



# **COMMUNITY & NONCREDIT EDUCATION**

**Winter/Spring 2016 Class Schedule**

*Fitness • English as a Second Language  
Career • Professional Development  
Connect With Your Adventure!*



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

# Citrus College Continuing Education

## Winter & Spring 2016

### Welcome to Continuing Education

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

### New Community Education

#### Classes (fee-based)

Master Level Bar Management .....	12
Fitness .....	21
Travel.....	29

#### 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 .....	30-33

#### Policies and Maps

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



Become a fan  
Citrus College Continuing Education

Parking permits are required. Parking Regulations: see page 39.

# Community Education Fee-Based Classes



## CAREER

*Be Your Own Boss*..... 8

*New Career*.....9-14

*Professional Development*..... 15

*Skills for the 21<sup>st</sup> Century*.....16-18

*Professional Development for Teachers*.....19-20

## PERSONAL ENRICHMENT

*Fitness*.....21-22

*Health & Self*.....23-24

*Computers & Technology*.....25-27

*Hobbies & Interests*..... 27

## FINANCE

*Retirement*..... 28

## YOUTH

*Teens*..... 28

## TRAVEL

*Places to Go*..... 29

## NONCREDIT FREE COURSES

*English as a Second Language*.....34-35

*HVAC*..... 36

*Health*..... 36

## Continuing Education Office

Located in the Lifelong Learning Center  
Web site: [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce)  
Tel: 626-852-8022  
Hours\*: Mon. - Thurs. 8:00am - 9:00pm  
Fri. 8:00am - 12:00pm

\*hours subject to change

Jim Lancaster ..... Dean  
Debbie Vanschoelandt ..... Supervisor  
Julie Tunno ..... Administrative Secretary  
Linda Reed ..... Clerk  
Darlene Herrera ..... Clerk

## Citrus College Mission Statement

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

## La Misión de Citrus College

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

## Citrus Community College District Board of Trustees

### **Mrs. Joanne Montgomery**

President  
Monrovia/Bradbury and portions of Duarte  
Representative

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

Vice President  
Claremont and portions of Pomona and  
La Verne Representative

### **Dr. Barbara R. Dickerson**

Clerk/Secretary  
Azusa and portions of Duarte Representative

### **Dr. Edward C. Ortell**

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

### **Dr. Patricia A. Rasmussen**

Member  
Glendora and portions of San Dimas  
Representative

### **Mx. Pat Cordova-Goff**

Student Representative

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

Superintendent/President

## *Create A Class*

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

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

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

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

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



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

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

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

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

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

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

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

### **Step 2: Select Courses**

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

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

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

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

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

### **Step 3: Checkout**

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

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

# Fee-Based Classes

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

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

## Registering

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

## Who Teaches The Classes?

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

## Who Can Enroll?

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

## When Are Classes/Courses Offered?

**Winter/Spring begins January 4, 2016.** However, class start and end dates vary throughout the session. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

**Winter/Spring Holidays** - Classes will not meet on the following dates: January 18, February 12-15, April 11-16 and May 28-30.

## Where Do Classes/Courses Meet?

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

## Want To Know More?

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

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

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

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

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

# Noncredit Courses

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

## Registering

You must pre-register for noncredit courses. Pre-registering secures your space in a class you want to take. (Some classes have limited enrollment.) It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. **Classes may be canceled up to three days before the class start date if the minimum enrollment is not met.** You can register any time after you receive this schedule. You don't need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office. Application and registration information can be found on pages 31-34.

## Who Teaches The Courses?

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

## Who May Attend?

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

# Fee-Based Classes

## *Five Easy Ways to Register*



### 1 Online

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



### 2 By Mail

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



### 3 By Phone

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



### 4 By Fax

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



### 5 In Person

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

## Don't Miss Out

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

## *Getting a Refund*

### Full Refund

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

### Partial Refund

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

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

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

## *Want to Know More?*

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

# Registration Form for Adults

## Community Education/Fee-Based Classes Only

(please print)

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

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

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

**OFFICE USE ONLY**  
 Parking Permit Number \_\_\_\_\_ Date \_\_\_\_\_  
 Received by \_\_\_\_\_

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

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CCV \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Name of Card Holder \_\_\_\_\_

### 5 Easy Ways to Register

- 1. ONLINE**  
 Have the class information and your credit card ready, and logon to [ctrucollege.edu/ce](http://ctrucollege.edu/ce). For detailed online instructions see page 3.
- 2. BY MAIL**  
 Fill out the registration form and include a check or money order payable to Citrus College. If you're using VISA, MasterCard or Discover, include account information. Mail to:  
 Continuing Education Office/Citrus College  
 1000 W. Foothill Blvd.  
 Glendora, CA 91741-1885
- 3. BY PHONE**  
 Have your credit card and class information ready. Call **626-852-8022**.
- 4. BY FAX**  
 Fill out the registration form including credit card account information and fax it to **626-852-8028**.
- 5. IN PERSON**  
 Register at the Continuing Education Office in the Lifelong Learning Center throughout the semester.



## Parental Consent Form

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

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

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

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

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

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

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

## Community Education/Fee-Based Youth Classes Only

(please print)

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

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

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

Visa ( ) MasterCard ( ) Discover ( ) \_\_\_\_\_  
 Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CCV \_\_\_\_\_

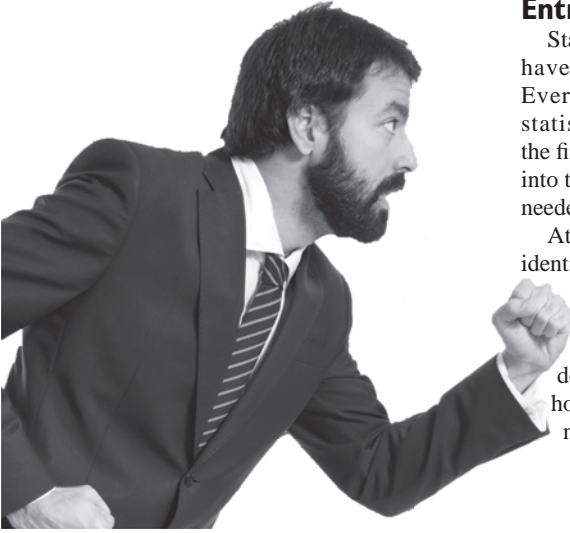
Authorized Signature \_\_\_\_\_

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

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

# CAREER

## Be Your Own Boss



### Entrepreneur Boot Camp

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

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

Instructor: Conrad Brian Law, UGotClass

Fee: \$195, plus book

7000 Start Date: 2/1

End Date: 2/26

Last day to register: 2/5



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

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

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

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

Instructor: Mike Rounds Fee: \$45\*

9515 Monday 2/22 6:30pm-9:30pm LL

\*plus \$30 materials fee payable to instructor for the book, *E-Commerce for the Clueless™* (978-1-891440-80-9).

### How To Sell Your Ideas and Inventions

Want to be shown proven ways to cash in on your inventions? If your idea works, it's a GREAT idea but now you need to know how to make money with it.

This program will show you how to:

- Make your invention intellectually safe and profitable
- Protect your ideas with patents, trademarks, and copyrights
- Evaluate your ideas for marketability
- Find potential buyers for your invention
- Offer it for sale in the safest method possible

Instructor: Nancy Miller

Fee: \$45\*

9101 Monday 2/22 6:30pm-9:30pm LL

\*plus \$30 materials fee payable to instructor for the book, *How to Sell Your Inventions for Cash* (978-1891440-59-5).

## Online Certificate Program in Medical Billing

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

### Required Courses

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

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

### Individual Courses

- Medical Front Office
- Start Your Own Medical Billing Service

**Online Format:** Students will log on to their computer for a "live" class with the instructor on nights indicated from 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, February 20, 2016, between 10am-11am**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

Instructor: KGP Consulting, LLC

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

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

## Required Courses

### Introduction To Medical Insurance Billing

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

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

Class Dates: 2/23, 2/25, & 3/1



### Advanced Medical Insurance Billing

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

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

Class Dates: 3/15 & 3/17



### CPT, ICD9, ICD10 & HCPCS Coding

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

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

Class Dates: 3/3, 3/8, & 3/10



## Required Courses

### Workers' Compensation & Personal Injury

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

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

Class Dates: 3/22 & 3/24



### Computerized Medical Insurance Billing

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

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

Class Date: 3/24



## Individual Courses

**Online Format:** Students will log on to their computer for a 'live' class with the instructor on nights indicated from 6:30pm-8:30pm. There will be coursework due each week, and all work must be completed in a month. The online orientation for this course will be **Saturday, February 20, 2016, between 10am-11am**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

### Start A Medical Billing Service

Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. In this course, you'll learn how to:

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

Instructor: KGP Consulting, LLC

Fee: \$25\*

9114 Class Date: 3/23

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



### Medical Front Office

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

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

Instructor: KGP Consulting, LLC

Fee: \$25\*

9319 Class Dates: 3/2 & 3/9

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



## The Business Of Bartending

What sets this bartending course apart from others is that your instructor has developed formulas and techniques to help you learn the overwhelming amount of information bartenders must know. Using the branded method of instruction for the bar industry, The Master Code of Mixology™ is designed to be comprehensive and easy to learn. In this class, you'll learn:

- to pour shots without counting
- techniques to help you pour liquor like a pro
- the formula for making original cocktails
- the formula for the proper portions of alcohol
- sure-fire ways to increase your tips
- ways to make your guests feel welcome
- techniques for turning complaining customers into happy guests.
- the psychology needed to get you through the rough nights and to help you charm your customers

Professional bartending requires much more than knowing how to put ice in a glass and adding the proper ingredients. The Business of Bartending will leave you with a thorough understanding of how the bar business works, the ethics of serving cocktails, and a common sense approach to bartending. Other topics included are glassware, garnishes, tools, recipes, bar terms, wine and champagne service, martinis, high-volume sales techniques, laws, and responsible beverage service. Additionally, the course manual will provide information to help you to start your own bartending service and alternative ways to make money in the beverage industry. This course also covers what managers are looking for in bar staff, how to make a resume that will impress, how to ace an interview, and where to find the best jobs.



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

**Instructor:** Kellie Nicholson **Fee:** \$150\*  
Hollywood bartender Kellie Nicholson has condensed thirty years of experience into a course that will give you the confidence to step behind a bar anywhere.

9239 Thursdays 3/24, 3/31 & 4/7 6:00pm-10:00pm LL  
\*plus \$50 materials fee payable to instructor (90-page colored manual, flash cards, jigger, pour spout, plastic practice shaker, three certificates)



## The Basics Of Wine Service

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

Those who score 75% or above on the test will receive the Wine Service Certificate.

9519 **Instructor:** Kellie Nicholson & Kyle Branche  
Bar and Beverage Specialists

**Fee:** \$40



## How To Start A Mobile Bar Service

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

9520 Instructor: Kellie Nicholson & Kyle Branche  
Bar and Beverage Specialists

Fee: \$40



## NEW! Master Level Bar Management

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

9529 Instructor: Kellie Nicholson & Kyle Branche  
Bar and Beverage Specialists

Fee: \$219\*



\*plus \$70 materials fee (optional)

## Basic Level Bartending

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

9521 Instructor: Kellie Nicholson & Kyle Branche  
Bar and Beverage Specialists

Fee: \$40



## Makeup Artist 411—How To Get Started As A Makeup Artist

In this class, you'll learn the steps needed to become a working makeup artist. You will obtain the knowledge and resources needed to succeed in the makeup industry. In this class, you'll learn:

- The laws and regulations that regulate the makeup industry
- The proper safety, sanitation, and hygiene techniques
- The best makeup and skincare preparation
- How to network and develop contracts and demo reels
- How to obtain a business license, insurance, and liability coverage
- How to sign with an agent
- How to test with photographers
- How to build your pro makeup kit using the correct professional products

Instructor: Michelle Jackson Fee: \$99\*

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

9459 Saturday 5/14 10:00am-3:00pm LL

\*plus \$75 materials fee payable to instructor



Additional online New Career classes - Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more. Go to <http://citruscollege.augusoft.net/>. Click on courses, under 'on the net' look under CAREERS.

## Medical Transcription Editor

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

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

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



## Medical Billing

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

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

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



## Medical Administrative Assistant

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

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

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



## Computer Technician

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

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

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



## Pharmacy Technician

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

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

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



## Executive Assistant

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

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

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



# CAREER

## New Career

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

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

9509 Instructor: Career Step

Fee: \$2,995\*

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



# CAREER

## Professional Development

### 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: 3/7 End Date: 4/1  
Last day to register: 3/11



### 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: 4/4 End Date: 4/29  
Last day to register: 4/8



### Conflict Management

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

Instructor: Sally Klaus, UGotClass Fee: \$245

7057 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8



### 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: 2/1 End Date: 2/26  
Last day to register: 2/5





# CAREER

## Professional Development

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

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

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



You will need to bring the following:

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

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

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

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

9102 Saturday 4/9 8:00am-6:00pm LL  
\*plus \$35 materials fee payable to instructor

### Renew Your Notary Commission

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

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

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

9103 Saturday 4/9 12:45pm-6:00pm LL  
\*plus \$35 materials fee payable to instructor

### Creative Problem Solving

In today's business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. Using the problem solving model in this course will enable you to be more successful. Interpersonal and business relationships fail because of poor problem solving. Find out how to recognize problems and deal with them more appropriately. You will take home techniques relevant for any organization or group context, but can also be easily adapted to work at an individual level.

Instructor: Cathy Niven, UGotClass Fee: \$195

7086 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11



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

# CAREER

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

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



### Mobile Marketing

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

Introduction to Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$195

7051 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Creating Cell Phone Apps For Your Business

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

7037 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7052 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8

### Video Marketing

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

Video Marketing

Instructor: Rob Lee, UGotClass Fee: \$245

7054 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

YouTube For Business

Instructor: Rob Lee, UGotClass Fee: \$245

7042 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

### eMarketing Essentials

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

Improving E-mail Promotions

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

7013 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Boosting Your Web Site Traffic

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

7014 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

Online Advertising

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

7015 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8

### Certificate in Presentation Media

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

Prezi

Instructors: Kimba Green, UGotClass Fee: \$195

7064 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Photoshop for Presentations

Instructors: Dan Hood, UGotClass Fee: \$195

7065 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

Graphic Design for Visual Presentation

Instructors: Jenna Soard, UGotClass Fee: \$195

7093 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8

# CAREER

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

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

## Social Media For Business

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



Introduction to Social Media

Instructor: Jennifer Selke, UGotClass Fee: \$195

7009 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Marketing Using Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8

## Business Research

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



Introduction to Business Research

Instructor: Cathy Proffitt Boys, UGotClass

Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Business Statistics

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8



## Certificate in Online Teaching

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

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



Advanced Teaching Online

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

7025 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Designing Online Instruction

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

7026 Start Date: 2/1 End Date: 2/12  
Last day to register: 1/25

Fostering Online Discussion

Instructors: Mary Dereshiwsky Fee: \$195

7027 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

## LEED v4 Green Associate Exam Prep and Study Group

Instructor: Kelly Gearheart, UGotClass Fee: \$695

7022 Start Date: 2/1 End Date: 3/25 Last day to register: 2/5



# CAREER

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

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

## Certificate in Data Analysis

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



Introduction to Data Analysis

Instructor: John Rutledge, UGotClass Fee: \$195

7073 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Intermediate Data Analysis

Instructor: Mary Dereshiwsky, UGotClass Fee: \$195

7074 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

Advanced Data Analysis

Instructor: Jeff Kritzer, UGotClass Fee: \$195

7075 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8

## Certificate in Leadership (for Gen Y)

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



Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7077 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Developing Your Leadership Skills

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

7078 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

Developing Your Professional Career

Instructor: Tawanda McLaurin, UGotClass Fee: \$145

7079 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8

## Executive Leadership Certificate

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



Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7081 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

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

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

7082 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

Fatal Leadership Errors

Instructor: Henry Findlay, UGotClass Fee: \$295

7083 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8

## Managing Social Media Platforms Certificate

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



Twitter

Instructor: Suzanne Kart, UGotClass Fee: \$195

7077 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5

Facebook for Business

Instructor: Nicole Siscaretti, UGotClass Fee: \$245

7041 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11

LinkedIn for Business

Instructor: Jennifer Selke, UGotClass Fee: \$195

7085 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8

### 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: 3/7 End Date: 4/1  
Last day to register: 3/11



### Generational Learning Styles For K-12 Teachers

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

Instructor: Kassia Dellabough, UGotClass Fee: \$145

7031 Start Date: 4/4 End Date: 4/29  
Last day to register: 4/8



### Gender In The Classroom

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

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

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

7030 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11



### 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: 3/7 End Date: 4/1  
Last day to register: 3/11



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

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

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

Instructor: Heather Dimitt, UGotClass Fee: \$145

7033 Start Date: 4/4  
Last day to register: 4/8

End Date: 4/29



### Using Cell Phones In The Classroom

Class, turn your cell phones—on! Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students' learning, and your teaching.

Instructor: Ryan Moore, UGotClass Fee: \$145

7089 Start Date: 4/4  
Last day to register: 4/8

End Date: 4/29



# ATTENTION BUSINESS MANAGERS



## Customized Training Available

Contract Training from Citrus College provides customized training services for business, industry, government agencies and professional organizations.

We can assist you in the development and implementation of a training program that supports your organization's effort to strengthen and/or develop new skills. We offer world class training utilizing content experts, on our campus or at your location. Training can be credit or noncredit. In addition to traditional classroom delivery methods, training can include online or distance learning strategies.

Please contact the Continuing Education Office at 626-852-8022 or email us at [conted@citruscollege.edu](mailto:conted@citruscollege.edu) to speak with someone regarding your customized training needs.

# PERSONAL ENRICHMENT

## Fitness

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

### Reminder

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

### Cardio-Circuit Training

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

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

January 4-February 11

9324 Fee: \$29\*

9325 Fee: \$24\* Forever Young 55+

\*Register for winter session by December 21, 2015 to receive a \$5 discount.

February 16-April 7

9280 Fee: \$35\*

9281 Fee: \$29\* Forever Young 55+

\*Register for the first 8-weeks of spring by February 2, 2016 to receive a \$5 discount.

April 18-June 9

9231 Fee: \$35\*

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

\*Register for the second 8-weeks of spring by April 4, 2016 to receive a \$5 discount.



### Low Impact – Cardio Conditioning

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

Instructor: Bonnie Murphy

9327	Monday	1/4 - 2/8	5:00pm-5:50pm	AP 110	\$22*
9233	Monday	2/22 - 4/4	5:00pm-5:50pm	AP 110	\$31*
9284	Monday	4/18-6/6	5:00pm-5:50pm	AP 110	\$31*

\*No refunds will be issued after classes begin.

# PERSONAL ENRICHMENT

## Fitness

### Mat Pilates

A mat Pilates class for those who want a balanced work out for all muscle groups using proper form and neutral alignment with a focus on the core muscles of the body. Bands, weights and balls will be incorporated to add resistance to the body. Open to all fitness levels. Standing balance work is included in the warm up of the class. Weights and balls will be provided. Please bring your own yoga or stretch band.

Instructor: Irene George

9326	Tuesday	1/5 - 2/9	5:30pm-6:20pm	AP 110	\$27*
9282	Tuesday	4/19 - 6/7	5:30pm-6:20pm	AP 110	\$35*

### Yoga Basics

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

Instructor: Lynda Razo

9328	Thursday	1/7 - 2/11	6:00pm-6:50pm	AP 110	\$27*
9235	Thursday	2/18 - 4/7	6:00pm-6:50pm	AP 110	\$35*
9283	Thursday	4/21 - 6/9	6:00pm-6:50pm	AP 110	\$35*



### Multi-Level Yoga

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

Instructor: Linda Wright

9329	Wednesday	1/6 - 2/10	5:00pm-5:50pm	AP 110	\$27*
9238	Wednesday	2/17 - 4/6	5:00pm-5:50pm	AP 110	\$35*
9286	Wednesday	4/20 - 6/8	5:00pm-5:50pm	AP 110	\$35*
9334	Saturday	1/9 - 2/6	9:00am-9:50am	AP 110	\$27*
9285	Saturday	2/20 - 4/9	9:00am-9:50am	AP 110	\$35*
9287	Saturday	4/23 - 6/11	9:00am-9:50am	AP 110	\$31*

\*No refunds will be issued after classes begin.

## The Range at Citrus College Golf Practice Center

*Practice Your Putt, Sharpen Your Swing*

### State of the art facility:

- Private and group lessons
- Two hitting surfaces-natural grass and mats
- Well-lit range
- Putting green and bunker

### For your Convenience:

- Open to the public seven days a week
- Available for small group functions such as Scott and club activities

### Visit Our Pro Shop:

- Merchandise and concessions
- Gift certificates

**\$6 Friday Special:** Large mat bucket of balls



1000 West Foothill Boulevard, Glendora, CA 91741-1885 • (626) 914-8688 • [www.citruscollege.edu/golf](http://www.citruscollege.edu/golf)



# PERSONAL ENRICHMENT

## Health & Self

### Quiet Your Mind

Over the years, we all have attracted problems, conflicts, and distractions. Watching TV, updating our Facebook and Twitter pages, checking email, and sending texts are now important and urgent. We spend time and energy by gossiping, judging, and finding fault in others while jealousy, guilt, and fear consume our thoughts.

Our mind has become cluttered with information that is useless, irrelevant, and harmful. Our thoughts work against us. And, we find that our inner clarity and inborn wisdom are now unreachable. Sadly, we have lost touch with our inner self that 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." Observe what and how we think and make a conscious choice to think differently. We can clean up the mental clutter and stop the chatter in our mind by choosing a different way of thinking. We can control and retrain our thoughts to "quiet our mind."

Learn simple tools to Quiet Your Mind:

- Understand how and what you think.
- See, let go, and change the way you think.
- Respond, don't react.
- Use breathing, meditation, and qigong to: quiet your mind, focus, and be still.
- Use your heart and practice thoughts of appreciation, compassion, and forgiveness for yourself and others.
- Keep your new peaceful thought system!

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

9524 Saturday 1/30 & 2/6 9:15am-12:45pm LL

### Self-Hypnosis Stress Reduction And Relaxation Techniques

Learn relaxation techniques that can help you manage stress through the holiday season, and beyond. In this workshop you will learn self-hypnosis and other relaxation techniques for managing your daily stressful situations. Whether you are at home or working on the job, whether you have financial or relationship stress, the techniques you learn will enhance your relationships, support your health physically, mentally, and spiritually.

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

9156 Saturday 2/6 9:00am-12:00pm LL  
\*plus \$15 materials fee payable to instructor



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

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

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

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

Instructor: Nancy Miller Fee: \$45\*

9261 Tuesday 1/12 6:30pm-9:30pm LL

\*plus \$30 materials fee payable to instructor for the book, *Clutterology*® (ISBN #978-1-891440-62-5).

### Think Healthy, Be Thin, Stay Thin Through Self-Hypnosis

Why not enjoy the holiday season without worrying about the extra pounds? Get slim and fit with self-hypnosis. Just by using the power of your mind, you can gain control over your eating habits and cravings, lose extra pounds comfortably, and maintain the well-toned, beautiful body you want. This is the most relaxing, effortless and safest way to lose weight--no diets, no calories to count, no struggle, eat whatever you enjoy.

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

9157 Saturday 3/19 9:00am-12:00pm LL  
\*plus \$15 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Health & Self

### Makeup & Skincare

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

**Instructor:** Michelle Jackson      **Fee:** \$65\*  
 One of Hollywood's leading celebrity makeup artists for over 20 years. Clients include television, motion pictures and Vogue magazine.

9323    Saturday    3/26      12:00pm-2:00pm    LL  
 \*plus \$35 materials fee payable to instructor

### Makeup 101

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

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

**Instructor:** Michelle Jackson      **Fee:** \$65\*  
 One of Hollywood's leading celebrity makeup artists for over 20 years for television, motion pictures and Vogue magazine.

9348    Saturday    3/26      9:00am-11:00am    LL  
 \*plus \$35 materials fee payable to instructor

## WANT A JOB THAT'S IN DEMAND?

Choose Citrus College for the education you need to succeed!  
 Offering online career training in:

- Medical Transcription
- Medical Coding and Billing
- Pharmacy Technician
- Medical Administrative Assisting
- Administrative Assisting
- Computer Technician

TRAIN ONLINE AND IMPROVE YOUR  
 CAREER PROSPECTS IN LESS THAN A YEAR!

877-225-7151

[collegeinfo@careerstep.com](mailto:collegeinfo@careerstep.com)  
[www.athometraining.com/citrus](http://www.athometraining.com/citrus)

**BONUS**  
 Payment Plans  
 Available!



# PERSONAL ENRICHMENT

## Computers & Technology



### Build Your Own Web Site In Minutes For Free!

If you can use a word processor, you can create your own web site in just minutes for free, including text, graphics, a shopping cart and the ability to customize it any way you want it. Forget about learning HTML code, buying expensive software programs, and spending days in classroom sessions. This class will show you how to have your site up and running in just minutes, plus you'll understand the BEST parts and pieces to put on your site to make it work the way you want it to. You'll also learn how to link and list your site with the major search engines.

Instructor: Mike Rounds Fee: \$45\*

9455 Tuesday 1/12 6:30pm-9:30pm LL

\*plus \$30 materials fee payable to instructor for the book and CD *Fishing with A Net* (ISBN #978-1-891440-55-7).

### Photoshop® For Presentations

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

Instructor: Elissa Rose, UGotClass Fee: \$195

7056 Start Date: 3/7 End Date: 4/1

Last day to register: 3/11



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

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

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

- Decide between paper printing and eBooks
- Get your book paper printed for FREE!
- Create your own FREE web site to sell your paper book
- Convert your book for the iPad, Kindle and PDF formats
- Use copyrights and trademarks to protect your work

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

Instructor: Mike Rounds Fee: \$45\*

9409 Monday 2/8 6:30pm-9:30pm LL

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

### Using Your Computer To Make Money

From information brokers to freelancers to eBay sellers, people have used their computers to build their fortunes. This class presents more than 120 businesses that can be completely run from your home computer. In this class, we'll cover how to:

- Use easy methods for bookkeeping and taxes to make Uncle Sam happy
- Make sense of legal mumbo-jumbo (sales taxes, business licensure and business structure)
- Make a profit-boosting website
- Find FREE resources that can give you a leg up

Instructor: Nancy Miller Fee: \$45\*

9525 Monday 2/8 6:30pm-9:30pm LL

\*plus \$30 materials fee payable to instructor for the book and *Mechanics of Starting a Home-Based Business* (978-1-1891440-63-2).

# PERSONAL ENRICHMENT

## Computers & Technology

### Twitter

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

Instructor: Suzanne Kart, UGotClass Fee: \$195

7039 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5



### Instagram for Business

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Do's and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

Instructor: Kimba Green, UGotClass Fee: \$195\*

7068 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5



### Prezi

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

Instructor: Kimba Green, UGotClass Fee: \$195

7068 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5



### Podcasting

Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

Instructor: Travis Allison, UGotClass Fee: \$245\*

7090 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5



### Google Analytics

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

Instructor: Travis Allison, UGotClass Fee: \$195\*

7036 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11



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

# PERSONAL ENRICHMENT

## Computers & Technology

### Mastering Computer Skills For The Workplace

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today's fast paced ever-changing environment and will enable your future career success.

Instructor: Betsy Flanagan, UGotClass Fee: \$195\*

7091 Start Date: 2/1 End Date: 2/26  
Last day to register: 2/5



### Mastering Microsoft Excel

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

Instructor: Betsy Flanagan, UGotClass Fee: \$195\*

7092 Start Date: 3/7 End Date: 4/1  
Last day to register: 3/11



# PERSONAL ENRICHMENT

## Hobbies & Interests

### Ceramics Workshop

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

Instructor: Betsy Miller Fee: \$155\*

9448 Monday/ 2/22-3/30 12:00pm-2:00pm ED 170  
Wednesday

9530 Monday/ 4/18-5/25 12:00pm-2:00pm ED 170  
Wednesday

\*plus \$30 materials fee payable to instructor



# FINANCE

## Retirement

### Retirement Planning Today

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

**Instructor:** Edward Yoon **Fee:** \$59  
Registered representative and registered investment advisor affiliated with First Allied Securities, Inc., member FINRA/SIPC.

9223	Thursday	2/18 & 2/25	6:30pm-9:00pm	LL
9224	Thursday	6/2 & 6/9	6:30pm-9:00pm	LL



# YOUTH

## Teens & Youth

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

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

**Instructor:** Michelle Jackson **Fee:** \$65\*  
One of Hollywood's leading celebrity makeup artists for television, motion pictures and Vogue magazine.

9166	Saturday	3/26	12:00pm-2:00pm	LL
------	----------	------	----------------	----

\*plus \$35 materials fee payable to instructor



# Travel Places to Go

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



## Spain's Classic

Experience Spain's colorful pageant of art, history and culture. Set against a backdrop that spans sunny Mediterranean shores and grand mountain ranges, this stunning destination is dotted with white pueblos, groves of oranges and olives. Explore the priceless treasures of the Royal Palace, Europe's 2nd largest palace. Visit the exotic and expansive Alhambra palace, resplendent with Moorish regal flair. See the Cathedral of Seville, the 3rd largest in the world. Enjoy reserved seating at a flamenco show and feel the passion of this famous dance. Explore Madrid, Valencia, Barcelona, Granada, Cordoba and Toledo.

Departure Date: March 5, 2016

Cost: \$3,799 double; \$4,299 single; \$3,769 triple

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

## Spotlight on New Orleans

Get to know the "birthplace of jazz" during your extended stay in the heart of the French Quarter in New Orleans. Discover its unique flavors during a cooking class featuring the popular dishes of the city, as well as a dinner at the famous Court of Two Sisters. Head out to the swamp to enjoy a cruise tour of the bayous to learn about the history and ecology of this fascinating ecosystem. Learn the secrets of the city's famous French Quarter on a walking tour as you are taken on a delightful discovery through the sights, sounds and tastes of the eclectic city of New Orleans.

Departure Date: April 18, 2016

Cost: \$1,979 double; \$2,379 single; \$1,949 triple

Payment terms: \$250 deposit per person, final payment due February 18, 2016



Spain  
Spring 2016

Citrus College

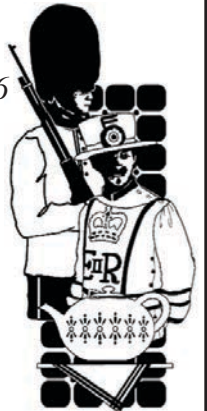
London  
Fall 2016

## Study Abroad

*for the ultimate educational experience*

Visit our Website

[www.citruscollege.edu/studyabroad](http://www.citruscollege.edu/studyabroad)  
for Winter 2017 updates



Call 626.914.8560 for brochures and information.

# ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

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

**Step 1:** Applying for Noncredit Admission

**Step 2:** Registering for Noncredit Classes

### Applying for Noncredit Admission

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

### Registering for Noncredit Classes

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

---

### Step 1: Applying for Noncredit Admission

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

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

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



HELP EXIT

Welcome to Citrus College Online Noncredit Application

Ⓢ If you are a **first time user**, please select First time user account creation to create an account and begin the application process.

If you are a **returning user**, need to finish your application, or are checking on the status of your application, please log into the site using the Login ID and PIN you created during your first visit.

Login ID:

PIN:

Login

First time user account creation  
Return to Homepage



© 2014 Ellucian Company L.P. and its affiliates.

This software contains confidential and proprietary information of Ellucian or its subsidiaries.

Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.



# ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

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

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

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



HELP EXIT

### Application Checklist

A checklist is provided to help you complete the application.

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

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

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

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

Application is Complete    Finish Later

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

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

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

HELP EXIT

### Acknowledgement Page

27-APR-2014

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Greetings,

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

Your Citrus Identification Number (Student ID) is:

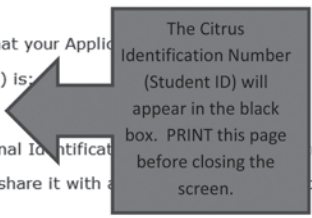
You will need your Student ID and your Personal Identification Number to access Wingspan. Your PIN is the password to change your PIN. Remember to write down the PIN and do not share it with anyone. Your Student ID number will be needed for all personal information.

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

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

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

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



# ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

### Step 2: Registering for Noncredit Classes

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

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

HELP | EXIT  
Please follow the instructions below.

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

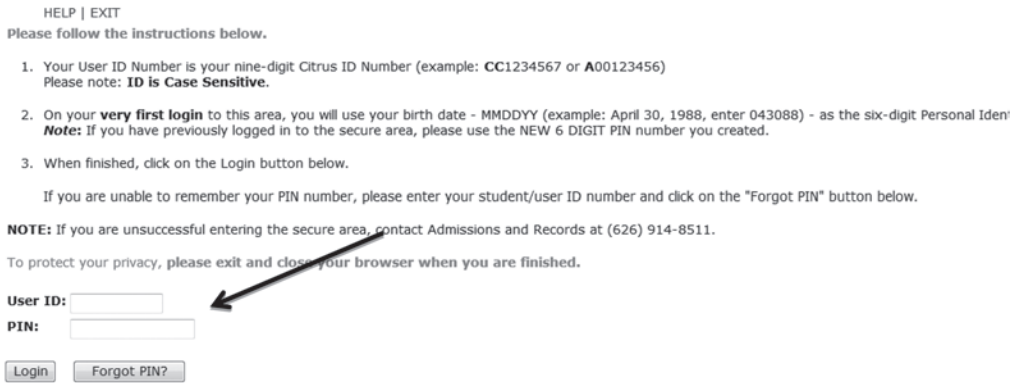
If you are unable to remember your PIN number, please enter your student/user ID number and click on the "Forgot PIN" button below.

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

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

User ID:

PIN:



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

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

Register or Add/Drop Classes

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

Click on the link to *Registration*.

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

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

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

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

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

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

Your registration is now complete.

# ONLINE REGISTRATION

## *Noncredit Admission and Class Registration*

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

Once you have applied and registered for classes,

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

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

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

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

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

**Registration for the Winter 2016 session (noncredit classes only) begins November 16, 2015.**

**Registration for the Spring 2016 semester (noncredit classes only) begins January 6, 2016.**

## NONCREDIT

### *Counseling*



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

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

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

# NONCREDIT

## English as a Second Language

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

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

### Registration

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



### NC 310 ESL Grammar – Beginning 1

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

25502	Monday-Thursday	1/4-2/10	9:00am-12:05pm	LL
25596	Monday-Thursday	1/4-2/10	5:30pm-8:35pm	LL

### NC 311 ESL Grammar – Beginning 2

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

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

25503	Monday-Thursday	1/4-2/10	9:00am-12:05pm	LL
25506	Monday-Thursday	1/4-2/10	5:30pm-8:35pm	LL

### NC 312 ESL Grammar – Intermediate 1

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

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

25504	Monday-Thursday	1/4-2/10	9:00am-12:05pm	LL
25597	Monday-Thursday	1/4-2/10	5:30pm-8:35pm	LL

### NC 313 ESL Grammar – Intermediate 2

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

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

25505	Monday-Thursday	1/4-2/10	9:00am-12:05pm	LL
25507	Monday-Thursday	1/4-2/10	5:30pm-8:35pm	LL

# NONCREDIT

## English as a Second Language

### NC 305 ESL Multiskills – Beginning 1

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

32445 Monday-Thursday 2/17-6/6 9:00am-12:05pm LL  
32446 Monday-Thursday 2/17-6/6 5:30pm-8:35pm LL

### NC 306 ESL Multiskills – Beginning 2

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

32447 Monday-Thursday 2/17-6/6 9:00am-12:05pm LL  
32448 Monday-Thursday 2/17-6/6 5:30pm-8:35pm LL

### NC 307 ESL Multiskills – Intermediate 1

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

32449 Monday-Thursday 2/17-6/6 9:00am-12:05pm LL  
32450 Monday-Thursday 2/17-6/6 5:30pm-8:35pm LL

### NC 308 ESL Multiskills – Intermediate 2

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

32451 Monday-Thursday 2/17-6/6 9:00am-12:05pm LL  
32452 Monday-Thursday 2/17-6/6 5:30pm-8:35pm LL

### NC 309 ESL Multiskills – Advanced

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

32453 Monday-Thursday 2/17-6/6 9:00am-12:05pm LL  
32735 Monday-Thursday 2/17-6/6 5:30pm-8:35pm LL

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

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.

32736 Monday/Wednesday 2/17-6/1 12:30pm-2:35pm LL 103

# English



## NC 634 - Air Conditioning II

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

Instructor: Fallat, P.

25594 TWR 1/5 - 2/11 6:00pm-8:50pm TE 102

Students will be required to purchase a textbook.

## NC 638 - Electricity for Heating and Air Conditioning

A course in electricity covering the functions and operations of electric motors and controls used in mechanical systems.

Instructor: Fallat, P.

32696 Tuesday 2/23 - 6/7 6:00pm-9:10pm TE 102

Students will be required to purchase a textbook.

## NC 640 - HVAC Control Systems

*Strongly recommended: NC 632 or industry experience*

An explanation of HVAC control system theory, control hardware, and both simple and complex control systems, supervisory controls and the use of computers in control systems.

Instructor: Fallat, P.

32422 Wednesday 2/17 - 6/8 6:00pm-9:10pm TE 102

Students will be required to purchase a textbook.



## NC 642 - Troubleshooting Heating and Air Conditioning

*Strongly recommended NC 632*

This course covers the techniques to locate, identify, and correct the problems that occur in heating, air conditioning, and refrigeration systems, both domestic and commercial.

Instructor: Toda, J.

32423 Thursday 2/18 - 6/9 6:00pm-9:10pm TE 102

Students will be required to purchase a textbook.



## NC 607 - Skilled Nursing Facility Activity Leader

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

Instructor: Sailors, B.

32699 Thursday 2/18 - 6/9 4:45pm-10:10pm LL

Students will be required to purchase a textbook.

# Disclosures & Disclaimers/ Divulgaciones y Denegaciones

## Schedule Changes

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

## Cambios en el Horario de Clase

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

## Open Enrollment Policy

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

## Inscripción Abierta

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

## Nondiscrimination Policy

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

## Leyley de No-Discriminación

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

## Student Grievances

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

## Quejas de los Estudiantes

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

## Drug Free Environment and Drug Prevention Program

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

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

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

District attendance or activity.

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

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

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

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

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

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

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

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

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

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

## Sexual Harassment and Sexual Violence Information

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

### Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

### Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

sexual assault on campus you may also:

1. Contact Campus Safety 24 hours a day, 7 days a week at (626) 914-8611, extension 8611 when calling from a college phone, or by dialing \*11 on any of the campus pay phones and/or the Student Health Center at (626) 914-8671 during normal business hours, located in the Student Services Building.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:
  - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: (909) 626-HELP (4357) or (626) 966-4155
  - House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: (909) 988-5559
  - National Sexual Assault Hotline: (800) 656-HOPE (4673)
  - National Domestic Violence Hotline: (800) 799-7233
3. If the perpetrator is a student at Citrus College, you may choose to contact the Vice President of Student Services at (626) 914-8532 to file an administrative complaint.

## Hostigamiento Sexual e Información sobre Violencia Sexual

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

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

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

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

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

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

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

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

## Rights & Privacy Policy

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

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

## Reglas de Derechos & Privacidad

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

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

## Student Right-to-Know

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

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

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

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

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

## Derecho de los Estudiantes a la Información

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

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

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

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

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



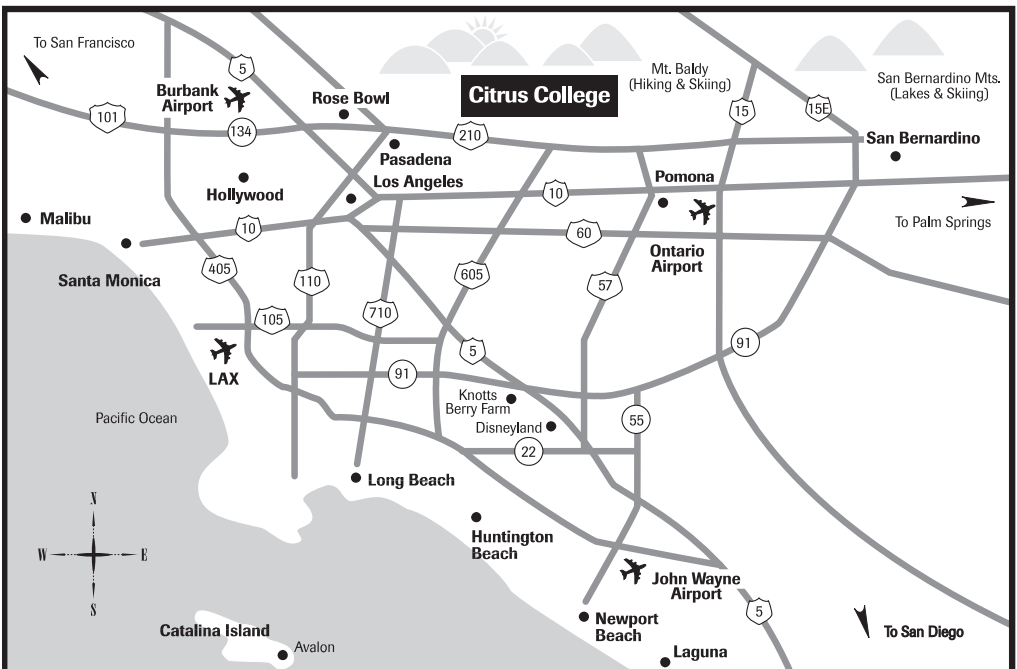
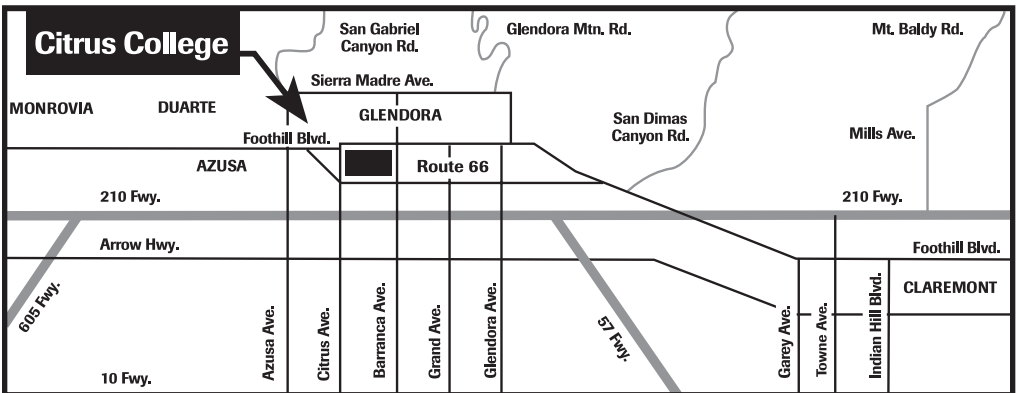
# Parking Regulations/Maps

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

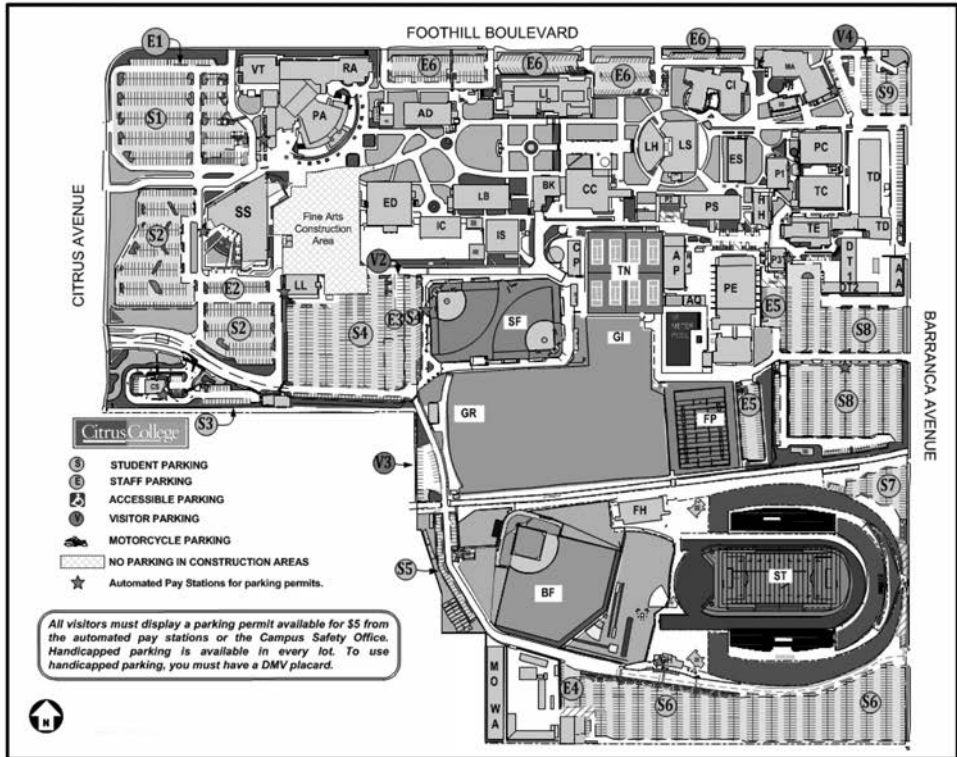
Citrus College offers a new easy, convenient online method for purchasing parking permits.



- Winter session parking permits are \$26.
- Spring semester parking permits are \$52.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for winter session and spring semester.
- You can print a temporary permit for immediate use until you receive your permit in the mail.
- A daily permit for \$5 is available for purchase at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from one of the automated pay stations (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester permits are not available in the Continuing Education Office.



# Citrus College Campus Directory



## Buildings

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

## Services

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

Revised: 04-02-2015

# Our partnership. **Your success.**

Citrus College and the Azusa, Claremont, Duarte, Glendora and Monrovia Unified School Districts have partnered to better help you achieve academic success and prepare for employment.

We are excited to introduce the Citrus College Adult Education Consortium.

To learn more, please visit our website at: [www.ccadulted.org](http://www.ccadulted.org)



## Learn English at Citrus College!

Improve Your English Language Skills to:

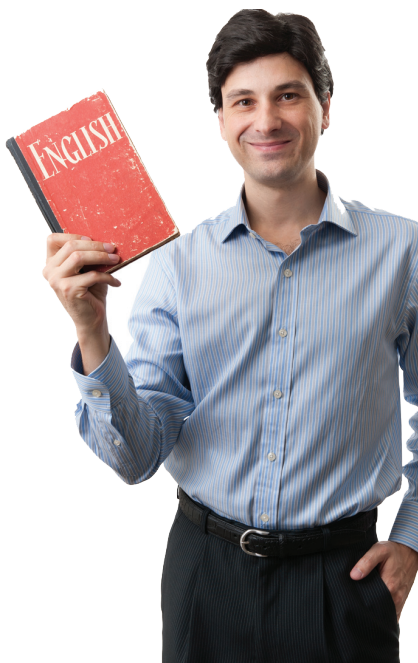
- Find Work
- Make More Money
- Improve Relationships
- Achieve Success

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

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

Classes are free. Minimal charge for text-book and parking permit. See page 35 for details.

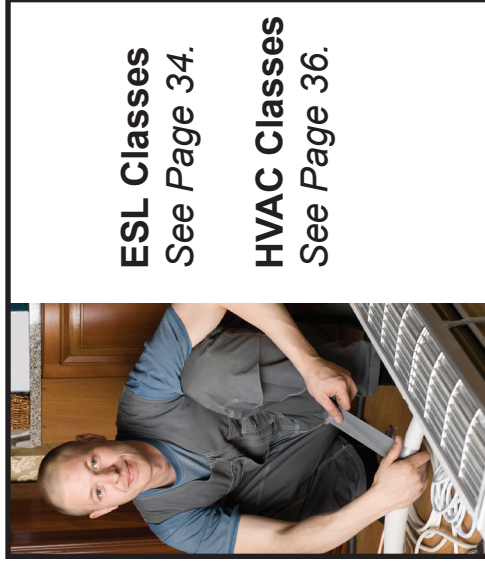
**Morning and evening classes are available.**





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

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



**ESL Classes**  
See Page 34.

**HVAC Classes**  
See Page 36.

TIME DATED MATERIAL



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