

SUMMER  
2017

Citrus College

CLASS  
SCHEDULE

# COMMUNITY AND NONCREDIT EDUCATION

READY FOR  
SUMMER?

**Welding!**  
**Drone License!**  
**Landscape Design!**  
**Classes for Youth!**  
**Senior Fitness!**  
**New Travel  
Destinations!**

**ENROLL TODAY!**

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

# Citrus College Continuing Education *Summer 2017*

## 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.

## NEW COMMUNITY EDUCATION CLASSES

*fee-based*

Get Your Commercial Drone  
License And Start Making Money .....10

Welding For The Weekend Warrior .....21

Beginning Landscape Design  
And Construction .....22

Classes For Youth  
Study Skills | Brain Fitness | Math Trix..23

New Travel Destinations  
Cuba | Danube | Costa Rica.....24



## FORMS & INFORMATION

Create A Class .....2

Online Registration Information .....3

Class/Course General  
Information .....4

Fee-Based Classes Registration,  
Refunds .....5

Registration Form for Adults.....6

Registration Form for Youth.....7

Noncredit Online Application and  
Registration ..... 25-27



 **Become a fan  
Citrus College Continuing Education**

*Parking permits are required. Parking regulations: see page 39.*

# Noncredit and Continuing Education Courses



## FEE-BASED CLASSES CAREER

Be Your Own Boss .....	9-10
New Career.....	11-13
Professional Development .....	14-15
Professional Development for Teachers.....	16
Skills for the 21st Century.....	17-18

## PERSONAL ENRICHMENT

Fitness.....	19
Health & Self.....	20
Computers & Technology.....	21
Hobbies & Interests.....	21-23
Finance.....	28

## YOUTH

Teens.....	23
------------	----

## TRAVEL

Places to Go.....	24
-------------------	----

## TUITION-FREE CLASSES NONCREDIT COURSES

Summer Intersession English as a Second Language .....	29
Fall Semester English as a Second Language.....	30
Career, Summer and Fall.....	31

## POLICIES AND MAPS

Disclosures and Disclaimers.....	37-38
Parking Regulations/Maps.....	39
Campus Directory .....	40

## Continuing Education Office

Located in the Lifelong Learning Center

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

Phone: 626-852-8022

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

Fri. 8:00am-12:00pm

*\*hours subject to change*

Dr. Jim Lancaster ..... Dean

Julie Tunno ..... Administrative Secretary

Linda Reed ..... Clerk

Darlene Herrera ..... Clerk

## Citrus College Mission Statement

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

## La Misión de Citrus College

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

## Citrus Community College District Board of Trustees

### Dr. Barbara R. Dickerson

President  
Azusa and portions of Duarte Representative

### Dr. Patricia A. Rasmussen

Vice President  
Glendora and portions of San Dimas Representative

### Mrs. Joanne Montgomery

Clerk/Secretary  
Monrovia/Bradbury and portions of Duarte Representative

### Dr. Edward C. Ortell

Member  
Duarte and portions of Azusa, Monrovia, Arcadia, Covina and Irwindale Representative

### Mrs. Susan M. Keith

Member  
Claremont and portions of Pomona and La Verne Representative

### Ms. Yachi Rivas

Student Trustee

### Dr. Geraldine M. Perri

Superintendent/President

## Create A Class

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

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

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

Fax your ideas to 626-852-8028.

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



# Fee-Based Classes

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

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

## Registering

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

## Who Teaches The Classes?

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

## Who Can Enroll?

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

# Noncredit Courses

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

## Registering

You must pre-register for noncredit courses. Pre-registering secures your space in a class you want to take (some classes have limited enrollment). It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. **Classes may be canceled up to three days before the class start date if the minimum enrollment is not met.** You can register any time after you receive this schedule. You don't need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office. Application and registration information can be found on pages 30-33.

## Who Teaches The Courses?

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

## Who May Attend?

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

---

## When Are Classes/Courses Offered?

**Summer Session begins June 26, 2017.** However, class start and end dates vary throughout the session. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

*Summer holidays – classes will not meet on the following date: July 4.*

## Where Do Classes/Courses Meet?

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

## Want To Know More?

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

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

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

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

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

# 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. Login to <https://citruscollege.augusoft.net>, and have the class information and your credit card ready. Place one or more classes in your shopping cart, and check out. For detailed online instructions, see page 3.



### 2 By Mail

Fill out the quick and easy registration form 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.



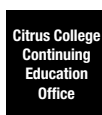
### 3 By Phone

You can register by phone using your Visa, Mastercard or Discover card. Call 626-852-8022, and have the class information and your credit card ready.



### 4 By Fax

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



### 5 In Person

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

## Don't Miss Out

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

## Getting a Refund

### Full Refund

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

### Partial Refund

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

If paying by check or cash, please allow four to six weeks to receive your refund. If paying with a credit card, please allow seven to 10 days to receive your refund.

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

## Want to Know More?

Check out our website at [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce) regularly for more, new or added classes. You can also "like" our Facebook page at [www.facebook.com/citrusce](http://www.facebook.com/citrusce).

# Online Registration for Community Education (Fee-Based Classes)

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

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

## Online Instructions

*(recommended browser: Firefox)*

### Step 1: Sign In

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

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

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

### Step 2: Select Courses

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

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

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

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

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

### Step 3: Checkout

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

### ***That's it!***

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

## Five Easy Ways to Register

### 1. ONLINE

Have the class information and your credit card ready, and login to <https://citruscollege.augusoft.net>. For detailed online instructions, see page 3.

### 2. BY MAIL

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

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

### 3. BY PHONE

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

### 4. BY FAX

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

### 5. IN PERSON

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

# Registration Form for Adults

## Community Education/Fee-Based Classes Only

*Please Print*

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

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

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

Fax \_\_\_\_\_ Email \_\_\_\_\_

*Please List Each Class You Wish To Enroll In*

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

OFFICE USE ONLY  
 Parking Permit Number \_\_\_\_\_  
 Received By \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

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



# Parental Consent Form

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

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

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

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

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

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

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

Date \_\_\_\_\_

# Registration Form for Youth

## Community Education/Fee-Based Youth Classes Only

*Please Print*

Youth Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State, ZIP Code \_\_\_\_\_  
 Parent or Guardian \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
 Emergency Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

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

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

Visa ( ) Mastercard ( ) Discover ( ) \_\_\_\_\_ Total \$ \_\_\_\_\_

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

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

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

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

# Citrus College



24 HOUR ACCESS

DISCUSSION AREAS

6 WEEK FORMAT

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

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

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

## INSTRUCTOR-LED ONLINE COURSES

### **Introduction to Google Analytics**

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

### **Performing Payroll in QuickBooks**

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

### **Accounting Fundamentals**

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

### **Beginning Writer's Workshop**

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

### **Computer Skills for the Workplace**

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

### **A to Z Grant Writing**

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

### **Grammar Refresher**

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

### **Creating Web Pages**

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

### **Introduction to SQL**

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

### **Introduction to Final Cut Pro X**

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

### **Introduction to Microsoft Excel**

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

### **Intermediate Microsoft Excel**

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

### **Introduction to CSS3 and HTML5**

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

### **Leadership**

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

### **Writing Essentials**

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

### **Effective Business Writing**

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

### **Fundamentals of Supervision and Management**

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

Enroll Now!

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

626-852-8022



# 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, 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: 6/5 End Date: 6/30  
Last day to register: 6/9

### How To Create A Website In 24 Hours For Free!!

You can have your own website for as little as \$5 a month. You don't have to be a programmer to design professional looking and cost effective websites. This workshop requires no prior website development experience and is suitable for:

- Website beginners
- Web experts
- Managers
- Web designers

You'll learn how to:

- Analyze your needs and select the best web design
- Make your site user friendly
- Get a FREE shopping cart
- Promote your website and link with search engines

A \$30 materials fee for  
*Fishin' With a Net 9<sup>th</sup> Edition* (978-1-891440-63-2)

Instructor: Mike Rounds

**9565** Tuesday 7/25  
6:30pm-9:30pm  
Fee: \$45 LL

#### *About the Instructor*

*Mike Rounds of Rounds, Miller and Associates, takes complex technological topics and makes them understandable to the non-tech savvy.*

### Increase Your Income With a Home-Based Business!

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

How to legally form your business

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

This class is not a get-rich scheme. It is designed to give you the tools to find and develop a business. You will not be sold a franchise, business opportunity or an eBay store. You'll come away from this class with the know-how to launch a successful home business. (Already a business? Class may be tax-deductible.)

A \$30 materials fee for  
*Mechanics of Starting a Home-Based Business 2<sup>nd</sup> Edition* (978-1-891440-64-9).

Instructor: Nancy Miller

**9545** Tuesday 7/25  
6:30pm-9:30pm  
Fee: \$45 LL



# CAREER

## Be Your Own Boss

### NEW!

### Get Your Commercial Drone License And Start Making Money!

Aerial photography, roofing checks, real estate video, weddings, GoPro stunts, just think of all the money you could make if you flew commercially- and without spending the big bucks getting a “real” commercial pilot license The FAA now allows you to apply for your commercial drone/UAS (Unmanned Aerial Vehicle) license, called a Remote Pilot Certificate, by passing a multiple-choice test and paying a small fee. No experience needed.

If you're flying your drone for fun in your back yard, you do not need a license. If you wish to make money taking pictures, then you must have an FAA 14 CFR part 107 Remote Pilot Certificate.

This 8 hour community education course will help you prepare to take the Remote Pilot/FAA test to receive certification. This course is classroom instruction only. There will not be any drone flying.

You must be at least 16 years old and have a valid government-issued identification. The test center fee is \$150 (FAA regulated and NOT included in the price of the class. You will need to pass a TSA background check before receiving your license.

With your paid enrollment all students will receive a discount voucher courtesy of Pacific Skies Aviation at Torrance Airport for a free \$100 VIP upgrade discovery flight. Experience the skies from a real airplane and compare it to what your drone sees.



**9566** Instructor: Gerry Koehler                      Fee: \$149\*  
Saturday 7/15  
8:00am-5:00pm      TBD

*\*Plus \$22.00 materials fee payable to instructor*

#### About the Instructor

*Gerry Koehler is an instrument rated private pilot, a commercial drone pilot and captain with the Civil Air Patrol.*



## ONLINE CLASS

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

# CAREER

## New Career

### Basic Level Bartending



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

Instructor: Kellie Nicholson     Fee: \$49\*

9521

### The Basics of Wine Service



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

Instructor: Kellie Nicholson     Fee: \$49

9567

### NEW!

### Expert Level Bartending



Become an expert in the field of bartending when you learn the fine details that will make you stand out even among experienced bartenders. This level of online training includes other occupations and alternative ways to make money in the beverage industry. Divided into 14 lessons, you will take 5 tests with a score of 75% required to pass and earn your digital Professional Bartending Certificate

Instructor: Kellie Nicholson     Fee: \$119

9568

### How to Start a Mobile Bar Service



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

Instructor: Kellie Nicholson     Fee: \$49

9520

### Master Level Bar Management



Created for the serious professional who wants to know the mechanics without the high cost of long-term hospitality programs. This ultimate bar management course is for anyone who wants to enter the field of management. The online format includes a more in-depth look at mixology and management of the bar, including inventory, pricing and staff issues. This training is vital for bartenders, bar managers and bar owners. There will be 10 tests with a score of 75% required to pass and receive the hard copy Professional Bartending Certificate and the Master Level Bar Management Certificate.

Instructor Kellie Nicholson     Fee \$219\*

9529

*\*plus a \$70 materials fee payable to instructor*



# CAREER

## New Career

### Medical Transcription Editor

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

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

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

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

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

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

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

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

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

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

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

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

*\*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*



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



# CAREER

## Professional Development



### Extraordinary Customer Service



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

Instructor: Fred Bayley, UGotClass Fee: \$145

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

### Conflict Management



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

Instructor: Sally Klaus, UGotClass Fee: \$245

**7057** Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

### Using Personality Profiles For Better Work Performance



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

Instructor: Sally Klaus, UGotClass Fee: \$295

**7058** Start Date: 8/7 End Date: 9/1  
Last day to register: 8/11

### Accounting and Finance For Non-Financial Managers



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

Instructor: Sharon DeFonteny, UGotClass Fee: \$195

**7059** Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9



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



# CAREER

## Professional Development

### Become A Notary Public – One Day Seminar & Exam

Sign up and learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking, to name just a few. After becoming a Notary, train to become a Loan Signing Agent and make \$200 to \$400 per signing. You'll be a part of a rewarding and lasting career.

This six-hour state-approved seminar gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive two practice tests, and they take the official Notary exam directly following the seminar. Must be 18+ years of age.

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 "Secretary of State"
2. Proper ID – current driver's license with photo, state-issued ID, U.S. passport or U.S. military ID
3. Two #2 pencils
4. 2" x 2" passport color photo

Live Scan fingerprints will be required after you pass the exam. A serious conviction may disqualify applicants.

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

Instructor: Notary Public Seminars, Inc. Fee: \$105\*

**9102** Saturday 8/12 8:00am-6:00pm LB

*\*plus \$35 materials fee payable to instructor*

---

### Renew Your Notary Commission

We'll feature the new state laws passed this year, and give you a brush-up on the information you need to know to pass the exam. We'll also discuss safe practices to make sure your notary skills are in top shape. You're eligible for this class only if your commission has not expired. Renewing notaries are required to take the exam and be fingerprinted via Live Scan.

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

**9103** Saturday 8/12 12:45pm-6:00pm LB

*\*plus \$35 materials fee payable to instructor*

---

### NEW! Smog Update

This course satisfies the State of California requirements for a licensed Smog Check Repair Technician to renew their license. This 16-hour course focuses on CAN Networking. The course is intended for automotive technicians working in a shop, hold a State of California Smog Check Repair Technician license, and possess current ASE certifications A6, A8 and L1. The course can be taken at any time and will be applicable when the technician renews their license.

Instructor: Greg Lipp

Fee: \$225

**9570** Saturday 7/15 & 7/22 8:00am to 5:00pm TE114

#### About the Instructor

*Greg Lipp is a full-time faculty member in Citrus College's Automotive Technology program.*

# CAREER

## Professional Development For Teachers

### 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: 6/5 End Date: 6/30  
Last day to register: 6/9

### 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 5 learning habits girls get in school that hurts 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 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else.

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

**7030** Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9



### 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: 6/5 End Date: 6/30  
Last day to register: 6/9

### Generational Learning Styles For K-12 Teachers



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

Instructor: Kassia Dellabough, UGotClass Fee: \$145

**7031** Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

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



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

Instructor: Heather Dimitt, UGotClass Fee: \$145

**7031** Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

# CAREER

## Skills for the 21st Century

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

### Mobile Marketing Certificate



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

#### Introduction to Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$195  
7179 Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### Creating Cell Phone Apps for your Business

Instructors: Dan Belhassen and Susan Hurrell, UGotClass Fee: \$245  
7131 Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

#### Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245  
7103 Start Date: 8/7 End Date: 9/1  
Last day to register: 8/11

### Managing Social Media Platforms Certificate



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

#### Twitter

Instructor: Katie Morin, UGotClass Fee: \$195  
7229 Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### Facebook for Business

Instructor: Nicole Siscaretti, UGotClass Fee: \$245  
7153 Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

#### LinkedIn for Business

Instructor: Jennifer Selke, UGotClass Fee: \$195  
7190 Start Date: 8/7 End Date: 9/1  
Last day to register: 8/11

### Video Marketing Certificate



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

#### Video Marketing

Instructor: Rob Lee, UGotClass Fee: \$245  
7234 Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### YouTube For Business

Instructor: Rob Lee, UGotClass Fee: \$245  
7238 Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

### Certificate in Presentation Media



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

#### Prezi

Instructor: Kimba Green, UGotClass Fee: \$195  
7212 Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### Photoshop for Presentations

Instructor: Dan Hood, UGotClass Fee: \$195  
7209 Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

#### Graphic design for Visual Presentations

Instructors: Rob Lee, UGotClass Fee: \$195  
7132 Start Date: 8/7 End Date: 9/1  
Last day to register: 8/11

### Certificate in Data Analysis



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

#### Introduction to Data Analysis

Instructor: John Rutledge, UGotClass Fee: \$195  
7176 Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### Intermediate Data Analysis

Instructor: Mary Dereshiwsy, UGotClass Fee: \$195  
7172 Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

#### Advanced Data Analysis

Instructor: Jeff Kritzer, UGotClass Fee: \$195  
7101 Start Date: 8/7 End Date: 9/1  
Last day to register: 8/11

# CAREER

## Skills for the 21st Century

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

### Certificate in Online Teaching



**7113** Online Teaching Certificate  
(completion of all classes below)  
Fee: \$495, or \$795 for the  
Certified Online Instructor (COI) Program

#### Advanced Teaching Online

Instructor: William A. Draves,  
UGotClass Fee: \$195  
**7106** Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### Fostering Online Discussion

Instructor: Mary Dereshivsky,  
UGotClass Fee: \$195  
**7157** Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

### Certificate in Leadership Development (For Gen Y)



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

#### Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145  
**7184** Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### Developing Your Leadership Skills

Instructor: William A. Draves,  
UGotClass Fee: \$145  
**7140** Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

#### Developing Your Professional Career

Instructor: Tawanda McLaurin,  
UGotClass Fee: \$145  
**7141** Start Date: 8/7 End Date: 9/1  
Last day to register: 8/11

### Certificate in Leadership for the 21st Century



**7150** Certificate (completion of all classes below)  
Fee: \$495

#### Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145  
**7184** Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### Executive Leadership in the 21st Century

Instructor: William A. Draves,  
UGotClass Fee: \$245  
**7157** Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

#### How To Avoid Fatal Leadership Errors

Instructor: Henry Findlay, UGotClass Fee: \$245  
**7154** Start Date: 8/7 End Date: 9/1  
Last day to register: 8/11

### Digital Marketing Certificate



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

#### Improving Email Promotions

Instructors: Dan Belhassen and  
Susan Hurrell, UGotClass Fee: \$195  
**7167** Start Date: 6/5 End Date: 6/30  
Last day to register: 6/9

#### Boosting Your Website Traffic

Instructors: Dan Belhassen and  
Susan Hurrell, UGotClass Fee: \$195  
**7108** Start Date: 7/3 End Date: 7/28  
Last day to register: 7/7

#### Online Advertising

Instructors: Dan Belhassen and  
Susan Hurrell, UGotClass Fee: \$195  
**7206** Start Date: 8/7 End Date: 9/1  
Last day to register: 8/11

# PERSONAL ENRICHMENT

## Fitness

### Cardio-Circuit Training

Fast-Paced Circuit – a total body workout-cardio-vascular circuit, recumbent bicycles, treadmills, stair climbers, rowers and elliptical machines. Cardio-vascular 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.

June 26 – August 17

**9324** Fee: \$35\*  
**9325** Fee: \$29\* Forever Young

*\*Register for summer by June 12, 2017, to receive a \$5 discount.*

Monday – Thursday 6:00am-8:00am AP 109  
 5:00pm-7:00pm AP 109

### NEW! Strength and Conditioning for Seniors

We slowly lose muscle mass as we age which can lead to reduced strength, balance, and coordination. Stay active and fight back! This class will focus on building strength, balance, flexibility, and agility using light weights and body weight exercises in a safe manner tailored to your needs.

Instructor Lynda Razo Fee: \$35

**9571** Thursday 6/29-8/17  
 5:30pm-6:30pm AP110

### Mat Pilates I and II

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

Instructor: Irene George Fee: \$35

**9326** Tuesday 6/27-8/15  
 5:30pm-6:20pm AP 110



### 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 Fee: \$35

**9329** Wednesdays 6/28-8/16  
 5:00pm-5:50pm AP 110

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



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

# PERSONAL ENRICHMENT

## Health & Self

### Tools to Quiet Your Mind

Clean up the mental clutter and stop the chatter in your mind by choosing a different way of thinking! Over the years, our minds become cluttered with information that is useless, irrelevant, and harmful. Our thoughts work against us, and we find that our inner clarity and in-born wisdom become unreachable. Sadly, we also may lose touch with our inner self which is kind, loving, compassionate, and peaceful. ...until now! One way to find our true spirit again is 'to stand porter at the door of thought.' By observing what and how we think and making a conscious choice to think differently we can control and retrain our thoughts to 'quiet our mind.' Topics include:

- Understand how and what you think
- See, let go, and change the way you think
- Learn tools for breathing, meditating, and energy balancing to help quiet your mind, focus, and be still
- Practice thoughts of appreciation, compassion, and forgiveness for yourself and others

The choice is yours to make. Join us to achieve the mind-body-spirit connection to quiet your mind. *Bring your lunch and a beach towel. Wear comfortable clothes.*

Instructor: Margaret Pappas, MLS  
Fee: \$79\*

Over 25 years of experience helping individuals and the business community as a Life Strategy Coach; Attitudinal Healing Facilitator; Quantum Touch Practitioner; and Professional Organizer

**9155** Saturdays 7/15 & 7/22  
9:15am-12:45pm LL

*\*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.  
Fee: \$49\*

**9157** Saturday 7/22  
9:00am-12:00pm LL

*\*plus \$18 materials fee payable to instructor*

### Makeup 101

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

Instructor: Michelle Jackson Fee: \$60\*

**9348** Saturday 8/5  
10:00am-12:30pm

*\*plus \$40 materials fee payable to instructor*

# PERSONAL ENRICHMENT

## Computers & Technology

## Hobbies & Interests

### Photoshop for Presentations ONLINE CLASS

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

Instructor Dan Hood, UGotClass  
Fee: \$195

**7056** Start Date: 7/5  
End Date: 7/29  
Last day to register: 7/8

### Twitter ONLINE CLASS

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 Cart UGotClass  
Fee: \$195

**7039** Start Date: 6/6  
End Date: 7/1  
Last day to register: 6/10

### Prezi ONLINE CLASS

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

Additional online computer classes – Computer Skills for the Workplace, Web Design, Microsoft Office, Word, Excel, QuickBooks/Accounting, Microsoft Certification, CompTIA Certification Prep ... and more. Visit [citruscollege.augusoft.net](http://citruscollege.augusoft.net). Click on courses, under 'on the net' look under COMPUTERS.

### Beginner's Guide to Digital Photography

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

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

Instructor Craig Fucile Fee \$99

**9535** Thursdays 7/6 -7/27 and 8/3  
7:00pm-9:30pm LB  
Saturday 7/29  
9:00am-11:00am LB

### NEW!

### Welding for the Weekend Warrior

Welding for the Weekend Warrior is a workshop geared for individuals who want to learn the basics of welding. Students will learn the safe use and operation of welding machines and equipment and proper welding technique. Instruction will include how to properly strike an arc and perform basic welding exercises to develop skills.

Personal protective equipment necessary for welding will be provided. Students are required to wear cotton clothing, pants, and leather work boots or shoes. (Steel toe not required).

Instructor Dan Londo Fee \$395

**9569** Saturday 6/24 & 7/8  
8:00am-12:00pm

**9579** Saturday 7/15 & 7/22  
8:00am-12:00pm

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

#### About the Instructor

*Dan Londo is a Los Angeles Department of Building and Safety (LADBS) Certified Welder, an AWS Certified Welding Inspector (CWI), an AWS Certified Welding Educator (CWE), and a California Licensed Contractor. He also holds a bachelor's and master's degree in career and technical education.*

# PERSONAL ENRICHMENT

## Hobbies & Interests

### NEW! Beginning Landscape Design and Construction

Find out from a featured landscaper on HGTV's Landscaper's Challenge how to analyze an existing house and yard to make the best landscaping decisions. Learn how to begin a project that can be modified as it matures. Class covers how to work with hillsides and shady and sunny areas. Students are to bring a 5 gallon Rhipiolepis plant which can be found at most nurseries, Home Depot or Osh for approximately \$20.00.

Instructor Charlotte Chen Fee \$89\*

**9572** Saturdays 7/8 & 7/15  
9:00am-2:00pm LL

### Ikebana-Beginning and Intermediate

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

Please bring a 9"- 10" wide shallow container, a pair of cutters, and a frog needle holder. The cost for these items is approximately:

- Container \$8.00
- Japanese cutters \$27
- Frog needle holder \$28

Instructor will have these items for sale in class also, optional fee.

Instructor Wendy Lai Fee \$59\*

**9556** Fridays 6/30-7/14  
10:00am-11:30am LL

**9576** Fridays 8/4-8/18  
10:00am-11:30am LL

*\*Plus \$15.00 materials fee payable to instructor*

### NEW! Soap Making for Beginners

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

Instructor: Quayum Abdul Fee:\$39\*

**9573** Friday 7/21  
9:00am-12:00pm

*\*plus \$20 materials fee*

### NEW! How to Make Body Butter (Cream/Lotion)

Don't you agree that the hurried, stressful pace of your daily life often makes it difficult to find ways to relax? Like many people, you seek to create a restful retreat in your home – one in which you can relax and rejuvenate your mind, body and soul. Making your own body butter lotion is not any more difficult. It is really a very similar process using the same tools you already have in your kitchen. Most body butter recipes include just a handful of ingredients – you can make them with whatever scent and therapeutic qualities you desire to add to make your unique product. Body butter is awesome in any form. It is so rich and luxurious that you just can't help but love it. This is hands-on class and dress accordingly. Material fees \$20.00 payable to Instructor. Total time: 3 hours class.

Instructor: Quayum Abdul Fee: \$39\*

**9574** Friday 8/4  
9:00am-12:00pm

*\*plus \$20 materials fee*



# PERSONAL ENRICHMENT

## Hobbies & Interests

### NEW! How to Make Fizzy Bath Bombs

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

Instructor	Quayum Abdul	Fee \$39*
<b>9575</b>	Friday	8/18
		9:00am-12:00pm
		<i>*plus \$20 materials fee</i>

# YOUTH

## Teens & Youth

### NEW! Study Skills

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

Instructor	Brian Clough	\$39*
<b>9577</b>	Saturday	7/22
	1:00pm-4:30pm	
<b>9578</b>	Saturday	8/12
	9:00am-12:30pm	

*\*plus \$15 material fee payable to instructor*

### NEW! Brain Fitness

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

Instructor	Brian Clough	\$29*
<b>9580</b>	Saturday	7/1
	9:00am-12:00pm	

*\*plus \$15 materials fee payable to instructor*

### NEW! Math Trix

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

Instructor	Brian Clough	\$39*
<b>9581</b>	Saturday	7/15
	1:00pm-4:00pm	
<b>9582</b>	Saturday	8/12
	1:00pm-4:00pm	

*\*plus \$15 materials fee payable to instructor*

### Kids and Money

This workshop will help your children learn the important skills they will need to help them be financially successful in life. They will gain knowledge of basic history of money, fundamental skills of budgeting, saving and investing, balancing a checkbook, credit card debt and so much more. **This class is designed for youth ages 12 to 16 years old.**

Instructor	Barbara Stowell	Fee:\$49
<b>9549</b>	Tue & Wed	7/11 & 7/12
	10:00am-12:00pm	

# TRAVEL

## Places to Go



### **Tropical Costa Rica:**

#### ***9 days starting at \$1,699 per person***

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



### **Rediscover Cuba:**

#### ***8 days starting at \$4,299 per person***

Join us as we cross a cultural divide, exploring the art, history and culture of the Cuban people. Develop an understanding of who they are when meeting with local shop keepers, musicians, choral singers, dancers, factory workers and more. Discover its rich history visiting its historic cathedrals and colonial homes on city tours with your local guide. Learn the rhythm of Cuba while listening to one of Cuba's last Piquetes bands and learning the national dance Danzón. Come to know the charming city of Remedios. Take in the colonial feel of Cienfuegos, "La Perla del Sur" or Pearl of the South. Spend 4 nights in one of the world's most culturally rich cities, Havana. Stay at the iconic Hotel Nacional and explore much of the city's architecture in Old Havana. Meet a Cuban family in their very own paladar, a privately owned restaurant. Throughout your journey, experience the power of travel to unite two peoples in a true cultural exchange.



### **Christmas on the Danube:**

#### ***9 days starting at \$2,199 per person***

Begin your holiday season with a relaxing cruise along the scenic Danube River, stopping at traditional Christmas markets in Vienna, Regensburg, Passau, Rothenburg and Nuremberg. Nuremberg is home to one of the oldest and largest Christmas markets in the world, and is famous as a toy making center, known for its fanciful nutcrackers and Lebkuchen (gingerbread). Enjoy a German holiday party, referred to as a Glühweinparty. Float through the Wachau Valley dotted with castles and small riverside towns. Discover Würzburg, an ancient Franconian wine town. Delight in the fairytale, Baroque architecture in Passau. In Vienna, join a local expert in exploring the historic sites where you'll indulge in the city's atmosphere of opulence and elegance. Visit the 900-year-old Benedictine Melk Abbey, one of Europe's largest Baroque monasteries.

---

For more information contact  
Julie Tunno  
Citrus College Community Education  
626-852-8022

# ONLINE REGISTRATION

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

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

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

**Step 1:** Applying for Noncredit Admission

**Step 2:** Registering for Noncredit Classes

### Applying for Noncredit Admission

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

### Registering for Noncredit Classes

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

---

### 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:

[First time user account creation](#) ←

[Returns to Homepage](#)

© 2014 iEducat Company L.P. and its affiliates.  
This software contains confidential and proprietary information of iEducat or its subsidiaries.  
Use of this software is limited to iEducat licensees, and is subject to the terms and conditions of one or more written license agreements between iEducat and each licensee.



# ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

### Step 2: Registering for Noncredit Classes

- After the application is completed and submitted, wait one hour, then go to WingSpan to register for classes: <https://wingspan.citruscollege.edu>
- Login to the site using your Citrus College ID Number and the PIN you created when you submitted your application.

HELP | EXIT

Please follow the instructions below.

1. Your User ID Number is your nine-digit Citrus ID Number (example: CC1234567 or AD0123456)  
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 Ident Number. 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.

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) 954-8511.

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

User ID:

PIN:

- Follow the prompts to change your PIN number. It is important you **WRITE DOWN** and save your user ID and PIN number. This information will be used each time you access WingSpan. It is **VERY** important.
- At the Welcome screen, you should see your name at the top of the screen.
- Click on the link to Admissions & Records.
- **Click on the link to Registration.**
- Select the appropriate term (fall, winter, spring, summer). Once completed, select *Register or Add/Drop Classes*.
- If you know the CRN for the class you want to enroll in, enter the numbers in the boxes on the worksheet.
- If you do not know the CRN for the class you want to enroll in, click the Class Search button to search for your class. Once you find your class, click on the Add to Worksheet button at the bottom of the screen.
- Once you have selected and added your class to the worksheet, click Submit Changes. If you skip this step, you will not be registered for classes.
- When you are ready to complete your registration, you must click the Click Here When Finished button.
- Your registration is now complete!
- If you have any questions or need assistance with the noncredit application and registration processes, please contact Continuing Education, 626-852-8022.

# ONLINE REGISTRATION

## Noncredit Admission and Class Registration

### Summer 2017 – June 26-Aug. 18

Applications for Summer 2017 Session Available	Monday, April 24, 2017
Registration for Summer 2017 Session Begins	Monday, May 15, 2017
Registration for Summer 2017 Session Ends	Friday, July 14, 2017

### Fall 2017 – Aug. 25-Dec. 16

Applications for Fall 2017 Semester Available	Wednesday, July 5, 2017
Registration for Fall 2017 Semester Begins	Monday, May 15, 2017
Registration for Fall 2017 Semester Ends	Friday, Oct. 20, 2017

## NONCREDIT Counseling



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

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

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

# NONCREDIT SUMMER 2017

## English as a Second Language

The Citrus College Noncredit Department offers beginning, intermediate, and advanced levels of ESL classes to help non-English and limited-English speaking students develop English-language skills to meet their individual needs and goals. More advanced levels are offered in the credit program. **Students will be required to purchase a textbook for each class.**

### Registration

Your placement is determined at the time you register. See Important Registration Dates and Deadlines on page 28.

#### 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 Multi-skills – Beginning 1.

<b>41286</b>	TWR	6/27-8/17	
		9:00am-11:40am	LL
<b>41287</b>	TWR	6/27-8/17	
		5:30pm-8:35pm	LL

#### NC 311 ESL GRAMMAR – BEGINNING 2

*Strongly recommended: NC 305 ESL Multi-skills – 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 Multi-skills – Beginning 2.

<b>41288</b>	TWR	6/27-8/17	
		9:00am-11:40am	LL
<b>41289</b>	TWR	6/27-8/17	
		5:30pm-8:35pm	LL

#### 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 Multi-skills – Intermediate 1.

<b>41290</b>	TWR	6/27-8/17	
		9:00am-11:40am	LL103
<b>41291</b>	TWR	6/27-8/17	
		5:30pm-8:35pm	LL102

#### NC 313 ESL GRAMMAR – INTERMEDIATE 2

*Strongly recommended: NC 307 ESL Multi-skills-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 Multi-skills – Intermediate 2.

<b>41292</b>	TWR	6/27-8/17	
		9:00am-11:40am	LL
<b>41293</b>	TWR	6/27-8/17	
		5:30pm-8:35pm	LL

#### NC 315 ESL AND COMPUTER LITERACY 1: INTRODUCTION TO COMPUTERS

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

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

<b>41440</b>	TWR	6/27-8/17	
		5:30pm-8:00pm	LL

#### NC 316 ESL AND COMPUTER LITERACY 2: COMMON COMPUTER APPLICATIONS

*Strongly recommended: NC 315: ESL and Computer Literacy I: Introduction to Computers and/or demonstrate low intermediate level of English fluency and an ability to use basic features of a computer.*

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

<b>41441</b>	TWR	6/27-8/17	
		9:00am-11:30am	LL

# NONCREDIT FALL 2017

## English as a Second Language

### NC 305 ESL MULTI-SKILLS-BEGINNING 1

ESL Multi-skills – Beginning 1 introduces low-beginning English language learners to basic language skills that are needed to live in American society. This course teaches performing essential life skills through reading, writing, speaking, and listening in American English. Open entry/exit. 192 lecture hours.

22742	MTWR	8/28-12/7	9:00am-12:05pm	LL
22743	MTWR	8/28-12/7	5:30pm-8:35pm	LL

### NC 306 ESL MULTI-SKILLS-BEGINNING 2

ESL Multi-skills – Beginning 2 expands on life and language skills learned in ESL Multi-skills-Beginning 1 and is intended for high-beginning English language learners. This course teaches performing routine life skills and basic personal expression through reading, writing, speaking, and listening in American English. Open entry/exit. 192 lecture hours.

22744	MTWR	8/28-12/7	9:00am-12:05pm	LL
22745	MTWR	8/28-12/7	5:30pm-8:35pm	LL

### NC 307 ESL MULTI-SKILLS – INTERMEDIATE 1

ESL Multi-skills – Intermediate 1 expands on life and language skills learned in ESL Multi-skills – Beginning 2 and is designed for low-intermediate English language learners. This course teaches basic skills needed to succeed in American society through reading, writing, speaking, and listening in American English. Open entry/exit. 192 lecture hours.

22746	MTWR	8/28-12/7	9:00am-12:05pm	LL
22747	MTWR	8/28-12/7	5:30pm-8:35pm	LL

### NC 308 ESL MULTI-SKILLS – INTERMEDIATE 2

ESL Multi-skills – Intermediate 2 is designed for English language learners at the high-intermediate level. This course introduces more complex language and life skills such as critical thinking, presenting arguments, and analyzing information through reading, writing, speaking, and listening in American English. Open entry/exit. 192 lecture hours.

22748	MTWR	8/28-12/7	9:00am-12:05pm	LL
22749	MTWR	8/28-12/7	5:30pm-8:35pm	LL

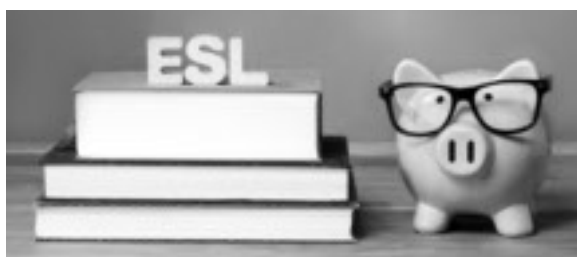
### NC 309 ESL MULTI-SKILLS – ADVANCED

ESL Multi-skills – Advanced is designed for English language learners at the low-advanced level. This course prepares students for college level course work, to find or improve a career, and to engage with native English speakers at a comparable level. Open entry/exit. 192 lecture hours.

22750	MTWR	8/28-12/7	9:00am-12:05pm	LL
22751	MTWR	8/28-12/7	5:30pm-8:35pm	LL

*Fall noncredit ESL course offerings are subject to change.*

*Additional classes may be scheduled. Check the Citrus College WingSpan for the most up-to-date noncredit course schedule: <https://wingspan.citruscollege.edu>*





# NONCREDIT SUMMER 2017

## Career

### NC 634 AIR CONDITIONING II

A course in the fundamentals of air conditioning, including ventilation, evaporation

Instructor: Fallat, P.

41285                      Tuesdays and Thursdays                      6/27-8/17                      6:00pm-9:20pm                      TE102

---

# NONCREDIT FALL 2017

## Career

### NC 632 AIR CONDITIONING I

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

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

22738                      Tuesdays                      8/29-12/12                      6:00pm-9:10pm                      TE 102

### NC 636 HEATING – ELECTRICAL AND GAS

*Strongly recommended: NC 632 or industry experience.*

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

22740                      Thursdays                      8/31-12/14                      6:00pm-9:20pm                      TE 102

### NC 638 ELECTRICITY FOR HEATING AND AIR CONDITIONING

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

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

22739                      Wednesdays                      8/30-12/13                      6:00pm-9:10pm                      TE 102

---

### NC 607 SKILLED NURSING FACILITY ACTIVITY LEADER

A course designed to meet minimum state certification requirements for activity leaders in skilled nursing care facilities. This course will also be helpful to anyone involved with care in an extended care facility. 90 lecture hours.

22741                      Thursdays                      8/31-12/14                      4:30pm-10:20pm



# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## Summer 2017

High School Summer School programs are offered through the Noncredit Department in partnership with area high school districts, including Azusa, Claremont and Monrovia.

Programs include credit recovery and basic skills courses. Please contact high schools or district offices for information on how to register and enroll in classes. Contact information is provided below.

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

### Azusa Unified School District

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

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

**Dates:** June 12-June 27 (Session I)  
June 28-July 14 (Session II)

**Days:** Monday-Friday

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

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

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

### Claremont Unified School District

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

**Dates:** June 22-July 14 (Session I)  
July 17-August 4 (Session II)

**Time:** 8:00am-11:50am

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

**Classes:** Pre Calculus A, PreCalculus B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, Biology A, Biology B, Economics, American Government, US History A, US History B, World History A, World History B

### Monrovia Unified School District

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

**Dates:** June 15-June 30 (Session I)  
July 5-July 20 (Session 2)

**Days:** Monday-Friday

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

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

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

# 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.

### **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.

# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## Class Descriptions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## Class Descriptions

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

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

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

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

### **NC 216 American Government**

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

### **NC 217 Economics**

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

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

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

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

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

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

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

# HIGH SCHOOL SUMMER SCHOOL PROGRAMS

## Class Descriptions

### **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.

# HAUGH

## PERFORMING ARTS CENTER

### 2017-2018 SEASON

*On sale this summer!*

Check [www.haughpac.com](http://www.haughpac.com) for details.

Citrus College

1000 West Foothill Blvd.  
Glendora, CA 91741

TICKETS:

(626) 963-9411

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

# 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.

## Key de No-Discriminación

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

## Student Grievances

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

## Quejas de los Estudiantes

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

## Drug Free Environment and Drug Prevention Program

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

and continued employment.

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

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

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

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

Sección 1145g y 34 C.F.R. Sección 861 et seq.; Acta de 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 ilegal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito. Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

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

## Sexual Harassment and Sexual Violence Information

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

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

1. Contact Campus Safety 24 hours a day, 7 days a week at 626-914-8611, extension 8611 when calling from a college phone, or by dialing \*11 on any of the campus pay phones and/or the Student Health Center at 626-914-8671 during normal business hours, located in the Student Services Building.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:

- Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: 909-626-HELP (4357) or 626-966-4155
- House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: 909-988-5559
- National Sexual Assault Hotline: 800-656-HOPE (4673)
- National Domestic Violence Hotline: 800-799-7233

3. If the perpetrator is a student at Citrus College, you may choose to contact the Vice President of Student Services at 626-914-8532 to file an administrative complaint.

#### Hostigamiento Sexual e Información sobre Violencia Sexual

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

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

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

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

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

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre 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/Sección de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citatorios en la corte. La línea telefónica de 24 horas es: 909-626-HELP (4357) o 626-966-4155
  - House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospedaje de transición, ayuda legal y grupos de apoyo y de consejería. La línea telefónica de 24 horas es: 909-988-5559
  - National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques 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 récords de los estudiantes de Citrus College se archivan de acuerdo al Código de educación, Título 5, Código Civil de California y el Acta U.S. Patriot. Se requiere por escrito el consentimiento del estudiante para tener acceso a 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 contrariada por escrito. Además, la ley indica que un estudiante puede tener acceso a su propio expediente académico y poner a tela de juicio la exactitud o la conveniencia de mantener cierta información en dicho expediente. Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidas a la oficina de "Admissions and Records," 626-914-8511.

#### Student Right-to-Know

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

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

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

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

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

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

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

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



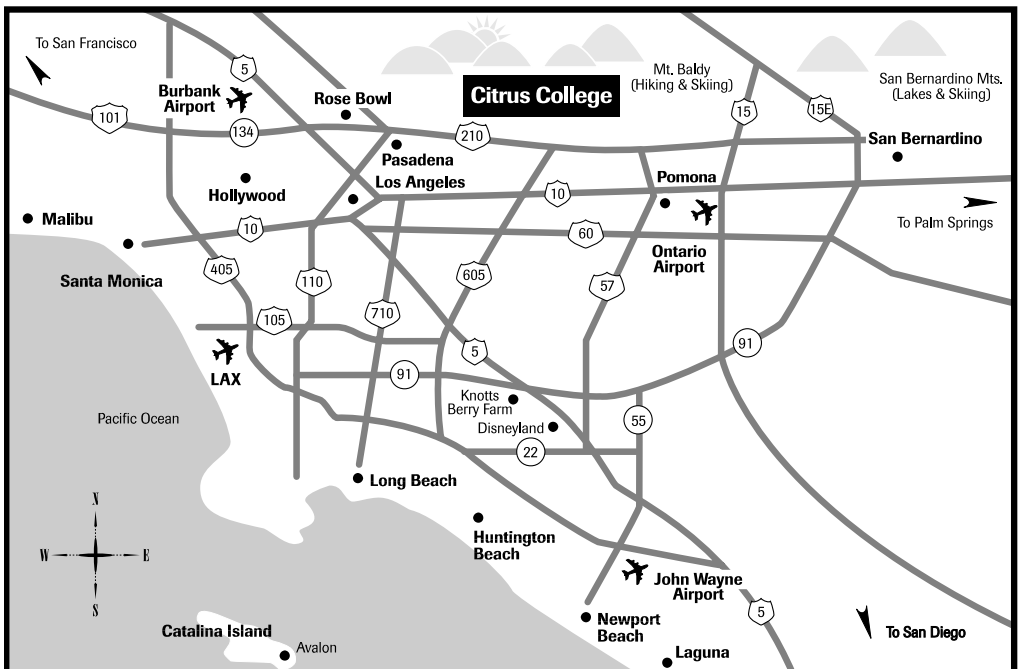
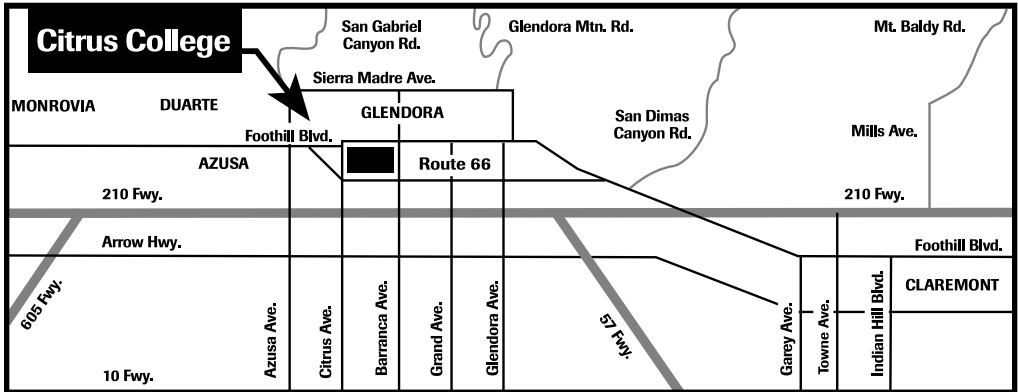
# Parking Regulations/Maps

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

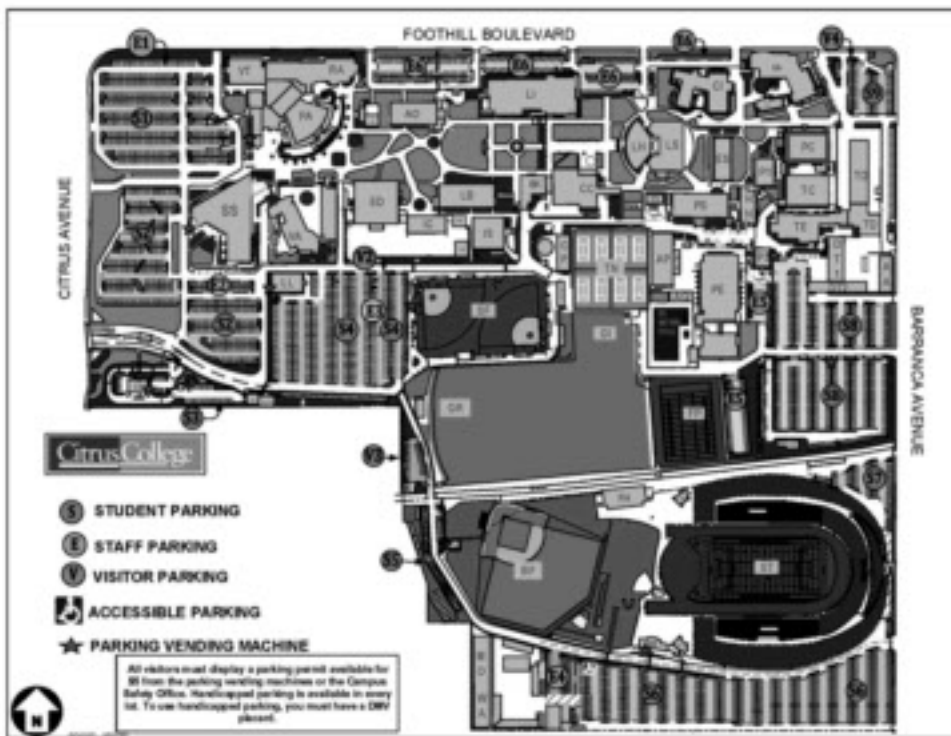
Citrus College offers an easy and convenient online method for purchasing parking permits.



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



# Citrus College Campus Directory



## Buildings

AA	Autobio Annex
AD	Administration
AN	Annex
AP	Adaptive Physical Education
AQ	Aquatics
BF	Baseball Field (FLD 2)
BK	Owl Bookshop
CC	Campus Center
CI	Center for Innovation
CP	Central Plant
CS	Campus Safety
DT 1	Diesel Technology
& DT 2	(formerly Tech 0)
ED	Educational Development Center
ES	Earth Science
FIH	Field House
FP	Football Practice Field (FLD 5)
GH	Gate House
GI	Golf Instruction (FLD 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
P1	Portable #1
P2	Portable #2
P3	Portable #3
PA	Performing Arts Center
PC	Professional Center
PE	Physical Education (formerly Main Gym)
PS	Physical Science
RA	Recording Technology
RG	Reprographics (Print shop)
SB	South Bungalow
SF	Softball Field (FLD 3)
SS	Student Services
ST	Stadium (FLD 4)
TC	Technology Center
TD	Technician Development
TE	Technology Engineering
TN	Tennis Courts
VA	Visual Arts
VT	Video Technology
WA	Warehouse / Purchasing

## Services

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

Revised 8/12/2016

## Learn English at Citrus College!

Improve your English language skills to:

- Find work
- Make more money
- Improve relationships
- Achieve success

The Citrus College Noncredit Department offers beginning, intermediate and advanced levels of English as a Second Language classes.

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

Classes are free. Minimal charge for textbook and parking permit. See page 29 for details.

Morning and evening classes are available.



## Heating and Air Conditioning Classes

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

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

Offered this summer:

NC 634 Air Conditioning II

Offered this fall:

NC 632 Air Conditioning I

NC 636 Heating – Electrical and Gas

NC 638 Electricity for Heating and Air Conditioning



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



1000 W. Foothill Blvd.  
Glendora, CA 91741-1885  
626-852-8022  
[www.citruscollege.edu/ce](http://www.citruscollege.edu/ce)

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

**NONCREDIT  
FREE CLASSES**

**English as a Second Language**  
*Page 29*

**Heating, Ventilation and  
Air Conditioning**  
*Page 31*

**Skilled Nursing Facility  
Activity Leader**  
*Page 31*

**TIME DATED MATERIAL**

**FOLLOW US**



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



@CitrusCE



@NoncredESL