writing for Online Blogs, Magazines and Websites

You don't need a journalism school degree, newspaper reporting experience or previously published articles to write for online blogs, magazines and websites. Some online opportunities offer exposure and networking, while many pay well – \$1 a word and more. In this fast-paced session, you will learn how to find more than 1,000 opportunities that pay, find story ideas, conduct interviews and find sources, find and study your target market, and create pitches, queries and LOIs (letters of intent).

Instructor: LeeAnne Krusemark

Fee: \$29\*

*\*Plus \$10 materials fee payable to instructor.*

**350011** Monday, 9/10  
6:00pm-7:00pm Citrus/LB 204

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### NEW! Beginner's Guide to Getting Published

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, then past, the editor's desk. You will discover how to:

- Submit manuscripts the correct way
- Find the right publisher for your work
- Write irresistible query letters
- Determine when and how to get an agent
- Make money as a freelance writer

If you really want to succeed, this step-by-step workshop is a must! The instructor is a journalist, author, screenwriter, agent, publisher and adjunct online professor of publishing for Harvard. Due to the high demand for this instructor nationwide, this workshop may only be offered once a year.

Instructor: LeeAnne Krusemark

Fee: \$39\*

*\*Plus \$20 materials fee payable to instructor.*

**350012** Monday, 9/10  
7:00pm-9:00pm Citrus/LB 204

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# PERSONAL ENRICHMENT

## Hobbies & Interests

### **NEW! Explore 50 Self-Publishing Opportunities**

*(Prerequisite: Beginner's Guide to Getting Published)*

Self-Publishing is all the rage, but is it the best option for YOU? And, can you do both? 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. The instructor is a journalist, author, screenwriter, agent, publisher and adjunct online professor of publishing for Harvard.

Instructor: LeeAnne Krusemark

Fee: \$29\*

*\*Plus \$10 materials fee payable to instructor.*

**350013** Monday, 9/10, 9:00pm-10:00pm, Citrus/LB 204

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# FINANCE

## Retirement

### **Retirement Planning Today**

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

Instructor: Edward Yoon

Fee: \$59

**140001** Wednesday, 9/19 & 9/26, 6:30pm-9:00pm, Citrus/LB 106



# FINANCE

## Money Management

### Helping Families Cope with Healthcare Financial Crises

This class teaches families how to obtain government assistance for assisted living and nursing home care as well as understand varying levels of care and how to best structure assets and income to minimize care costs.

Instructor: Robert J. Cullen, CFP®

Fee: \$29\*

\*Plus \$10 materials fee payable to instructor.

**120003** Wednesday, 9/12, 6:00pm-8:00pm, Citrus/LB 106

Citrus College Continuing Education

# Online Learning

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### ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- Prepare for certification
- All materials included
- Student advisors

Categories Include:

- Arts and Design
- Business
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology

**JUMP START YOUR CAREER  
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**Visit our website for program details!**

[careertraining.ed2go.com/citrus](http://careertraining.ed2go.com/citrus)

### INSTRUCTOR-LED ONLINE SHORT COURSES

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, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Monthly start sessions
- Discussion Areas
- Expert Instructor

Categories Include:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching and Education
- Technology

**Visit our website to find a course!**

[ed2go.com/citrus](http://ed2go.com/citrus)

# 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](mailto:conted@citruscollege.edu) to speak with someone regarding your customized training needs.

# HAUGH

PERFORMING ARTS CENTER

2018-2019  
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Citrus College

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**TICKETS:**

(626) 963-9411

[www.haughpac.com](http://www.haughpac.com)

# YOUTH

## Teens & Youth

### Math Tricks

Learn the tricks of number calculation. Students will discover shortcuts for addition, subtraction, multiplication and division, as well as common time-saving mathematical shortcuts. These everyday math tricks will help students build a stronger foundation in mathematics. **This course is designed for youth ages 10 to 15 years old.**

Instructor: Brian Clough

Fee: \$39\*

*\*Plus \$15 materials fee payable to instructor.*

**9582** Saturday, 9/8  
1:00pm-4:00pm Citrus/LB 103

**9581** Saturday, 11/17  
1:30pm-4:30pm Citrus/LB 103

### Brain Fitness

Sharpen your critical thinking skills in this exciting and fun-filled workout for your brain. Students will use games, puzzles and logical reasoning to challenge their minds and develop problem-solving abilities. Topics include reasoning, number patterns, deduction and decision making. **This course is designed for youth ages 10 to 15 years old.**

Instructor: Brian Clough

Fee: \$39\*

*\*Plus \$15 materials fee payable to instructor.*

**9580** Saturday, 10/6  
12:30pm-3:30pm Citrus/LB 103



### Study Skills

Developing effective study skills is the key to becoming successful in school. This class will teach students important time-management skills, organizational skills and how to improve reading comprehension. Students will learn how to study for tests, create memory trick and take notes efficiently. These lessons will help students in the upcoming school year through high school and beyond! **This course is designed for youth ages 10 to 15 years old.**

Instructor: Brian Clough

Fee: \$43\*

*\*Plus \$20 materials fee payable to instructor.*

**9577** Saturday, 9/8  
9:00am-12:00pm Citrus/LB 103

**9578** Saturday, 10/6  
9:00am-12:00pm Citrus/LB 103

### SAT Bootcamp

Learn specific strategies for handling each type of SAT question for the newly revised SAT exam, including sentence completions, passage-based reading and identifying sentence errors. Students will learn how to focus on logic and reasoning skills as well as a variety of general strategies covering mathematics, data interpretation and graphs. **This class is for students in 10th, 11th and 12th grade. Enroll early as this course is limited to only 15 students per class.**

Instructor: Brian Clough

Fee: \$89\*

*\*Plus \$20 materials fee payable to instructor.*

**9589** Saturday, 9/29  
9:00am-1:00pm Citrus/LB 103

**170002** Saturday, 11/17  
9:00am-1:00pm Citrus/LB 103



# Instructor-Led **ONLINE** Youth Courses



## Citrus College Continuing Education

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



### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!



### Introduction to Photoshop

Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.



### Introduction to Microsoft Word

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



### Photoshop Elements for the Digital Photographer

Master the secrets of correcting digital photos, and bring out the best in all your photographs!



### Introduction to Microsoft PowerPoint

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



### Secrets of Better Photography

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.



### Introduction to Microsoft Publisher

Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.



### Discover Digital Photography

Explore the fascinating world of digital photography equipment.



### Creating Web Pages

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



### SAT/ACT Preparation

Get your best possible score on the verbal and reasoning sections of the new SAT exam.



### Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.



### Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Learn from  
the comfort  
of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format
- Expert Instructor

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# YOUTH Tennis

## NEW! Tennis: Youth Progression (Ages 5-8)

Youth Progression 8 and under is a fun, introductory tennis learning experience for children ages 5 to 8. The program follows the USTA youth progression pathway for juniors, using special RED balls, which match the strength of each player. With individualized, systematic evaluations along the way, students will build a solid foundation and efficiently develop their skills and techniques to move up the levels. Of course, plenty of fun team games that incorporate everything learned will be thrown into the mix, solidifying how different skills can be incorporated in real match situations. Students are divided by their level of experience.

Instructor: City Tennis  
Fee: \$160

- 150001** Mondays, 8/27-10/15  
3:30pm-4:30pm Citrus Tennis Courts
- 150002** Mondays, 10/29-12/10  
3:30pm-4:30pm Citrus Tennis Courts
- 150003** Wednesdays, 8/29-10/17  
3:30pm-4:30pm Citrus Tennis Courts
- 150004** Wednesdays, 10/31-12/12  
3:30pm-4:30pm Citrus Tennis Courts
- 150005** Fridays, 8/31-10/19  
3:30pm-4:30pm Citrus Tennis Courts
- 150006** Fridays, 10/26-12/14  
3:30pm-4:30pm Citrus Tennis Courts



## NEW! Tennis: Youth Progression (Ages 9-12)

Youth Progression 12 and under is a fun, introductory tennis learning experience for children ages 9 to 12. The program follows the USTA youth progression pathway for juniors, using special ORANGE and GREEN balls, which match the strength of each player. With individualized, systematic evaluations along the way, students will build a solid foundation and efficiently develop their skills and techniques to move up the levels. Of course, plenty of fun team games that incorporate everything learned will be thrown into the mix, solidifying how different skills can be incorporated in real match situations. Students are divided by their level of experience.

Instructor: City Tennis  
Fee: \$240

- 160001** Mondays, 8/27-10/15  
4:30pm-6:00pm Citrus Tennis Courts
- 160002** Wednesdays, 8/29-10/17  
4:30pm-6:00pm Citrus Tennis Courts
- 160003** Tuesdays, 10/23-12/11  
5:00pm-6:30pm Citrus Tennis Courts
- 160004** Thursdays, 10/25-12/13  
5:00pm-6:30pm Citrus Tennis Courts

## NEW! Tennis: Player Development (Ages 13-18)

Player Development Program is a high-performance clinic for juniors ages 13 to 18 years old. It's a systematic training program designed for competitive open-level players. The program focuses on developing competitive tennis players into champions, following official structure of the USTA player development pathway. It includes a comprehensive high-performance fitness program, a positive and challenging training environment, tactical and technical drills, match play (singles and doubles) and strategy, and initial and final evaluations at the end of each session.

Instructor: City Tennis  
Fee: \$240

- 170003** Tuesdays, 8/28-10/16  
6:30pm-8:00pm Citrus Tennis Courts
- 170004** Thursdays, 8/30-10/18\*  
6:30pm-8:00pm Citrus Tennis Courts  
*\*No class Thursday, Sept. 27*
- 170005** Tuesdays, 10/23-12/11  
6:30pm-8:00pm Citrus Tennis Courts
- 170006** Thursdays, 10/25-12/13  
6:30pm-8:00pm Citrus Tennis Courts

# TRAVEL

## Places to Go

Call the Collette Reservation Team at  
**800-832-4656** for tour and travel details.  
Get the group rate by referencing Citrus College  
Community Ed Group number: **24607-42**



### Rome and the Amalfi Coast

**From \$1,999\* pp | 10 Days • 13 Meals**

*\*Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

Join us on a journey through southern Italy and embrace its rich scenery, art, culture, food and wine. We open with a guided tour of classical Rome that reveals its iconic treasures, followed by an in-depth guided visit of the spectacular Colosseum. Next, travel amid the breathtaking scenery of the Amalfi Coast. From the seaside town of Sorrento to the monastery of Montecassino and the ancient Greek temples of Paestum, each day brings another delightful experience. Travel by boat to the spectacular island of Capri where a local guide shows you the sights and you soak in the views of the rugged coastline. Enjoy a stop to learn how mozzarella cheese is made and visit the renowned National Archaeological Museum. Along the way, discover the ruins of Pompeii, stop at a local winery at the foot of Mt. Vesuvius and perhaps sip limoncello, a local lemon liquor.



### Alaska and the Yukon

**From \$4,949\* pp | 13 Days • 18 Meals**

*\*Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

Surround yourself in unspoiled landscapes, ancient glaciers and an array of wildlife on your Alaskan and Yukon adventure. Take a trip through breathtaking Prince William Sound to view its glaciers. Visit the small town of Tok, the original trade center for travelers coming from and returning to Canada. Set out for the “Gateway of the Klondike” – Skagway. Board a scenic sternwheeler for a cruise on the peaceful Chena River. Enjoy breakfast and savor first-class Goldstar service on the Alaska Railroad on an adventure into Denali National Park and travel deep into the park on a backcountry adventure Tundra Wilderness Tour. Enjoy some leisure time in the quaint town of Talkeetna. Along the way, come to know all of the treasures of “the last frontier.”



### Tropical Costa Rica

**From \$1,299\* pp | 9 Days • 13-14 Meals**

*\*Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

Lush forests and stunning waterfalls ... rumbling volcanoes and endless coastlines ... Costa Rica is a paradise teeming with exotic plants and incredible animals. Luxuriate at a resort for two nights in Tamarindo Beach, known for its breathtaking beauty and fine sandy beaches. Spend two nights in Monteverde’s lush cloud forest. Travel Costa Rica and experience the forest canopy on your choice of a hanging bridges nature walk or an exhilarating zip-lining tour. Explore part of the 20,000-acre nature preserve of Cano Negro on a riverboat adventure. Relax in mineral-rich hot springs with views of Arenal Volcano. Explore San Jose’s Plaza de La Cultura and view the magnificent National Theatre. You will find a slice of paradise and so much more.

# ONLINE REGISTRATION

## Noncredit Admission and Class Registration (Tuition-Free Classes)

at [www.citruscollege.edu/ce/apply](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: [www.citruscollege.edu/ce/apply](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 Gmail, Yahoo or Outlook.
- Complete and submit the application; be sure to click the "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.

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### 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



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# ONLINE REGISTRATION

## Noncredit Admission and Class Registration

at [www.citruscollege.edu/ce/apply](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.



[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

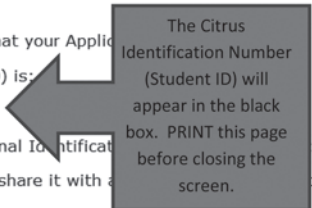
Your Citrus Identification Number (Student ID) is:

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

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

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

- To ensure your experience at Citrus College is a successful one, there are a number of services available to you:
- Registration – Go to the Noncredit Registration website for registration information at <http://www.citruscollege.edu/ce>
  - Parking Permit – Parking permits are required on all vehicles that park on the Citrus College Campus. Visit <https://citruscollege.edu/parking>
  - 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 [www.citruscollege.edu/ce/apply](http://www.citruscollege.edu/ce/apply)

### Step 2: 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>
- Login to 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 find 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 DATES AND DEADLINES

Fall 2018 – Aug. 24-Dec.15

Applications for Fall 2018 Semester Available	Thursday, July 5, 2018
Registration for Fall 2018 Semester Begins	Monday, May 14, 2018
Registration for Fall 2018 Semester Ends	Friday, Oct. 19, 2018

## 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, call 626-852-6445, or stop by the Continuing Education Office in the Lifelong Learning Center.

# NONCREDIT FALL 2018

## 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 Dates and Deadlines" on page 36.

#### 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 essential life skills through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

**23126** MTWR, 8/27-12/6  
9:00am-12:05pm Citrus/LL 101

**23127** MTWR, 8/27-12/6  
5:30pm-8:35pm Citrus/LL 101

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#### 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 routine life skills and basic personal expression through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

**23128** MTWR, 8/27-12/6  
9:00am-12:05pm Citrus/LL 102

**23129** MTWR, 8/27-12/6  
5:30pm-8:35pm Citrus/LL 102

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#### 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. Open entry/exit. 192 lecture hours.

**23130** MTWR, 8/27-12/6  
9:00am-12:05pm Citrus/LL 103

**23131** MTWR, 8/27-12/6  
5:30pm-8:35pm Citrus/LL 103

#### 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. Open entry/exit. 192 lecture hours.

**23138** MTWR, 8/27-12/6  
9:00am-12:05pm Citrus/LL 114

**23139** MTWR, 8/27-12/6  
5:30pm-8:35pm Citrus/LL 114

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#### 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 coursework, to find or improve a career, and to engage with native English speakers at a comparable level. Open entry/exit. 192 lecture hours.

**23140** MTWR, 8/27-12/6  
9:00am-12:05pm Citrus/LL 113

**23141** MTWR, 8/27-12/6  
5:30pm-8:35pm Citrus/LL 113

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#### NC 315 ESL and Computer Literacy 1: Introduction to Computers

*Strongly recommended: NC 305 or demonstrate a low-beginning level of English fluency.*

ESL and Computer Literacy 1: Introduction to Computers introduces basic language and computer skills to English language learners. Students will learn beginning English language and life skills taught through rudimentary computing, word processing and Internet instruction. Open entry/exit. 64 lecture hours.

**23142** Fridays, 8/31-12/7  
8:30am-1:00pm Citrus/LL 103

**23143** TWR, 8/28-12/6  
4:00pm-5:15pm Citrus/LL 103

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# NONCREDIT FALL 2018

## English as a Second Language

### **NC 316 ESL and Computer Literacy 2: Common Computer Applications**

*Strongly recommended: NC 315 and/or demonstrate low-intermediate level of English fluency and an ability to use basic features of a computer.*

ESL and Computer Literacy 2: Common Computer Applications builds upon English language and technology skills used in ESL and Computer Literacy 1: Introduction to Computers. Designed for English language learners, students will acquire intermediate English language and life skills while learning common personal, educational and professional computer skills. Topics and skills include Internet safety and common use, email, word processing, and presentation programs. Open entry/exit. 64 lecture hours.

**23145** Fridays, 8/31-12/7, 8:30am-1:00pm, Citrus/LB 201

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### **NC 318 ESL: American English Pronunciation I**

*Strongly recommended: NC 305 and/or demonstrate a low-beginning level of English fluency.*

ESL: American English Pronunciation I introduces English language learners to the basic sounds of American English. Students will learn how to recognize, produce and differentiate between the various sounds of American English and strengthen oral communication and reading skills. Special focus will be given to correct vocal techniques in producing difficult sounds in letters, words and sentences. 72 lecture hours.

**23149** TWR, 8/28-12/6, 12:30pm-1:55pm, Citrus/LL 113

**23150** TWR, 8/28-12/6, 4:00pm-5:25pm, Citrus/LL 113

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### **NC 319 ESL: American English Pronunciation II**

*Strongly recommended: NC 318 and/or demonstrate a low-intermediate level of English fluency.*

ESL: American English Pronunciation II expands on pronunciation and communication skills learned in ESL: American English Pronunciation I. This course is intended for students who have successfully completed ESL: American English Pronunciation I and can demonstrate at least a low-intermediate level of English fluency. Special focus will be given to more complex sounds, sentence and word level stress, communication and presentation skills, and emotive and social settings for various pronunciation techniques. 72 lecture hours.

**23151** TWR, 8/28-12/6, 12:30pm-1:55pm, Citrus/LL 114

**23153** TWR, 8/28-12/6, 4:00pm-5:25pm, Citrus/LL 114

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### **NC 327 ESL: Speaking – Advanced**

ESL: Speaking – Advanced is designed for English language learners at low- and high-advanced levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, extended conversations, formal presentations and pronunciation. 42 lecture hours.

**23328** MTWR, 8/6-8/23, 9:00am-12:15pm, Citrus/SS 165





# NONCREDIT FALL 2018

## Career

### 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. 90 lecture hours.

Instructor: B. Sailors

**23157**    Thursdays, 8/30-12/13  
4:30pm-10:10pm, Citrus/P1 103

### NC 632 Air Conditioning I

*Strongly recommended: ENGL 099 if required by English placement exam or if required by English level.*

Topics will include fundamentals of refrigeration theory and practice; introductory basic electricity; and service of refrigeration equipment and accessories, including compressors, condensers, evaporators and metering devices. Review for EPA exam. Student will be required to purchase a textbook. 36 lecture hours, 18 lab hours.

Instructor: P. Fallat

**23154**    Tuesdays, 8/28-12/4  
6:30pm-9:50pm, Citrus/TE 102

### NC 636 Heating – Electrical and Gas

*Strongly recommended: NC 632 or industry experience.*

This course includes absorption systems, heating and humidifying, heat load and heat pump systems, systems controls, boilers, and instruments. 36 lecture hours, 18 lab hours.

Instructor: J. Toda

**23155**    Thursdays, 8/30-12/6  
6:00pm-9:35pm, Citrus/TBD

### NC 638 Electricity for Heating and Air Conditioning

*Strongly recommended: NC 632 or industry experience. Also, ENGL 099 if required by English placement level or if required by English level.*

A course in electricity covering the functions and operations of electric motors and controls used in mechanical systems. 36 lecture hours, 18 lab hours.

Instructor: P. Fallat

**23156**    Wednesdays, 8/29-12/5  
6:00pm-9:20pm, Citrus/TBD





Interested in  
training for a job quickly  
in the healthcare field?

**JOIN US**  
for a free  
information session

**Thursday September 6<sup>th</sup>**  
at **12:30 p.m.** and **6 p.m.**

**Citrus College**  
*Lifelong Learning Center*  
**1000 W. Foothill Blvd.**  
**Glendora, CA 91741**

Free laptop to attendees who enroll and pay in full.

Please RSVP at

**<http://bit.ly/CitrusCareerStep>**

Refreshments will be provided.

**Trusted by some of the largest and most respected names  
in healthcare, our online training programs teach you the  
skills employers need.**

**Available programs include:**

Professional Medical Coding and Billing with Applied PCS  
Medical Transcription Editor  
Pharmacy Technician  
Medical Billing  
Executive Assistant  
Computer Technician



# 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 admitido 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.

## Ley de No-Discriminación

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

## Student Grievances

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

## Quejas de los Estudiantes

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

## Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702. The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees. With the exception of alcohol products intended fully for use in classroom scientific experiments, and not intended for human consumption, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any other controlled substance is prohibited on District-owned or controlled property, at District-sponsored or supervised functions, or related to or arising from District attendance or activity. All employees are required to comply with this policy as a condition of their employment

and continued employment.

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

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

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

Referencias: Acta de Escuelas y Comunidades Libre de Drogas 20 U.S.C.

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

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

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

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción legal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito. Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

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

## Sexual Harassment and Sexual Violence Information

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

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

1. Contact Campus Safety 24 hours a day, 7 days a week at 626-914-8611, extension 8611, when calling from a college phone, or by dialing \*11 on any of the campus pay phones and/or the Student Health Center at 626-914-8671 during normal business hours, located in the Student Services Building.
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 crímenes lo más que se pueda. Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los distritos de colegios comunitarios adopten e implementen procedimientos para asegurarse que se de una respuesta pronta a los casos de víctimas de hostigamiento sexual y de la violencia sexual que se pudieran presentar en el campus del colegio así como ofrecerles información sobre opciones de tratamientos y servicios. Citrus College toma este tema del hostigamiento sexual y la violencia sexual muy en serio, y es proactivo en ofrecer un ambiente seguro a sus estudiantes y visitantes. Para lograrlo, Citrus College ofrece información y programas de prevención a todos los estudiantes y personal para ayudar a prevenir el riesgo de casos de hostigamiento sexual y de violencia sexual en el campus. Información adicional está disponible en la Declaración de Prevención de Violencia Sexual que se encuentra en nuestro sitio de Internet en [www.citruscollege.edu](http://www.citruscollege.edu).

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

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

- Dicha conducta se hace en base a una condición de obtener empleo, estatus académico o para recibir un progreso;
- El someterse a dicha conducta o rechazarla, se usa como la base para dañar a la persona como condición a obtener empleo o decisiones académicas en su contra.
- La conducta tiene como propósito o como resultado el tener un impacto negativo en el trabajo de la persona o en su rendimiento académico, de crear un ambiente de trabajo o de estudios que sea hostil, intimidador u ofensivo.
- El someterse o rechazar tal conducta por la persona se usa como la base de una decisión que afecta a esta persona en los beneficios o servicios que recibe, honorarios, 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 o ha sufrido represalias en su contra y en violación de la Política de la Junta 7102 debe reportar inmediatamente dichos incidentes y seguir los procedimientos para emitir una queja que se describen en los Procedimientos Administrativos 7101 – Procedimiento para Quejas de Discriminación: Estudiantes, Empleados, y Solicitantes de Empleo. Los empleados que violen la política y procedimientos puedan estar sujetos a acciones disciplinarias que pudieran incluir el despido. Los estudiantes que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias incluyendo la expulsión del colegio.

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

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre novias, 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 tener 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/Sección 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, hospedaje 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 Sexual: 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 récords de los estudiantes de Citrus College se archivan de acuerdo al Código de educación, Título 5, Código Civil de California y el Acta U.S. Patriot. Se requiere por escrito el consentimiento del estudiante para tener acceso o para entregar información que sea definida como récord educativo tal y como lo describen las leyes federales y estatales en Citrus College AP 5040.

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

#### Student Right-to-Know

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

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

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

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

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

#### Derecho de los Estudiantes a la Información

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

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

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

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

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

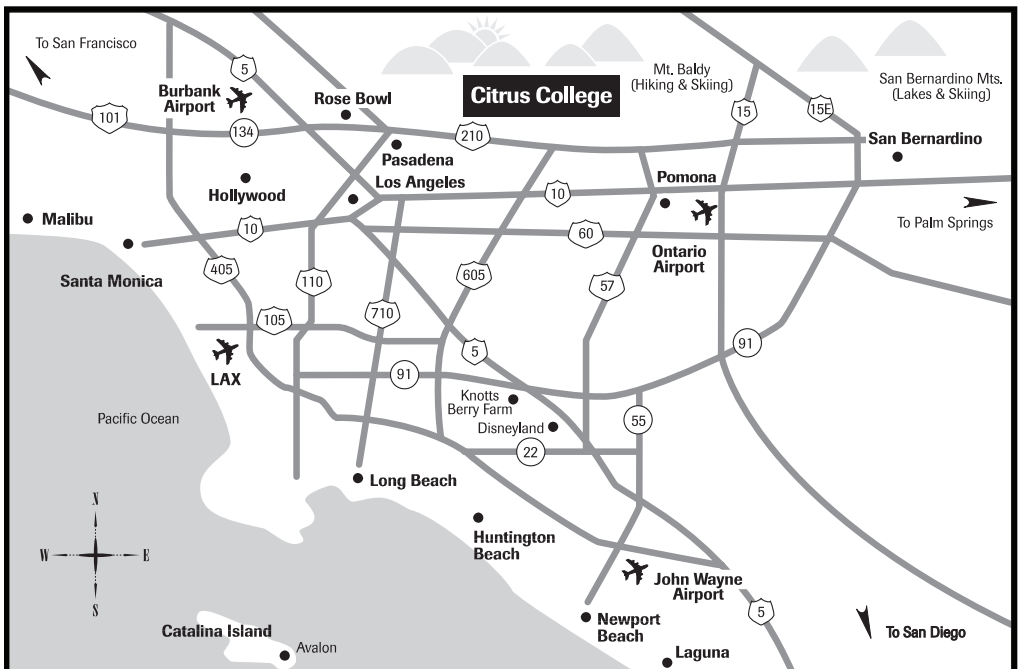
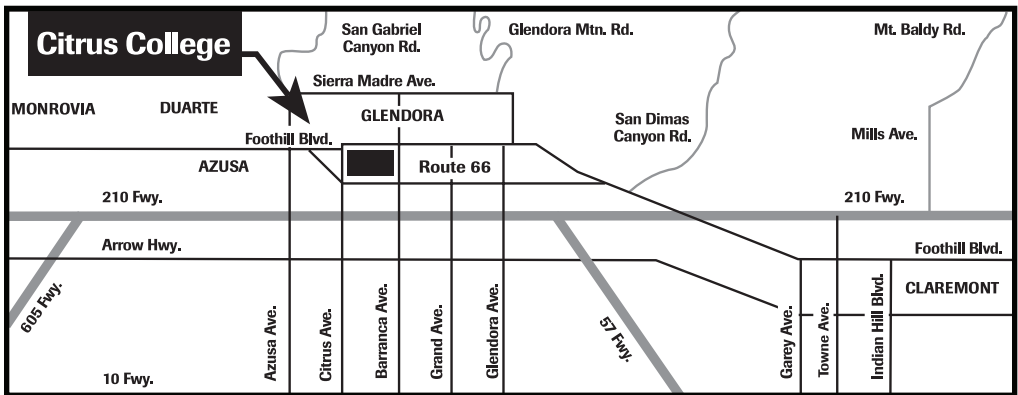
# Parking Regulations/Maps

## Get a Citrus College Parking Permit – At Your Fingertips

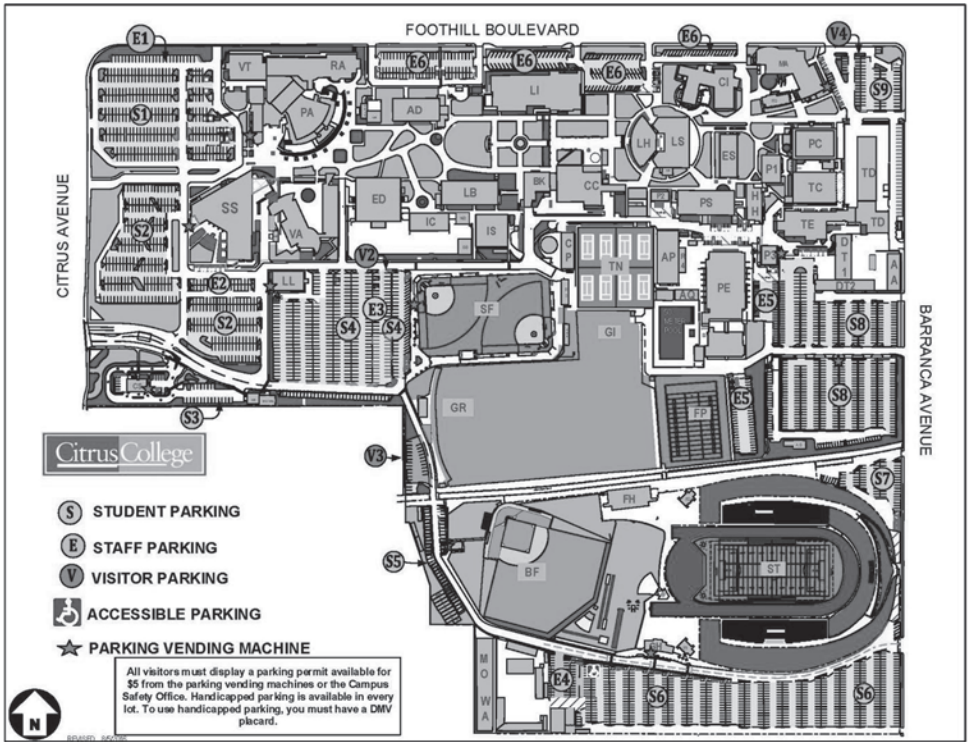
Citrus College offers an easy and convenient online method for purchasing parking permits.



- Fall semester parking permits are \$54.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for fall semester.
- You can print a temporary parking permit for immediate use until you receive your parking permit in the mail.
- A daily parking 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 station (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester parking permits are **not available** in the Continuing Education Office.



# Citrus College Campus Directory



## Buildings

AA.....Automotive Annex	LH ..... Lecture Hall
AD .....Administration	LI .....Hayden Library
AN .....Annex	LL .....Lifelong Learning Center
AP.....Adaptive Physical Education	LS .....Life Science
AQ.....Aquatics	MA .....Mathematics/Sciences
BF.....Baseball Field (FLD 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 (formerly Tech G)	PE .....Physical Education
ED .....Educational Development Center	.....(formerly Main Gym)
ES.....Earth Science	PS .....Physical Science
FH .....Field House	RA .....Recording Technology
FP.....Football Practice Field (FLD 5)	RG .....Reprographics (Print shop)
GH .....Gate House	SB .....South Bungalow
GI.....Golf Instruction (FLD 1)	SF .....Softball Field (FLD 3)
GR .....Golf Driving Range	SS .....Student Services
HH .....Hayden Hall	ST .....Stadium (FLD 4)
IC.....Integrated Success Center	TC .....Technology Center
IS .....Information Systems	TD .....Technician Development
LB .....Liberal Arts/Business	TE .....Technology Engineering
	TN.....Tennis Courts
	VA .....Visual Arts
	VT .....Video Technology
	WA .....Warehouse / Purchasing

## Services

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

Revised 8/12/2016



## 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 English as a second language 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 43 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 43 for details.

Offered this fall:

- NC 632 Air Conditioning I
- NC 636 Heating – Electrical and Gas
- NC 638 Electricity for Heating and Air Conditioning



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



1000 W. Foothill Blvd.  
Glendora, CA 91741-1885  
626-852-8022  
www.citruscollege.edu/ce

NON-PROFIT ORG.  
U.S. POSTAGE  
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CITRUS COLLEGE

## **NONCREDIT FREE CLASSES**

**English as a Second Language**  
*Page 37*

**Heating, Ventilation and  
Air Conditioning**  
*Page 39*

**Skilled Nursing Facility  
Activity Leader**  
*Page 39*

**TIME DATED MATERIAL**

**FOLLOW US**



@CitrusCE / @NoncredESL



@CitrusContED