

# Community and Noncredit Education

*Summer Fun!*

Citrus College

# SUMMER

2015

*Enroll  
Today!*

ENJOY  
*your trip*

Citrus  
College

*Best Learning Journey!*

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

# Citrus College Continuing Education

## Summer 2015

### Welcome to Continuing Education

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

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Become a fan

**Citrus College Continuing Education**

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

# Community Education Fee-Based Classes



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## Continuing Education Office

Located in the Lifelong Learning Center

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

Tel: 626-852-8022

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

Fri. 8:00am - 12:00pm

\*hours subject to change

Jim Lancaster ..... Dean

Debbie Vanschoelandt ..... Supervisor

Julie Tunno ..... Administrative Secretary

Linda Reed ..... Clerk

Darlene Herrera ..... Clerk

## Citrus College Mission Statement

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

## La Misión de Citrus College

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

## Citrus Community College District Board of Trustees

### **Mrs. Joanne Montgomery**

President

Monrovia/Bradbury and portions of Duarte  
Representative

### **Mrs. Susan M. Keith**

Vice President

Claremont and portions of Pomona and  
La Verne Representative

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Member

Glendora and portions of San Dimas  
Representative

### **Ms. Fariyah Chowdhury**

Student Representative

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

Superintendent/President

## *Create A Class*

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

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

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

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

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



# Online Registration for Community Education (Fee-Based Classes) at **www.citruscollege.edu/ce**

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

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

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

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

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

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

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

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

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

### **Step 3: Checkout**

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

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

# Fee-Based Classes

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

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 31-34.

## 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?

**Summer Session begins June 22.** However, class start and end dates vary throughout the session. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

**Summer Holidays** - Classes will not meet on the following dates: July 3-4, 2015.

## Where Do Classes/Courses Meet?

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

## Want To Know More?

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

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

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

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

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

# Fee-Based Classes

## *Five Easy Ways to Register*



### **1 Online**

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



### **2 By Mail**

Just fill out the quick and easy registration form found on page 6 (page 7 for youth). Please print clearly and provide all of the information requested on the form to ensure quick processing of your registration. Be sure to include your VISA, MasterCard or Discover card information, or mail a check or money order payable to Citrus College, to the Continuing Education Office, Citrus College, 1000 W. Foothill Blvd., Glendora, CA 91741-1885.



### **3 By Phone**

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



### **4 By Fax**

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



### **5 In Person**

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

## **Don't Miss Out**

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

## *Getting a Refund*

### **Full Refund**

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

### **Partial Refund**

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

Please allow 4 - 6 weeks to receive your refund.

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

## *Want to Know More?*

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

# Registration Form for Adults

## Community Education/Fee-Based Classes Only

(please print)

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

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

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

#### OFFICE USE ONLY

Parking Permit Number \_\_\_\_\_ Date \_\_\_\_\_ Parking Fee \$ \_\_\_\_\_  
 Received by \_\_\_\_\_ Total Fees \$ \_\_\_\_\_

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

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

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

Name of Card Holder \_\_\_\_\_

## 5 Easy Ways to Register

### 1. ONLINE

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

### 2. BY MAIL

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

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

### 3. BY PHONE

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

### 4. BY FAX

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

### 5. IN PERSON

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



### Parental Consent Form

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

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

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

Signature of Parent/Guardian \_\_\_\_\_  
Print Name \_\_\_\_\_

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

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

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

(please print)

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

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

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

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

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

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

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

# CAREER

## Be Your Own Boss

### Entrepreneur Boot Camp

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

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

Instructor: Conrad Brian Law, UGotClass

Fee: \$195, plus book

7000 Start Date: 6/2

End Date: 6/27

Last day to register: 6/6



### E-Commerce—The Ultimate Home Based Business

E-Commerce sales are growing by 19 percent per year and will reach \$1.4 trillion by 2015! Want to get into the lucrative world of e-commerce? Afraid of the costs and the technical complexity? If you can use this word processor, you can create your own e-commerce site and have it up and running in less than 24 hours for free. In this class, you'll learn:

- The seven types of e-commerce business
- The realities of affiliate marketing
- How to use drop shipping
- Where to get a free list of drop shipping suppliers
- How to incorporate pay-per-click
- How to create your basic site for free

You'll be shown how to build your site, add a shopping cart, and sell products. Also covered will be ways to drive traffic to your site and how to link and list it with the major search engines too.

Instructor: Mike Rounds

Fee: \$45

9515 Monday 7/20 6:30-9:30pm LL

\*plus \$30 materials fee payable to instructor for the book, *E-Commerce for the Clueless™* (978-1-891440-80-9) and includes links to download *E-Commerce—The Manual™*, and *Video Marketing for the Clueless®* PDF manuals.

### How To Sell Your Ideas and Inventions

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

- Establishing the proprietary rights to give you legal recourse from inception through sale
- Using patents, trademarks and copyrights to protect your idea
- Making your ideas marketable and competitive
- Finding a manufacturer to buy your invention
- Understanding and negotiating the contracts when you sell your invention

Instructor: Nancy Miller

Fee: \$45\*

9101 Monday 7/20 6:30-9:30pm LL

\*plus \$30 materials fee payable to instructor for the book, *How to Sell Your Inventions for Cash* (ISBN #978-1-891440-59-5).



## Online Certificate Program in Medical Billing

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

### Required Courses

(complete all five listed below, pages -9-10)

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

### Individual Courses

- Medical Front Office

**Online Format:** Students will log on to their computer for a "live" class with the instructor on nights indicated from 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, June 20, 2015, between 10am-11am**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

Instructor: KGP Consulting, LLC

Fee: \$150 (All Five Classes)\*

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

## Required Courses

### Introduction To Medical Insurance Billing

One of the physicians' most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. This class will cover:

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

Class Dates: 6/23, 6/25 & 6/30



### Advanced Medical Insurance Billing

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

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

Class Dates: 7/28 & 7/30



### CPT, ICD9, ICD10 & HCPCS Coding

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

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

Class Dates: 7/2, 7/7 & 7/9



## Required Courses

### Workers' Compensation & Personal Injury

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

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

Class Dates: 8/4 & 8/6



### Computerized Medical Insurance Billing

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

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

Class Date: 7/9



## Individual Courses

**Online Format:** Students will log on to their computer for a 'live' class with the instructor on nights indicated from 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, June 20, 2015, between 10am-11am**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

### Medical Front Office

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

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

There is also a computerized web-based portion that is to be completed by Friday, July 24, 2015.

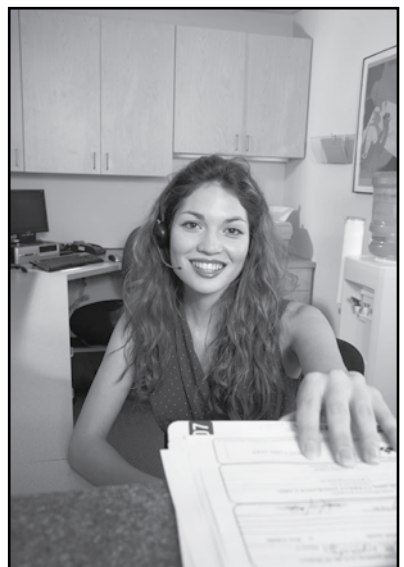
Instructor: KGP Consulting, LLC

Fee: \$25\*



9319 Class Dates: 6/24 & 7/1

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



## How To Be A Special Event Wedding Planner

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

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



Instructor: Farla Binder Fee: \$55\*

9106 Wednesday 7/15 6-9pm LL  
\*plus \$25 materials fee payable to instructor

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

Quick and Easy! Why pay more? This exceptional course will prepare you to work as a bartender in all types of establishments, while also teaching you the business side of the beverage industry. This practical and effective method of instruction is sweeping the industry and updating old ways of thinking.

Professional bartending requires so much more than knowing how to put ice in a glass and adding the proper ingredients. This class will prepare you to be a great salesperson, a customer service expert, and an honest and valuable employee—all skills that will help you succeed in the real world of bartending. The lessons taught are extremely beneficial to managers, waitresses and novice bartenders.

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

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

- How the bar business works
- The ethics of serving cocktails
- A common sense approach to bartending



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

Instructor: Kellie Nicholson Fee: \$150\*

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

9239 Monday 7/13, 7/20 & 7/27 6-10pm LL  
\*plus \$50 materials fee payable to instructor (90-page colored manual, flash cards, jigger, pour spout, plastic practice shaker, three certificates)

## Medical Transcription Editor

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

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

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



## Medical Billing

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

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

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



## Medical Administrative Assistant

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

9338 Instructor: Career Step Fee: \$1,695\*

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



## Computer Technician

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

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

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



## Pharmacy Technician

The Pharmacy Technician program prepares students for the Pharmacy Technician Certification Board (PTCB) Exam. Topics studied include pharmacology, pharmacy law, and pharmaceutical calculations. There are also externship opportunities at a local Walgreens or CVS Pharmacy. Enrollment includes e-books, a drug reference handbook, and a voucher for the PTCB Exam. For more information and to register for the class, please visit [collegeinfo@careerstep.com](mailto:collegeinfo@careerstep.com) or call (877)225-7151.

9337 Instructor: Career Step Fee: \$1,995\*

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



## Executive Assistant

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

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

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



# CAREER

## New Career

### Professional Medical Coding and Billing With ICD-9

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

9509 Instructor: Career Step

Fee: \$2,995\*

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



# CAREER

## Professional Development

### RDA Practical Exam Review

This one-day course will include review of the RDA Examination protocols, live demonstrations of the three procedures tested on the exam and hands-on practice completing each of the procedures. Small classes allow for individualized instruction. Students must bring their own PPE (gloves, mask and safety glasses).

Instructor: Citrus College Dental Assisting Faculty Fee: \$130\* PC 215

9510 Monday/Tuesday 8/10 & 8/11 5:30-9:30pm  
(Last day to register: 7/27)

\*plus \$30 materials fee payable to instructor (includes use of all instruments, consumables, prepared teeth, IRM as needed to complete Class II temporary sedative dressing, fresh putty for preliminary impression, Exacta tips as needed to complete #8 temporary crown, and Tempbond for cementation of temporary crown)

### NEW! Pit and Fissure Sealant

This two-day board approved course will provide the RDA with a certificate of completion. In order to enroll in the course, student must possess a coronal polish certificate. The course includes lecture, live demonstration, and laboratory experience prior to working on patients. Student will be required to apply pit and fissure sealants on four patients during the two days.

Instructor: Citrus College Dental Assisting Faculty Fee: \$225\* PC 215

9516 Saturday/Sunday 7/11 & 7/12 8:30am-5:30pm  
(Last day to register: 6/26)

9517 Saturday/Sunday 8/8 & 8/9 8:30am-5:30pm  
(Last day to register: 7/24)

\*plus \$40 materials fee payable in cash to instructor on day of class (includes course manual, green prepared teeth, all disposables needed for patient treatment, and one cartridge each of etchant, primary, and sealant)

### Extraordinary Customer Service

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

Instructor: Fred Bayley, UGotClass Fee: \$145

7005 Start Date: 7/7

End Date: 8/1

Last day to register: 7/11



### Practical Math For The Workplace

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

Instructor: Constance Yates, UGotClass Fee: \$145

7007 Start Date: 6/2 End Date: 6/27  
Last day to register: 6/6



### Conflict Management

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

Instructor: Sally Klaus, UGotClass Fee: \$245

7057 Start Date: 6/2 End Date: 6/27  
Last day to register: 6/6



### Accounting and Finance For Non-Financial Managers

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

Instructor: Sharon DeFonteny, UGotClass Fee: \$195

7059 Start Date: 6/2 End Date: 6/27  
Last day to register: 6/6



### Using Personality Profiles for Better Work Performance

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

Instructor: Sally Klaus, UGotClass Fee: \$295

7058 Start Date: 8/5 End Date: 8/29  
Last day to register: 8/8



### Interview Skills

Acquire new skills in job interviewing. You should attend if you want to improve your chances for being hired for a position, as well as if you are a leader who wants to improve the results of your hiring practices. A recent study by The Society of Human Resource Management (SHRM) found that up to 75% of employee performance issues can be directly identified during the interview process. This class will help you identify the "red flags" during the interview process so that you can avoid all the expense and problems associated with a bad hire.

Instructor: Sally Klaus, UGotClass Fee: \$295

7060 Start Date: 6/2 End Date: 6/27  
Last day to register: 6/6





# CAREER

## Professional Development

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

As a notary public you can earn additional income while providing a service to your community. It's not just a clerk's job anymore – successful notaries provide a valuable service to their company, friends, and private clients. This state approved seminar will provide you with the knowledge and skills needed to pass the exam and practice as an effective notary. You will receive two practice tests and will take the official notary exam directly following the seminar.

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

You will need to bring the following:

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

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

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

Instructor:	Notary Public Seminars, Inc.	Fee: \$105*
9102	Saturday 7/25 8am-6pm	LL
	*plus \$35 materials fee payable to instructor	

### Renew Your Notary Commission

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

**Please note:** Your commission must be current to be eligible for a renewing seminar.

Instructor:	Notary Public Seminars, Inc.	Fee: \$55*
9103	Saturday 7/25 12:45pm-6pm	LL
	*plus \$35 materials fee payable to instructor	



### Powerful Presentations and Effective Speaking Techniques

Nearly every job or business has an element of speaking, presentations, or sales. This course will allow you to master all three and accelerate your success in every aspect of your career. Learn everything from voice and speech basics like proper breathing, diction and enunciation, specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence. From the boardroom, to the classroom, to speaking for thousands of people, there are several critical factors that every speaker must master. You will learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from stage for a large audience, and host tele-seminars or webinars online.

Instructor:	Bridget Brady, UGotClass	Fee: \$195
7061	Start Date: 6/2	End Date: 6/27
	Last day to register: 6/6	



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

# CAREER

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

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



### Mobile Marketing

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

Introduction to Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$195

7051 Start Date: 6/1 End Date: 6/26

Last day to register: 6/5

Creating Cell Phone Apps For Your Business

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

7037 Start Date: 7/6 End Date: 7/31

Last day to register: 7/10

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7052 Start Date: 8/4 End Date: 8/28

Last day to register: 8/7

### Video Marketing

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

Video Marketing

Instructor: Rob Lee, UGotClass Fee: \$245

7054 Start Date: 6/1 End Date: 6/26

Last day to register: 6/5

YouTube For Business

Instructor: Rob Lee, UGotClass Fee: \$245

7042 Start Date: 7/6 End Date: 7/31

Last day to register: 7/10

### eMarketing Essentials

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

Improving E-mail Promotions

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

7013 Start Date: 6/1 End Date: 6/26

Last day to register: 6/5

Boosting Your Web Site Traffic

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

7014 Start Date: 7/6 End Date: 7/31

Last day to register: 7/10

Online Advertising

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

7015 Start Date: 8/4 End Date: 8/28

Last day to register: 8/7

### Certificate in Presentation Media

7063 Certificate (completion of all classes below) Fee: \$495

Prezi

Instructors: Kimba Green, UGotClass Fee: \$195

7064 Start Date: 6/1 End Date: 6/26

Last day to register: 6/5

Photoshop for Presentations

Instructor: Dan Hood, UGotClass Fee: \$195

7065 Start Date: 7/6 End Date: 7/31

Last day to register: 7/10

Graphic Design for Visual Presentations

Instructor: Jenna Soard, UGotClass Fee: \$195

7066 Start Date: 8/4 End Date: 8/28

Last day to register: 8/7

# CAREER

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

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

## Social Media For Business

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



Introduction to Social Media

Instructor: Jennifer Selke, UGotClass Fee: \$195

7009 Start Date: 6/1 End Date: 6/26  
Last day to register: 6/5

Marketing Using Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 7/6 End Date: 7/31  
Last day to register: 7/10

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 8/4 End Date: 8/28  
Last day to register: 8/7

## Business Research

7029 Certificate Fee: \$495  
(these courses are not offered individually)



Introduction to Business Research

Instructor: Cathy Proffitt Boys, UGotClass

Start Date: 6/1 End Date: 6/26  
Last day to register: 6/5

Business Statistics

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 7/6 End Date: 7/31  
Last day to register: 7/10

Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 8/4 End Date: 8/28  
Last day to register: 8/7

## Certificate in Online Teaching

7024 Certificate to become a Certified Online Instructor (COI)— completion of all classes below, plus exam, online course and peer evaluation of online critique. Fee: \$795

7067 Online Teaching Certificate (completion of all classes below) Fee: \$495



Advanced Teaching Online

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

7025 Start Date: 6/1 End Date: 6/26  
Last day to register: 6/5

Designing Online Instruction

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

7026 Start Date: TBA End Date: TBA  
Last day to register: TBA

Fostering Online Discussion

Instructors: Mary Dereshiwsky Fee: \$195

7027 Start Date: 7/6 End Date: 7/31  
Last day to register: 7/10

## NEW! Certificate in Non-Profit Administration

7069 Certificate (completion of all classes below) Fee: \$595



Revenue Generation for Non-Profit

Instructor: Fred Bayley, UGotClass Fee: \$495

7070 Start Date: 6/1 End Date: 7/24  
Last day to register: 6/5

Program Evaluation for Nonprofit Professionals

Instructor: Myia Welsh, UGotClass Fee: \$245

7071 Start Date: 8/4 End Date: 8/28  
Last day to register: 8/7

## LEED v4 Green Associate Exam Prep and Study Group

Instructor: Kelly Gearheart, UGotClass Fee: \$695

7022 Start Date: 6/1 End Date: 7/24 Last day to register: 6/5



# CAREER

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

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

### NEW! Certificate in Data Analysis

7072 Certificate (completion of all classes below) Fee: \$495



Introduction to Data Analysis

Instructor: John Rutledge, UGotClass Fee: \$195

7073 Start Date: 6/1 End Date: 6/26  
Last day to register: 6/5

Intermediate Data Analysis

Instructor: Mary Dereshiwsky, UGotClass Fee: \$195

7074 Start Date: 7/6 End Date: 7/31  
Last day to register: 7/10

Advanced Data Analysis

Instructor: Jeff Kritzer, UGotClass Fee: \$195

7075 Start Date: 8/4 End Date: 8/28  
Last day to register: 8/7

### NEW! Certificate in Leadership (for Gen Y)

7076 Certificate (completion of all classes below) Fee: \$395



Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7077 Start Date: 7/6 End Date: 7/31  
Last day to register: 7/10

Developing Your Leadership Skills

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

7078 Start Date: 6/1 End Date: 6/26  
Last day to register: 6/5

Developing Your Professional Career

Instructor: Tawanda McLaurin, UGotClass Fee: \$145

7079 Start Date: 8/4 End Date: 8/28  
Last day to register: 8/7

### NEW! Executive Leadership Certificate

7080 Certificate (completion of all classes below) Fee: \$695



Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7081 Start Date: 7/6 End Date: 7/31  
Last day to register: 7/10

Executive Leadership in the 21<sup>st</sup> Century

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

7082 Start Date: 6/1 End Date: 6/26  
Last day to register: 6/5

Fatal Leadership Errors

Instructor: Henry Findlay, UGotClass Fee: \$295

7083 Start Date: 8/4 End Date: 8/28  
Last day to register: 8/7

### NEW! Managing Social Media Platforms Certificate

7084 Certificate (completion of all classes below) Fee: \$495



Twitter

Instructor: Suzanne Kart, UGotClass Fee: \$195

7039 Start Date: 6/1 End Date: 6/26  
Last day to register: 6/5

Facebook for Business

Instructor: Nicole Siscaretti, UGotClass Fee: \$245

7041 Start Date: 7/6 End Date: 7/31  
Last day to register: 7/10

LinkedIn for Business

Instructor: Jennifer Selke, UGotClass Fee: \$195

7085 Start Date: 8/4 End Date: 8/28  
Last day to register: 8/7

### Students With ASD (Autism Spectrum Disorder)

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

Instructor: Julie Coates, UGotClass Fee: \$145

7043 Start Date: 6/2 End Date: 6/27  
Last day to register: 6/6



### Generational Learning Styles For K-12 Teachers

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

Instructor: Kassia Dellabough, UGotClass Fee: \$145

7031 Start Date: 7/7 End Date: 8/1  
Last day to register: 7/11



### Gender In The Classroom

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

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

Instructors: Julie Coates and Williams A. Draves, UGotClass Fee: \$145

7030 Start Date: 6/2 End Date: 6/27  
Last day to register: 6/6



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

Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs. Then, find out how you can begin to use the Web in your own teaching. See why Web-enhanced courses are being introduced in K-12 schools. Then, take home online strategies for helping your students to learn more and preparing them for the workplace.

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

7032 Start Date: 6/2 End Date: 6/27  
Last day to register: 6/6



Additional online Professional Development for Teachers classes — Survival Kit for New Teachers, Teaching Science, Integrating Technology in the Classroom, Teaching Students with ADHD, Creating a Classroom Website....and more. Go to <http://citruscollege.augusoft.net/>. Click on courses, under 'on the net' look under CAREERS.

# CAREER

## Professional Development for Teachers

### Social Media and Online Tools For K-12 Teachers

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

Instructor: Heather Dimitt, UGotClass Fee: \$245

7033 Start Date: 7/7

End Date: 8/1

Last day to register: 7/11



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Offering online career training in:

- Medical Transcription
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- Administrative Assisting
- Computer Technician

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CAREER PROSPECTS IN LESS THAN A YEAR!

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[www.athometraining.com/citrus](http://www.athometraining.com/citrus)

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# PERSONAL ENRICHMENT

## Fitness

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

### Reminder

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

### Cardio-Circuit Training

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

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

June 22-August 13

9324    Fee: \$35\*

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

\*Register for summer session by June 8, 2015 to receive a \$5 discount.

### Low Impact – Cardio Conditioning

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

Instructor:    Bonnie Murphy

9327    Monday    6/22 - 8/10    5-5:50pm    AP 110    \$35\*



### NEW! Yoga/Pilates Fusion

A mat class for beginning and intermediate levels that incorporates the best of both forms of exercise with a variety of poses and strengthening work. Balance, posture, and flexibility are enhanced in a carefully paced routine with modifications to meet a variety of needs while challenging the fitness buff who needs to work their core. A mat and strap for stretching are needed. The ability to stand, balance, and change positions on the mat are prerequisites for this type of class.

Instructor:    Irene George

9518    Thursday    6/25 - 8/13    7-7:50am    AP 110    \$35\*

\*No refunds will be issued after classes begin.

# PERSONAL ENRICHMENT

## *Fitness*

### Mat Pilates

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

Instructor: Irene George

9326 Tuesday 6/23- 8/11 5:30-6:20pm AP 110 \$35\*



### Multi-Level Yoga

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

Instructor: Linda Wright

9329 Wednesday 6/24 - 8/12 5-5:50pm AP 110 \$35\*

### Yoga Basics

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

Instructor: Lynda Razo

9238 Thursday 6/25 - 8/13 6-6:50pm AP 110 \$35\*

**\*No refunds will be issued after classes begin.**

# PERSONAL ENRICHMENT

## *Health & Self*

### Unclutter Your Mind

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

During this workshop, you'll learn how to:

- See, let go, and change the way you think
- Perform breathing, meditation, and other exercises allowing your mind to un-clutter, focus, and be still
- Practice thoughts of appreciation, compassion, and forgiveness for yourself and for others

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

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

Life strategies coach, professional organizer, Quantum Touch practitioner, attitudinal healing facilitator.

9155 Saturday 7/18 9:15am-12:45pm LL

\*plus \$15 materials fee payable to instructor



# PERSONAL ENRICHMENT

## Health & Self

### Clutterology - Eliminate Clutter In Your Life and Get Organized

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

- Put a stop to junk mail – NOW
- Distinguish between organized and neat
- Calculate the true and destructive cost of stuff
- Determine keep items from toss items
- Remove clutter to improve your life
- Create an efficient environment so you can get more done

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

Instructor: Nancy Miller Fee: \$45\*

9261 Monday 8/3 6:30pm-9:30pm LL  
\*plus \$30 materials fee payable to instructor for the book, *Clutterology*® (ISBN #978-1-891440-62-5).



### Self-Hypnosis Stress Reduction And Relaxation Techniques

Do you want to change unwanted behavior and limiting beliefs? This life changing workshop will help you free yourself from negative self-talk and unsuccessful attitudes. You'll learn how to use hypnotic suggestions for abundance, anger, anxiety, communication, confidence, fear, learning, love, procrastination, public speaking, self-esteem, stress, weight loss, and much more.

Instructor: Jethro Carter, C.C.Ht.

9156 Saturday 7/18 9am-12pm LL Fee: \$49\*  
\*plus \$15 materials fee payable to instructor

### Think Healthy, Be Thin, Stay Thin

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

Instructor: Jethro Carter, C.C.Ht.

9157 Tuesday 8/11 7-9:30pm LL Fee: \$39\*  
\*plus \$15 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Health & Self

### Makeup & Skincare Workshop

In this hands-on class, you will learn how to use skin care and makeup properly for every situation in life. Understand the colors that will make your eyes pop and your skin look alive and fresh. Master the step-by-step makeup application techniques to enhance your beauty. Learn how to cover and treat acne, age spots and dark under-eye circles. Understand your skin type and how to ensure beautiful, glowing skin. Create different looks for different occasions. Learn makeup application and what colors work best for you. Learning to expertly apply makeup in the right colors for you helps you to achieve a healthier glow, a warmer smile, builds your confidence and will even save you money. (Ages 13 and up.)

**Instructor:** Michelle Jackson      **Fee:** \$45\*  
One of Hollywood's leading celebrity makeup artists for over 20 years. Clients include television, motion pictures and Vogue magazine.

9323    Saturday    8/8      12:30-3pm      LL  
\*plus \$35 materials fee payable to instructor

### Makeup 101

Makeup 101 is for people who want to learn the basic steps to becoming their own makeup artist. This class will educate you in: application, foundation selection, blending techniques, shading, and contouring. Students will gain a basic understanding of face shapes, bone structures, hues and what eye shadows to use. The instructor will teach how to correct and reshape brows, as well as how to apply eyelashes. The class will cover day and evening looks, plus natural, bold, and trendy runway looks. (Ages 16 and up.)

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

**Instructor:** Michelle Jackson      **Fee:** \$45\*  
One of Hollywood's leading celebrity makeup artists for over 20 years. Clients include television, motion pictures and Vogue magazine.

9348    Saturday    8/8      9-11:30am      LL  
\*plus \$35 materials fee payable to instructor

## 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.

# PERSONAL ENRICHMENT

## Computers & Technology

### Self-Publishing, E-Publishing, And More!

Publishing your work is now much easier and cheaper than you think. Recent developments in technology have made it cut-and-paste easy to take your writings and offer them as downloadable eBooks or paper books.

In this cutting edge class, you'll gain information on how to:

- Use quick and easy methods to get your work published
- Offer your eBook as a pay-per-download product from your Website
- Get your book paper printed inexpensively
- Use copyrights and trademarks to protect your work

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

Instructor: Mike Rounds Fee: \$45\*

9409 Monday 8/3 6:30-9:30pm LL  
 \*plus \$30 materials fee payable to instructor for the manual and CD *Self-Publishing for the Clueless*® (978-1-891440-99-1)

### Twitter

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

Instructor: Suzanne Kart, UGotClass Fee: \$195

7039 Start Date: 6/2 End Date: 6/27  
 Last day to register: 6/6



### Photoshop® For Presentations

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

Instructor: Elissa Rose, UGotClass Fee: \$195

7056 Start Date: 7/7 End Date: 8/1  
 Last day to register: 7/11



### Prezi

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

Instructor: Kimba Green, UGotClass Fee: \$195

7068 Start Date: 6/2 End Date: 6/27  
 Last day to register: 6/6



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

# FINANCE

## Real Estate

### How To Buy A Home: A Step-By-Step Guide For The First-Time Buyer

In this workshop, you'll learn how to prepare for a successful home buying experience. Topics include:

- Individualized financial qualifying guidelines
- Types of mortgages – conventional versus FHA
- Down payment requirements
- Credit score and its importance
- Short sales and foreclosures
- Current housing market trends

Participants will leave with the knowledge and confidence to shop for a home.



Instructor: Sandra Tupurins      Fee: \$45 (bring a spouse or guest for free)  
Licensed by the Department of Real Estate (Lic. #01196713, NMLS#277855)

9255    Saturday    7/11      9:30am-1pm      LL

# YOUTH

## Teens

### Teen Makeup And Skin Care (Ages 13-17)

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

Instructor: Michelle Jackson      Fee: \$45\*  
One of Hollywood's leading celebrity makeup artists for television, motion pictures and Vogue magazine.

9166    Saturday    8/8      12:30-3pm      LL  
\*plus \$35 materials fee payable to instructor



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

# SWIM LESSONS

## General Information

We offer swim lessons for all ages and skill levels. Our swim lessons strive to instill a lifelong love of the water through learning to swim, acquisition of water safety skills, and having fun.

**Five easy ways to register** – online, by mail, by phone, by fax or in person. Please refer to page 3 for registration information.



### Swim Lesson Guidelines

- For ages 6 -11 (Levels 1-6) - Swimmers will be assessed on the first day of instruction and will be assigned to groups according to skill and ability.
- Lessons will be geared toward the skill and ability of each swimmer rather than a specific level.
- Adult and teen (12-16) lessons will be offered as private lessons only.
- Classes that do not meet the minimum enrollment requirement may be cancelled, combined, or rescheduled for another time.
- Swim lessons are based on enrollment and not attendance. There will be no makeup lessons.
- All swim instructors are WSI (Water Safety Instructor) certified through the Red Cross and will teach according to these guidelines.
- Swim sessions will be released for registration two weeks prior to the first day of the session and will be removed the Friday (for group lessons) and the Wednesday (for private lessons) before the first day of the session.
- Registration on the first day of a swim session must be done in person in the Continuing Education Office. We cannot guarantee requests for private lessons on the first day of instruction.
- A parking pass will be issued upon registration. If registering online, please refer to the “swim session parking permits” section on the Continuing Education Web site for additional details, [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce).

### Description Of Swim Lesson Levels For Babies To 5 Years

#### Infant-Water Babies (6 months- 1 ½ years)

There must be an adult with the child in the water at all times. Goals: learn to ask for permission before entering the water; learn how to enter/exit the water in a safe manner; feel comfortable in the water; explore submerging to the mouth, nose, eyes and completely; explore buoyancy on the front and back position; change body position in water; learn how to play safely.

#### Water Babies (1 ½ years- 3 years)

There must be an adult with the child in the water at all times. Builds upon the skills learned in Infant-Water Babies. Goals: establish expectation for adult supervision; learn more ways to enter and exit the water in a safe manner; explore submerging in a rhythmic pattern; glide on the front and back with assistance; performed combined stroke on front and back with assistance; change body position in the water.

#### Tiny Tots (3 years- 5 years)

Goals: enter and exit water using ladder, steps or side; blow bubbles through mouth and nose; submerge mouth, nose and eyes; open eyes under water and retrieve submerged objects; bobbing; front and back floats and glides; recover from a front or back float or glide to a vertical position; roll from front to back and back to front; tread water with arm and hand actions; alternating and simultaneous leg actions on front and back; alternating and simultaneous arm actions on front and back; combined arm and leg actions on front and back.

#### Super Tots (3 years-5 years)

Builds upon the skills learned in Tiny Tots. Goals: enter water by jumping in; fully submerge and hold breath; bobbing; front, jellyfish and tuck floats; recover from a front and back float or glide to a vertical position; back float and glide; change direction of travel while swimming on front or back; tread water using arm and leg actions; combined arm and leg actions on front and back; finning arm action on back.

For details of program instruction pursuant to American Red Cross, please refer to “Swim Lesson Guidelines,” Continuing Education Web site, [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce).

# SWIM LESSONS

## General Information

### Session Dates

#### Session 1

June 22 - July 2

#### Session 2

July 6 - July 16

#### Session 3

July 20 - July 30

#### Session 4

August 3 - August 13



SWIM SCHEDULE 2015					
SESSION	DAYS	DATES	ONLINE & WALK-IN REGISTRATION BEGINS	ONLINE & WALK- IN REGISTRATION ENDS	
				GROUP	PRIVATE
SESSION 1	MON-THURS	6/22-7/2	6/8	6/19	6/17
SESSION 2	MON-THURS	7/6-7/16	6/22	7/3	7/1
SESSION 3	MON-THURS	7/20-7/30	7/6	7/17	7/15
SESSION 4	MON-THURS	8/3-8/13	7/20	7/31	7/29

### Swim Lessons and Aquatics Classes

Swim lessons and aquatics classes are contingent upon adequate class enrollment and the availability of required staff to provide a safe learning environment. Aquatics classes and swim sessions are subject to cancellation if either of the above requirements are not met.

### Lesson Times & Fees

#### Group Weekday Sessions

Infant - Water Babies, Water Babies, Tiny Tots and Super Tots      8, 25 minute lessons - \$55  
 Ages 6 - 11      8, 45 minute lessons - \$95

#### Private Weekday Sessions

Infant-Water Babies, Water Babies, Tiny Tots and Super Tots      8, 25 minute lessons - \$155  
 Ages 6-11, Teen, Adult      8, 45 minute lessons - \$195

For up-to-date information and class details, please refer to the Continuing Education website, <http://www.citruscollege.edu/ce>, under the Swim Lessons and Aquatics Classes tab, or call the Continuing Education Office, 626-852-8022.

# Travel Places to Go

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

## Islands of New England

The Islands of New England tour spends eight days exploring New England's charms, from the cobblestone streets of Nantucket to a traditional cranberry bog. Step back in time at Plymouth Plantation to sample recipes from that time, learn some pilgrim etiquette and enjoy a Thanksgiving Feast to learn to eat like a Pilgrim. The choice is yours – set out on a whale watch cruise or embark on a scenic adventure through the iconic sand dunes of the Cape. Visit Boston and Providence, the Gilded Age mansions of Newport, the lively artist colony of Provincetown, and the beautiful islands of Martha's Vineyard and Nantucket.

Departure Date: September 18, 2015

Cost: \$2,579 double; \$979 single; \$2,549 triple

Payment terms: \$250 deposit, final payment date is 7/20/2015



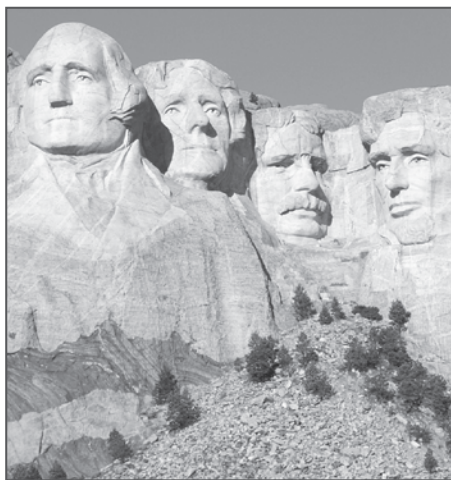
## Discover Tuscany

Rolling landscapes, savory wines, delicious food and stunning architecture...this can only be Tuscany. On this special journey you will enjoy walking tours in Italy's most charming towns, visit magnificent historic monuments and sample mouth-watering cuisine and wines. Highlights of your tour include Rome, Assisi, Basilica of St. Francis, Motecatini Terme, Lucca, Gothic Line, San Gimignano, Winery Tour, and Florence.

Departure Date: November 5, 2015

Cost: \$3,699 double; \$3,999 single; \$3,669 triple

Payment terms: \$250 deposit, final payment date is 9/6/2015



## The Black Hills and Badlands

Discover the spirit of the American West. Travel to the legendary Black Hills and see the American prairie as it was 300 years ago. Explore the legends of the city of Deadwood, home to Wild Bill Hickok and Calamity Jane. Travel the backcountry of Custer State Park and along the impressive Needles Highway lined with famous granite spires. Visit magnificent Mt. Rushmore. See Crazy Horse Memorial, the world's largest sculpture still in progress. Journey through the natural beauty of Badlands National Park. Discover the fascinating history and stories of the gold rush in the town of Lead in 1875.

Departure Date: September 22, 2015

Cost: \$2,069 double; \$2,469 single; \$2,039

Payment terms: \$250 deposit, final payment date is 7/24/2015

## Spotlight on San Antonio Holiday

Relax Texas style when you settle into your River Walk hotel on this 5 day Spotlight on San Antonio. Visit the legendary Alamo. Learn about the history of the San Antonio region at the South Texas Heritage Center. Be swept up in the romance of the Old West at a dude ranch in Bandera. Visit charming Fredericksburg nestled in the hill country and rich with German heritage. Discover the bold flavors of Texas wines and cuisine during dinner at an olive orchard. Cruise along the Paseo del Rio and immerse yourself in the laid-back atmosphere of this Texas city. Enjoy Fiesta de las Luminarias where 122,000 lights illuminate the River Walk during holiday season.

Departure Date: December 4, 2015

Cost: \$1,799 double; \$2,079 single; \$1,749 triple

Payment terms: \$250 deposit, final payment date is 10/5/2015

# NONCREDIT *Counseling*

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

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

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



## ***Reading Skills and Speed Reading Programs for Children and Adults***



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

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

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

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

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

Schedule Code:  
98-S2-2B7F

For More Information or to Register

**Call 1-800-979-8980**

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



# NEW!! ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

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

**Step 1:** Applying for Noncredit Admission

**Step 2:** Registering for Noncredit Classes

### Applying for Noncredit Admission

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

### Registering for Noncredit Classes

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

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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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# NEW!! ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

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

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

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



HELP EXIT

### Application Checklist

A checklist is provided to help you complete the application.

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

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

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

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

Application is Complete    Finish Later

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

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

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

HELP EXIT

### Acknowledgement Page

27-APR-2014

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Greetings,

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

Your Citrus Identification Number (Student ID) is:

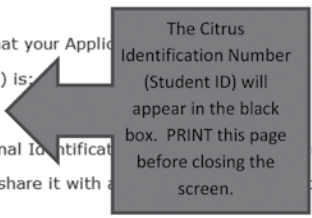
You will need your Student ID and your Personal Identification Number to access Wingspan. Your PIN is the password to change your PIN.  
Remember to write down the PIN and do not share it with anyone. Your Student ID number will be needed for all personal information.

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

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

To ensure your experience at Citrus College is a successful one, there are a number of services available to you:

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



# NEW!! ONLINE REGISTRATION

## *Noncredit Admission and Class Registration*

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

### Step 2: Registering for Noncredit Classes

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

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

HELP | EXIT  
Please follow the instructions below.

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


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

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

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

User ID:

PIN:



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

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

Register or Add/Drop Classes

**Click on the link to Admissions & Records.**

Click on the link to *Registration*.

- Select the appropriate term (fall, winter, spring, summer).

Once completed, select *Register or Add/Drop Classes*.

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

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

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

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

Your registration is now complete.

# NEW!! ONLINE REGISTRATION

## *Noncredit Admission and Class Registration*

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

Once you have applied and registered for classes,

Check WingSpan in 24 hours after your application is submitted to view and activate your Citrus College email account.

Purchase a parking permit, if needed. Permits may be purchased four (4) hours after completing registration during regular business hours. Upon purchase, parking permits will be mailed to the address provided during the purchase process. A temporary parking permit can be printed and used until the permanent permit is received in the mail. Student parking permits are available online at <http://citruscollege.thepermitstore.com>

If you need assistance with the application and registration process, please contact Admissions & Records, 626-914-8511.

If you need assistance with parking, please contact Campus Safety, 626-914-8611.

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

# Citrus College

## Study Abroad

*for the ultimate educational experience*



London  
Fall 2015



Spain  
Spring 2016



Winter 2016

Visit our Website  
[www.citruscollege.edu/studyabroad](http://www.citruscollege.edu/studyabroad)

Call 626.914.8560 for brochures and information.

# NONCREDIT

## English as a Second Language

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

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

### Registration

Your placement is determined at the time you register. Registration is ongoing throughout the semester.



### NC 310 – ESL: Grammar - Beginning 1

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

41052 Monday-Thursday 6/22 - 8/11 9am-11:10am LL 101

### NC 311 – ESL: Grammar - Beginning 2

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

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

41053 Monday-Thursday 6/22 - 8/11 9am-11:10am LL 102

41054 Monday-Thursday 6/22 - 8/11 6-8:10pm LL 101



### NC 312 – ESL: Grammar - Intermediate 1

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

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

41056 Monday-Thursday 6/22 - 8/11 9am-11:10am LL 103

41057 Monday-Thursday 6/22 - 8/11 6-8:10pm LL 102

### NC 313 – ESL: Grammar - Intermediate 2

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

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

41059 Monday-Thursday 6/22 - 8/11 9am-11:10am LL 114

# NONCREDIT

## Career

### NC 632 - Air Conditioning I

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

Instructor: Fallat, P.

4105I TR 6/23 - 8/13 6-9:10pm TE 102



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# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## Summer 2015

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

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

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

### Azusa Unified School District

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

Gladstone High School  
1340 N. Enid Avenue  
Covina, CA 91722

**Dates:** June 9 – July 15

**Days:** Monday - Friday

**Time:** 8:00am-12:50pm

**Contact:** Susan Brosche  
626-858-6195

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

# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

*Summer 2015*

## Claremont Unified School District

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

**Dates:** June 18 – July 17

**Time:** 8:00am-1:50pm

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

**Classes:** Algebra IA, Algebra IB, Algebra IIA, Algebra IIB, Physical Science A, Physical Science B, US History B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, Biology A, Economics, American Government

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## Monrovia Unified School District

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

**Dates:** June 11 – July 15

**Days:** Monday - Friday

**Time:** 7:30am-12:20pm

**Contact:** Javier De La O 626-471-2868

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

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# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## *CLASS DESCRIPTIONS*

### **NC 208A Algebra IA**

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

### **NC 208B Algebra IB**

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

# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## CLASS DESCRIPTIONS

### **NC 209A Algebra IIA**

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

### **NC 209B Algebra IIB**

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

### **NC 224A Geometry A**

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

### **NC 224B Geometry B**

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

### **NC 210A Freshman English A**

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

### **NC 210B Freshman English B**

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

### **NC 211A Sophomore English A**

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



# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## CLASS DESCRIPTIONS

on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

### **NC 211B Sophomore English B**

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

### **NC 212A Junior English A**

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

### **NC 212B Junior English B**

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

### **NC 214A U. S. History A**

The content will focus on the development of the United States during the 20th century. This course will enable students to understand the chronologi-

cal flow of events, the dynamics of change, and the critical links between the past and the present in the United States. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

### **NC 214B U. S. History B**

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

### **NC 215A World History A**

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

### **NC 215B World History B**

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

# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## CLASS DESCRIPTIONS

### **NC 216 American Government**

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

### **NC 217 Economics**

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

### **NC 218A Biology A**

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

### **NC 218B Biology B**

This course deals with the study of living things following the California state standards for Biology. It emphasizes modern technological and practical topics such as ecology, genetics and human structure and function. Hands-on laboratory experiences are essential to each topic. The course

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

### **NC 219A Physical Science A**

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

### **NC 219B Physical Science B**

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

### **NC 221A Chemistry A**

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

### **NC 221B Chemistry B**

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

# Disclosures & Disclaimers/ Divulgaciones y Denegaciones

## Schedule Changes

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

## Cambios en el Horario de Clase

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

## Open Enrollment Policy

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

## Inscripción Abierta

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

## Nondiscrimination Policy

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

## Leyley de No-Discriminación

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

## Student Grievances

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

## Quejas de los Estudiantes

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

## Drug Free Environment and Drug Prevention Program

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

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

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

District attendance or activity.

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

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

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

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

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

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

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

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

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

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

## Sexual Harassment and Sexual Violence Information

No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime-free as possible. Sections 66281.5 and 67385.7 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual violence which occur on campus, as well as, providing them with information regarding treatment options and services. Citrus College takes the issue of sexual harassment and sexual violence very seriously and is proactive in offering a safe environment for students and visitors. For this, Citrus College offers informational and preventive programs to all students and staff to help prevent the risk of sexual harassment and sexual violence on campus. Additional information is available through the Sexual Violence Prevention Statement on the college website at [www.citruscollege.edu](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 trabajamos juntos los estudiantes, la facultad, el personal y los visitantes, pueden crear una atmósfera que sea segura y libre de crimen lo más que se pueda. Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los distritos de colegios comunitarios adopten e implementen procedimientos para asegurarse que se de una respuesta pronta a los casos de víctimas de hostigamiento sexual y de la violencia sexual que se pudieran presentar en el campus del colegio así como ofrecerles información sobre opciones de tratamientos y servicios. Citrus College toma este tema del hostigamiento sexual y la violencia sexual muy en serio, y es proactivo en ofrecer un ambiente seguro a sus estudiantes y visitantes. Para lograrlo, Citrus College ofrece información y programas de prevención a todos los estudiantes y personal para ayudar a prevenir el riesgo de casos de hostigamiento sexual y de violencia sexual en el campus. Información adicional está disponible en la Declaración de Prevención de Violencia Sexual que se encuentra en nuestro sitio de Internet en [www.citruscollege.edu](http://www.citruscollege.edu).

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

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

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

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

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

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

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

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

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

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

## Rights & Privacy Policy

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

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

## Reglas de Derechos & Privacidad

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

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

## Student Right-to-Know

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

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

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

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

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

## Derecho de los Estudiantes a la Información

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

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

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

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

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

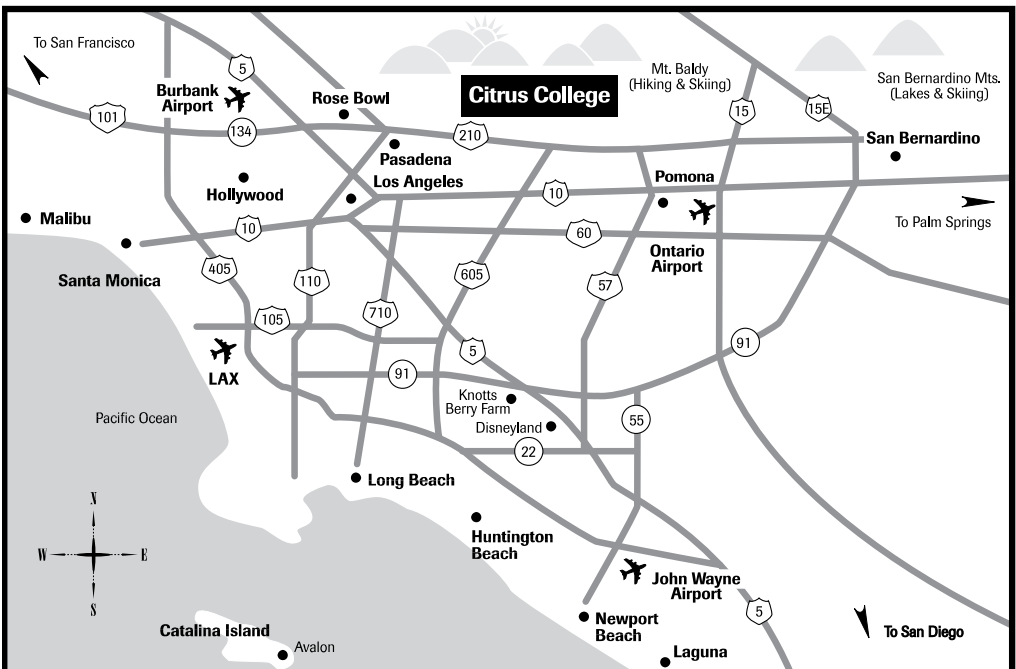
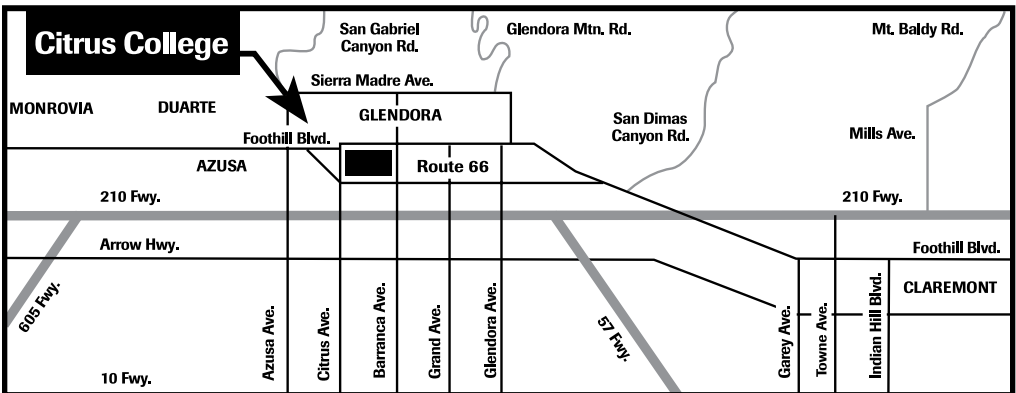
# Parking Regulations/Maps

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

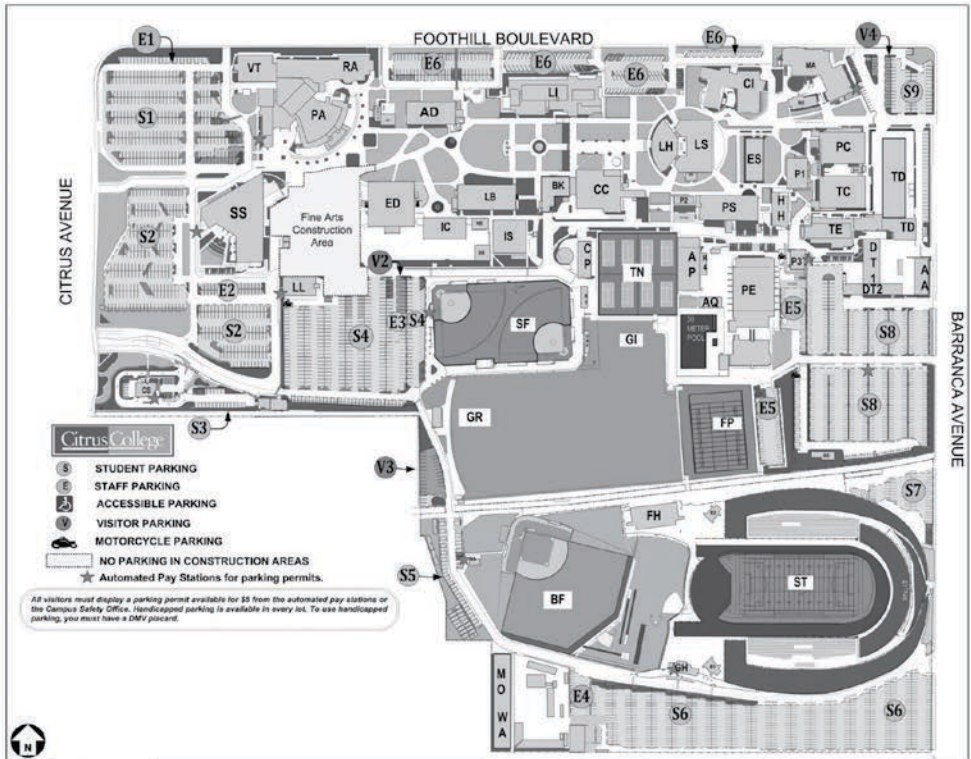
Citrus College offers a new easy, convenient online method for purchasing parking permits.



- Summer session parking permits are \$26.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for summer.
- You can print a temporary permit for immediate use until you receive your permit in the mail.
- A daily permit for \$5 is available for purchase at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from one of the automated pay stations (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester permits are not available in the Continuing Education Office.



# Citrus College Campus Directory



## Buildings

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

## Services

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

Revised 2/5/2015

## Learn English at Citrus College!

### Improve Your English Language Skills to:

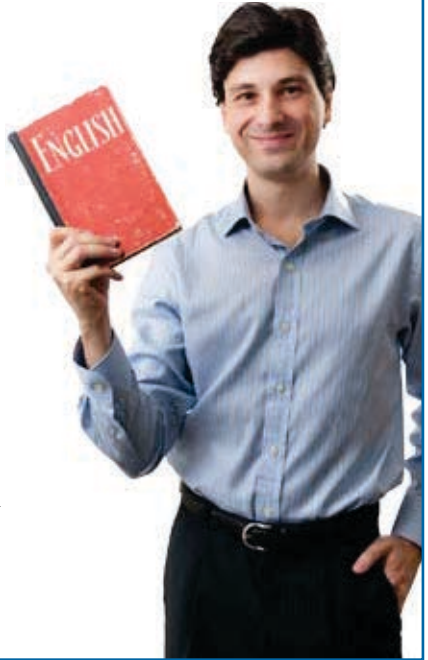
- Find Work
- Make More Money
- Improve Relationships
- Achieve Success

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

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

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

**Morning and evening are classes**



## Heating and Air Conditioning Classes

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

Classes are free. Minimal charge for textbook and parking permit. See page 36 for details.

### Offered this Summer:

NC 632      Air Conditioning I



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



1000 West Foothill Boulevard  
Glendora, CA 91741-1885

(626) 852-8022  
[www.citruscollege.edu/ce](http://www.citruscollege.edu/ce)

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



Swim Lessons  
see pages 27-28

TIME DATED MATERIAL



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