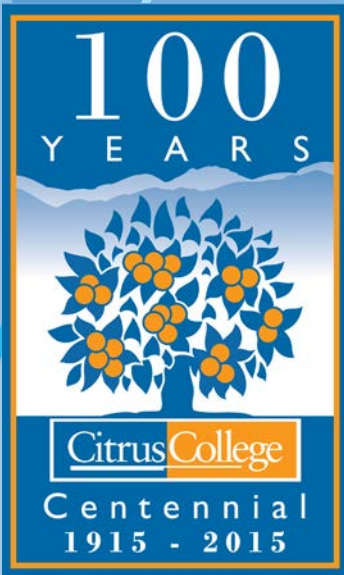


# Community and Noncredit Education



## Winter & Spring 2015 Class Schedule

**Enroll Today!**

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

# Citrus College Continuing Education

## Winter/Spring 2015

### Welcome to Continuing Education

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

### New Community Education Classes (fee-based)

Professional Medical Coding and Billing with ICD-9 .....	14
E-Commerce–The Ultimate Home-Based Business .....	14
RDA Practical Exam Review .....	16
High Intensity Interval Training.....	22

### 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



On the cover: Homecoming 2014 Opening Ceremony.



Become a fan

**Citrus College Continuing Education**

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

# Community Education Fee-Based Classes



## CAREER

<i>Be Your Own Boss</i> .....	8-9
<i>New Career</i> .....	10-14
<i>Professional Development</i> .....	15-16
<i>Skills for the 21<sup>st</sup> Century</i> .....	17-18
<i>Professional Development for Teachers</i> .....	19-20



## PERSONAL ENRICHMENT

<i>Fitness</i> .....	21-22
<i>Health &amp; Self</i> .....	23-24
<i>Computers &amp; Technology</i> .....	25
<i>Hobbies &amp; Interests</i> .....	26-27



## FINANCE

<i>Real Estate</i> .....	27
<i>Retirement</i> .....	28

## YOUTH

<i>Teens</i> .....	28
--------------------	----

## Customized Training

<i>Customized Training for Businesses</i> .....	9
---	---

## TRAVEL

<i>Places to Go</i> .....	29
---------------------------	----



## Noncredit Free Courses

<i>English as a Second Language</i> .....	34-35
<i>HVAC</i> .....	35-36

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

## Continuing Education Office

Located in the Lifelong Learning Center

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

Tel: 626-852-8022

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

Fri. 8:00am - 11:30am

\*hours subject to change

Jim Lancaster ..... Dean

Debbie Vanschoelandt..... Supervisor

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

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

President

Glendora and portions of San Dimas  
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Claremont and portions of Pomona and  
La Verne Representative

### **Ms. Fariyah Chowdhury**

Student Representative

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

Superintendent/President

## *Create A Class*

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

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

Continuing Education Office  
Citrus College  
1000 W. Foothill Blvd.  
Glendora, CA 91741-1899

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](http://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.

## 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 5.** 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 19, February 13-16, April 13-18 and May 23-25.

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.

## 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. Registration information and applications can be found on pages 30-33.

## Who Teaches The Courses?

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

## Who May Attend?

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

# Fee-Based Classes

## *Five Easy Ways to Register*



### 1 Online

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



### 2 By Mail

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



### 3 By Phone

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



### 4 By Fax

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



### 5 In Person

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

## **Don't Miss Out**

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

## *Getting a Refund*

### **Full Refund**

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

### **Partial Refund**

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

Please allow 4 - 6 weeks to receive your refund.

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

## *Want to Know More?*

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

# Registration Form for Adults

## Community Education/Fee-Based Classes Only

(please print)

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

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

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

**OFFICE USE ONLY**  
 Parking Permit Number \_\_\_\_\_ Date \_\_\_\_\_  
 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			\$ _____

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: 2/2	End Date: 2/27
	Last day to register: 2/6	
7000	Start Date: 4/1	End Date: 4/26
	Last day to register: 4/10	
7000	Start Date: 6/1	End Date: 6/26
	Last day to register: 6/5	



### Get Paid To Shop!

Would you like to get paid to go shopping? Do you like to eat out, go to the movies, buy flowers and play golf? Mystery shopping is used by hundreds of well-known businesses to ensure top quality service for their customers. Learn how mystery shopping works, how to avoid the scams, what types of reports are used, the dos and don'ts of getting hired and how you can get into the "shopper's network." During this class you will receive a comprehensive workbook that includes hundreds of legitimate resources for mystery shopping plus other types of assignments that will enable you to part-time income that fits into your own personal schedule.

Instructor: Elaine Moran  
Fee: \$45\*

9107	Thursday	1/29	6:00-8:30pm	LL
	*plus \$20 materials fee payable to instructor			



### How To Sell Your Ideas and Inventions

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

Topics discussed in class include:

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

Instructor: Nancy Miller  
Fee: \$45\*

9101	Thursday	2/19	6:30-9:30pm	LL
	*plus \$30 materials fee payable to instructor for the book, <i>How to Sell Your Inventions for Cash</i> (ISBN # 1-891440-27-6).			

### Cash In With A Successful Home-Based Business

Are you tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits at home by learning how to start a home-based business from a Chamber of Commerce past president and successful southern California entrepreneur. During this comprehensive, informative workshop, you will discover:

- more than 100 home business ideas
- mandatory legal documentation
- many ways to market your product/services
- how to take tax deductions (this workshop included!)
- FREE future Q & A opportunities

If you really want to succeed in a home-based business, this step-by-step workshop is a must!

Instructor: LeeAnne Krusemark  
Fee: \$45\*

9201	Wednesday	2/4	6:00-8:00pm	LL
	*plus \$20 materials fee payable to instructor			



# CAREER

*Be Your Own Boss*

## Make Money With A Typing/Word Processing Business

*Prerequisite: Cash in with a Successful Home-based Business*

If you type, then you can make money at home using your typewriter/word processor or computer. Having already learned about home-based businesses, you will discover the secrets to profits in the typing/word processing business, including:

- how and where to find clients
- 50 ways to advertise/market your services
- effective home office equipment choices
- 100 ways to make money with a computer
- FREE national networking information

There really is a need for your services, so why not have the freedom to be your own boss, set your own hours, and have the opportunity to make more money than you ever did before by attending this workshop.

Instructor: LeeAnne Krusemark

Fee: \$35\*

9202 Wednesday 2/4 8:00-9:00pm LL  
\*plus \$10 materials fee payable to instructor

# ATTENTION BUSINESS MANAGERS



## Customized Training Available

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

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

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

## 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 10-11)

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

### Individual Courses

- Medical Front Office
- 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 21, 2015, between 10am-11am**. You will receive instructions on how to purchase course materials (via PayPal) at the orientation.

Instructor: KGP Consulting, LLC

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

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

## Required Courses

### Introduction To Medical Insurance Billing

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

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

Class Dates: 2/24, 2/26, 3/3, & 3/5



### Advanced Medical Insurance Billing, Part II

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: 3/19 & 3/24



### 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 go into effect October 2014
- Ensure that appropriate procedure codes are sent to insurance company per encounter
- Complete the CMS 1500 (universal claim form) used to bill insurance companies
- Bill for supplies, material, injections and dental claims

Class Dates: 3/10, 3/12 & 3/17



## 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: 3/26 & 3/31



### 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: 3/26



## 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 21, 2015, 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
- Set your fees
- Determine what other services you could offer
- Market your services
- Understand where to obtain HIPAA complaint software
- Sample HIPAA Business Associate Agreement and 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: 3/25

\*plus \$35 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: 3/4 & 3/11

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



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

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

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

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

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

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

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

Instructor: Kellie Nicholson Fee: \$150\*

Hollywood bartender Kellie Nicholson has condensed thirty years of experience into a course that will give you the confidence to step behind a bar anywhere. As a well-known bartender in New York, Florida and Los Angeles, she has been respected for her honesty, attention to detail and high sales. Her reputation is due to her ability to make everyone feel like a friend and a guest, instead of a customer. She will teach you everything you need to become a professional.

9239 Monday 2/23, 3/2 & 3/9 6-10pm LL

\*plus \$50 materials fee payable to instructor (90-page colored manual, flash cards, jigger, pour spout, plastic practice shaker, three certificates)



### 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

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CAREER TECHNICAL  
**Citrus College**  
CONTINUING EDUCATION  
REDEFINING SUCCESS

## 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: \$1,695\*

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



## Computer Technician

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

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

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



## Pharmacy Technician

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

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

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



## Executive Assistant

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

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

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



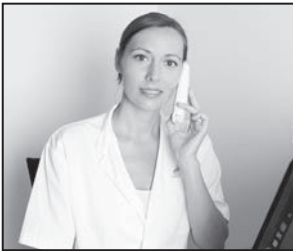
## NEW! Professional Medical Coding and Billing With ICD-9

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



## NEW! 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! Do you want to get into the lucrative world of e-commerce? Are you afraid of the costs and the technical complexity? If you can use a 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 learn how to build your own 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 too.

9515 Instructor: Mike Rounds

Fee: \$45\*

Thursday

2/19

6:30pm-9:30pm

LL

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



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Winter 2016

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Call 626.914.8560 for brochures and information.



# 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: 3/2 End Date: 3/27

Last day to register: 3/6

7005 Start Date: 5/4 End Date: 5/29

Last day to register: 5/8



### Practical Math For The Workplace

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

Instructor: Constance Yates, UGotClass Fee: \$145

7007 Start Date: 2/2 End Date: 2/27

Last day to register: 2/6

7007 Start Date: 4/6 End Date: 5/1

Last day to register: 4/10

7007 Start Date: 6/1 End Date: 6/26

Last day to register: 6/5



### 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: 2/2 End Date: 2/27

Last day to register: 2/6

7057 Start Date: 4/6 End Date: 5/1

Last day to register: 4/10

7057 Start Date: 6/1 End Date: 6/26

Last day to register: 6/5



### 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: 2/2 End Date: 2/27

Last day to register: 2/6

7058 Start Date: 4/6 End Date: 5/1

Last day to register: 4/10

7058 Start Date: 6/1 End Date: 6/26

Last day to register: 6/5



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

## Professional Development

### 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: 2/2 Last day to register: 2/6	End Date: 2/27
7059	Start Date: 4/6 Last day to register: 4/10	End Date: 5/1
7059	Start Date: 6/1 Last day to register: 6/5	End Date: 6/26



### Interview Skills

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

Instructor: Sally Klaus, UGotClass Fee: \$295

7060	Start Date: 2/2 Last day to register: 2/6	End Date: 2/27
7060	Start Date: 4/6 Last day to register: 4/10	End Date: 5/1
7060	Start Date: 6/1 Last day to register: 6/5	End Date: 6/26



### Powerful Presentations and Effective Speaking Techniques

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

Instructor: Bridget Brady, UGotClass Fee: \$195

7061	Start Date: 2/2 Last day to register: 2/6	End Date: 2/27
7061	Start Date: 4/6 Last day to register: 4/10	End Date: 5/1
7061	Start Date: 6/1 Last day to register: 6/5	End Date: 6/26



### NEW! RDA Practical Exam Review

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

Instructor: Citrus College Dental Assisting Faculty Fee: \$155\* PC

9510	Wednesday/Thursday 2/11 & 2/12 (Last day to register: 1/28)	5:30-9:30pm
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\*plus \$30 materials fee payable to instructor (includes use of all instruments, consumables, prepared teeth, IRM as needed to complete Class II temporary sedative dressing, fresh putty for preliminary impression, Exacta tips as needed to complete #8 temporary crown, and Tempbond for cementation of temporary crown)



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

Creating Cell Phone Apps For Your Business

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

7037 Start Date: 3/2 End Date: 3/27  
Last day to register: 3/6

Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7052 Start Date: 4/6 End Date: 5/1  
Last day to register: 4/10

## Video Marketing

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

Video Marketing

Instructor: TBA, UGotClass Fee: \$245

7054 Start Date: 2/2 End Date: 2/27  
Last day to register: 2/6

YouTube For Business

Instructor: Jennifer Selke, UGotClass Fee: \$245

7042 Start Date: 3/2 End Date: 3/27  
Last day to register: 3/6



## 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: 2/2 End Date: 2/27  
Last day to register: 2/6

Boosting Your Web Site Traffic

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

7014 Start Date: 3/2 End Date: 3/27  
Last day to register: 3/6

Online Advertising

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

7015 Start Date: 4/6 End Date: 5/1  
Last day to register: 4/10

## Certificate in Presentation Media

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

Prezi

Instructors: Kimba Green, UGotClass Fee: \$195

7064 Start Date: 2/2 End Date: 2/27  
Last day to register: 2/6

Photoshop for Presentations

Instructor: Dan Hood, UGotClass Fee: \$195

7065 Start Date: 3/2 End Date: 3/27  
Last day to register: 3/6

Graphic Design for Visual Presentations

Instructor: Jenna Soard, UGotClass Fee: \$195

7066 Start Date: 4/6 End Date: 5/1  
Last day to register: 4/10

# 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: 2/2 End Date: 2/27  
Last day to register: 2/6

Marketing Using Social Media

Instructor: Suzanne Kart, UGotClass Fee: \$195

7010 Start Date: 3/2 End Date: 3/27  
Last day to register: 3/6

Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7011 Start Date: 4/6 End Date: 5/1  
Last day to register: 4/10

## Business Research

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



Introduction to Business Research

Instructor: Cathy Proffitt Boys, UGotClass

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

Business Statistics

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 3/2 End Date: 3/27  
Last day to register: 3/6

Qualitative Business Research

Instructor: Mary Dereshiwsky, UGotClass

Start Date: 4/6 End Date: 5/1  
Last day to register: 4/10

## 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: 2/2 End Date: 2/27  
Last day to register: 2/6

Designing Online Instruction

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

7026 Start Date: 2/2 End Date: 2/13  
Last day to register: 1/26

Fostering Online Discussion

Instructors: Dr. Rena M. Palloff and Dr. Keith Pratt Fee: \$195

7027 Start Date: 3/2 End Date: 3/27  
Last day to register: 3/6

## LEED v4 Green Associate Exam Prep and Study Group

Instructor: Kelly Gearheart, UGotClass Fee: \$695

7022 Start Date: 2/2 End Date: 3/27  
Last day to register: 2/6



### 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: 2/2 Last day to register: 2/6	End Date: 2/27
7043	Start Date: 6/1 Last day to register: 6/5	End Date: 6/26



### 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: 4/6 Last day to register: 4/10	End Date: 5/1
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### 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: 2/2 Last day to register: 2/6	End Date: 2/27
7030	Start Date: 6/1 Last day to register: 6/5	End Date: 6/26



### 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: 2/2 Last day to register: 2/6	End Date: 2/27
7032	Start Date: 6/1 Last day to register: 6/5	End Date: 6/26



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

# CAREER

## Professional Development for Teachers

### Promoting Language Literacy for Dyslexic Students

This course is for teachers, tutors, or parents of students with symptoms of dyslexia. It combines music with a specific phonics-based reading program, which is Orton-Gillingham-based (hands on, interactive, multisensory). This course will teach you how to conduct one-on-one intervention with your dyslexic student in just six 2-hour sessions. Initial two sessions are critical for training prior to working with a student. The subsequent four sessions offer more in depth explanation, support, and guidance as you work with your student(s). The instructor will supply demo kits to be used during the class sessions. However, those desiring to use their own kit during the sessions or who want to start using the skills learned immediately at home or in their classroom can order the Reading from Scratch kit at <http://www.dyslexia.org/>. Students must bring a portable CD player, headphones, and MP3 player to each class session.

Instructor: Marianne Cintron Fee: \$175\*

9461	Wednesday/Thursday	2/4-2/19	6-8pm	LL
9511	Wednesday/Thursday	5/6-5/21	6-8pm	LL

\*plus \$12 materials fee payable to instructor



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

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

Instructor: Heather Dimitt, UGotClass Fee: \$245

7033	Start Date: 4/6	End Date: 5/1
	Last day to register: 4/10	



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.

# PERSONAL ENRICHMENT

## Fitness

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

### Reminder

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

### Cardio-Circuit Training

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

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

January 5-February 12

9324    Fee: \$29\*

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

\*Register for winter session by December 22, 2014 to receive a \$5 discount.

February 17-April 9

9280    Fee: \$35\*

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

\*Register for the first 8-week of Spring by February 3, 2015 to receive a \$5 discount.

April 20-June 11

9231    Fee: \$35\*

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

\*Register for the second 8-week of Spring by April 6, 2015 to receive a \$5 discount.



### Low Impact – Cardio Conditioning

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

Instructor: Bonnie Murphy

9327	Monday	1/5 - 2/9	5-5:50pm	AP 110	\$22*
9233	Monday	2/23 - 4/6	5-5:50pm	AP 110	\$31*
9284	Monday	4/20 - 12/8	5-5:50pm	AP 110	\$31*

\*No refunds will be issued after classes begin.

# PERSONAL ENRICHMENT

## Fitness

### Mat Pilates

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

Instructor: Irene George

9326	Thursday	1/8- 2/12	5-5:50pm	AP 110	\$27*
9234	Thursday	2/19- 4/9	5-5:50pm	AP 110	\$35*
9282	Thursday	4/23- 12/11	5-5:50pm	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	1/7 - 2/11	5-5:50pm	AP 110	\$27*
9238	Wednesday	2/18 - 4/8	5-5:50pm	AP 110	\$35*
9286	Wednesday	4/22 - 6/10	5-5:50pm	AP 110	\$35*
9334	Saturday	1/10 - 2/7	9-9:50am	AP 110	\$22*
9285	Saturday	2/21 - 4/11	9-9:50am	AP 110	\$35*
9287	Saturday	4/25 - 12/13	9-9:50am	AP 110	\$31*

\*No refunds will be issued after classes begin.



### Yoga Basics

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

Instructor: Lynda Razo

9238	Thursday	1/8 - 2/12	6-6:50pm	AP 110	\$27*
9235	Thursday	2/19 - 4/9	6-6:50pm	AP 110	\$35*
9283	Thursday	4/23 - 12/11	6-6:50pm	AP 110	\$35*

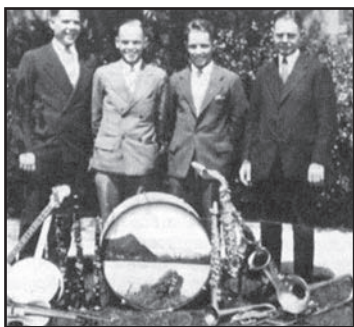
### NEW! High Intensity Interval Training

This class incorporates timed intervals of cardiovascular and strength exercises. This high intensity workout is ideal for maximum calorie burn in a short period of time. Even though the class is high intensity, modifications will be offered so it is appropriate for all fitness levels.

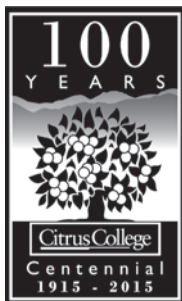
Instructor: Anastasia Arnestad

9513	Wednesday	2/18-4/8	7:00-7:50pm	AP 110	\$35*
9514	Wednesday	4/22-6/10	7:00-7:50pm	AP 110	\$35*

## Citrus College: Then and Now



In 1928, the "Citrus Four" traveled around the world as musicians on the Dollar Steam Ship Line.



Today, Citrus College's student musicians, singers and actors perform throughout the year at a variety of events and venues.



# PERSONAL ENRICHMENT

## Health & Self

### Become a Professional Organizer

Do label makers and putting things into 3-ring notebooks make you smile? Do you enjoy watching organizing shows on TV? You can turn your organizing skills into a moneymaking career! If you have a knack for neatness and are interested in starting your own business, this class will help you launch a career as a professional organizer. Discover insider secrets that could only be acquired through hands-on experience (until now!). In this class, you'll learn how to:

- Organize specialties and find your niche
- Understand and use the Clutter-Hoarding Scale
- Structure your business for SUCCESS
- Obtain a business license and insurance
- Gain experience before your first client
- Prepare to impress your first client

If you want to use your aptitude for organization to change lives and earn a living, this class is for you. You'll be given the tools and knowledge to succeed as a professional organizer, but will not be shown methods of organizing or how to organize people.

Instructor: Nancy Miller                      Fee: \$45\*

9401 Tuesday 2/10 6:30-9:30pm LL

\*plus \$30 materials fee payable to instructor for the book, *How to Become A Clutterologist®* (ISBN #978-1-891440-56-4).



### Unclutter Your Mind

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

During this workshop, you'll learn how to:

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

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

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

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

9155 Saturday 2/7 9:15am-12:45pm LL

\*plus \$15 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Health & Self

### 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. Clients include television, motion pictures and Vogue magazine.

9348    Saturday    3/28      9:30am-11:30am    LL  
 \*plus \$30 materials fee payable to instructor

### Skin 101—Looking Good, Being Healthy

Learn all about the skin, hair, nails. Your skin reveals to the world how healthy you are - and how old you are. Positive lifestyle behaviors keep you healthy and your skin looking younger. Learn your skin types and how to take care of your skin and hair. Learn what products work with your skin and hair type. We will cover dry, oily, acne, rosacea, sunspots, and skin cancer prevention. Learn about new technology in skin and hair products for anti-aging prevention and how to repair damage skin and hair. (Ages 16 and up)

**Instructor:** Michelle Jackson      **Fee:** \$49\*  
 One of Hollywood's leading celebrity makeup artists for over 20 years. Clients include television, motion pictures and Vogue magazine.

9338    Saturday    4/4      9-11am      LL  
 \*plus \$30 materials fee payable to instructor

### Makeup & Skincare Workshop

In this hands-on class, you will learn how to use skin care and makeup properly for every situation in life. Understand the colors that will make your eyes pop and your skin look alive and fresh. Master the step-by-step makeup application techniques to enhance your beauty. Learn how to cover and treat acne, age spots and dark under-eye circles. Understand your skin type and how to ensure beautiful, glowing skin. Create different looks for different occasions. Learn makeup application and what colors work best for you. Learning to expertly apply makeup in the right colors for you helps you to achieve a healthier glow, a warmer smile, builds your confidence and will even save you money. (Ages 12 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    3/28      12:30-3pm      LL  
 \*plus \$30 materials fee payable to instructor

### Make-Up 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:** \$125\*  
 One of Hollywood's leading celebrity makeup artists for over 20 years. Clients include television, motion pictures and Vogue magazine.

9459    Saturday    6/13      9:30am-2pm      LL  
 \*plus \$75 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Computers & Technology

### Building Your 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 2/10 6:30-9:30pm LL  
 \*plus \$30 materials fee payable to instructor for the book, *Fishin' With A Net* (ISBN #978-1-891440-55-7)



### 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: 2/2 End Date: 2/27  
 Last day to register: 2/6  
 7068 Start Date: 4/6 End Date: 5/1  
 Last day to register: 4/10  
 7068 Start Date: 6/1 End Date: 6/26  
 Last day to register: 6/5



### 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: 3/2 End Date: 3/27  
 Last day to register: 3/6  
 7056 Start Date: 5/4 End Date: 5/29  
 Last day to register: 5/8



### 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: 2/2 End Date: 2/27  
 Last day to register: 2/6  
 7039 Start Date: 4/6 End Date: 5/1  
 Last day to register: 4/10  
 7039 Start Date: 6/1 End Date: 6/26  
 Last day to register: 6/5



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

## Hobbies & Interests

### Secrets For Successful Yard Sales

Summer is almost here and it's time to clean out attics, garages, storage units and learn how to make money hosting yard sales. Many people spend a precious Saturday putting together a yard sale only to be disappointed with low profits. This class teaches specific techniques that will make your next yard sale a successful one. In this class you'll cover: the grocery store approach to organizing, pricing to sell not to show, bargaining using the "halfway" rule, how to deal with difficult customers, and how to sell AFTER the sale is over. This class features two actual yard sale table set ups - the Bad Sale and the Great Sale, so students can actually see what attracts customers. Each student will receive a yard sale booklet (which includes a handy price sheet) that covers all the material taught in the class. Spend an enjoyable evening learning how turn all that stuff you no longer want or need into cash for your household.

Instructor: Donna Phillips      Fee: \$39  
Hosting yard sales for over 20 years.

9444    Wednesday    5/27      6-9pm      LL



### Jump Start Into Watercolor Basics

Have you always admired watercolor painting and said to yourself "I'd like to try that someday."? This class is for the person who is new or fairly new to watercolor. Students will practice the basic skills of brush handling, washes, color mixing, and planning a painting, while learning to develop a painter's eye. Art knowledge and drawing skills are helpful, but a desire to practice this beautiful art form is most important. In this class, the instructor will share beginning watercolor techniques as taught by Citrus College veteran art instructor, Chris Van Winkle. Materials needed the first day of class; a starter kit is available for purchase on the first day of class (\$25). If you are taking this course to refresh your watercolor skills, please email the instructor for a list of materials needed on the first day of class - ortizhomestudio@verizon.net. Student will provide additional paper and materials as needed from supply list, approximate cost \$35-40. Class size limited: register early!

Instructor: Fran Ortiz      Fee: \$119\*

9458    Saturday      2/7 - 3/7      9am-12:30pm      TBA  
(no class 2/14)

\*plus \$7 materials fee payable to instructor

### You're Retired . . . Now What?

It's time to rethink getting old! This is YOUR unique time to create inspired moments for yourself and those you love. Make your own discoveries and erase those moments of boredom. In this fun and informative workshop, you'll network with others and come away feeling refreshed with new ideas and goals for your retirement. In this workshop, you'll learn about the special opportunities available for seniors, what steps you can take to implement them, and how they can positively impact your life.

Instructor: Elaine Moran      Fee: \$39\*

9456    Thursday      1/29      2-4pm      LL

\*plus \$15 materials fee payable to instructor

### Ceramics Workshop (Low Fire)

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. It costs approximately \$15 and is available for purchase at the Citrus College bookstore.

Instructor: Betsy Miller      Fee: \$295

9448    Monday/Wednesday    2/23 - 5/20    12-2pm    ED 170

\*plus \$30 materials fee payable to instructor

# PERSONAL ENRICHMENT

## Hobbies & Interests

### Beginner's Guide to Getting Published

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

- become a "published" writer overnight
- submit manuscripts the correct way
- find the right publisher for your work
- write irresistible query letters
- make money as a freelance writer
- obtain FREE future Q&A opportunities

If you really want to succeed, this step-by-step workshop, taught by a successful, published author, is a must!

	Instructor:	LeeAnne Krusemark		Fee: \$45
9220	Wednesday	2/4	3-5pm	LL
			*plus \$20 materials fee payable to instructor	

### Meet The Publisher—Get Your Manuscript Critiqued

Have you ever wanted to talk to a real publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to the way they would write it? Bring your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, novel, non-fiction book, or children's book. You can then leave a COPY of your manuscript for a professional critique of your entire manuscript (for an optional materials fee of \$50 for up to 25 double-spaced pages + \$1/page thereafter) and a list of publishers and/or agents who are interested in your type of work.

	Instructor:	LeeAnne Krusemark		Fee: \$35
9221	Wednesday	2/4	5-6pm	LL
			*plus \$10 materials fee payable to instructor	

# FINANCE

## Real Estate

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

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

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

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



	Instructor:	Sandra Tupurins		Fee: \$45 (bring a spouse or guest for free)
		Licensed by the	Department of Real Estate (Lic. #01196713)	
9255	Saturday	1/24	9:30am-1pm	LL



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

# 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

9146	Tuesday	3/3 & 3/10	6:30-9pm	LL
9147	Thursday	6/4 & 6/11	6:30-9pm	LL



# YOUTH

## Teens

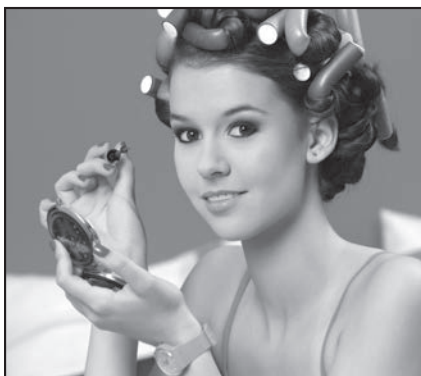
### Teen Makeup And Skin Care (Ages 13-17)

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

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

9166	Saturday	3/28	12:30-3pm	LL
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\*plus \$30 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.**

### Islands of New England

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

Departure Date: September 18, 2015

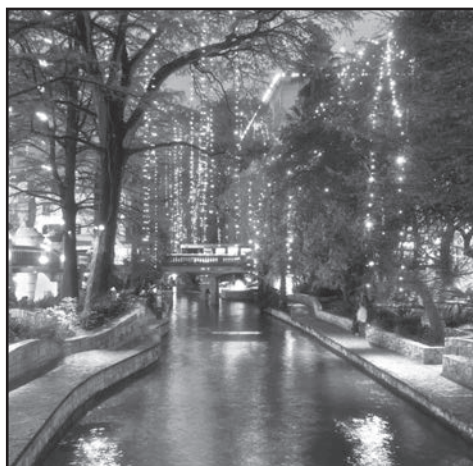
Cost: Standard price of \$2,579 double rate – Book by 3/11/15 and save \$100 per person

### San Antonio Holiday

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

Departure Date: December 4, 2015

Cost: Standard price of \$1,779 double rate - Book by 5/31/15 and save \$100 per person



## NONCREDIT

### Counseling

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

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

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



# NEW!! ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

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

**Step 1:** Applying for Noncredit Admission

**Step 2:** Registering for Noncredit Classes

### Applying for Noncredit Admission

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

### Registering for Noncredit Classes

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

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### Step 1: Applying for Noncredit Admission

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

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

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



HELP EXIT

Welcome to Citrus College Online Noncredit Application

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

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

Login ID:

PIN:

Login

First time user account creation  
Return to Homepage



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# NEW!! ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

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

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

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



HELP EXIT

### Application Checklist

A checklist is provided to help you complete the application.

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

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

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

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

Application is Complete    Finish Later

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

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

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

HELP EXIT

### Acknowledgement Page

27-APR-2014

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Greetings,

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

Your Citrus Identification Number (Student ID) is:

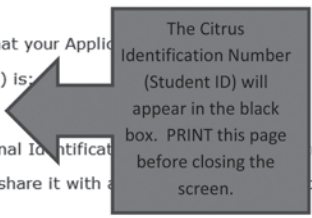
You will need your Student ID and your Personal Identification Number to access Wingspan. Your PIN is the password to change your PIN. Remember to write down the PIN and do not share it with anyone. Your Student ID number will be needed for all personal information.

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

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

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

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



# NEW!! ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

### Step 2: Registering for Noncredit Classes

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

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

HELP | EXIT  
Please follow the instructions below.

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

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

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

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

User ID:

PIN:

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

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

Register or Add/Drop Classes

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

Click on the link to *Registration*.

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

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

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

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

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

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

Your registration is now complete.

# NEW!! ONLINE REGISTRATION

## *Noncredit Admission and Class Registration*

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

Once you have applied and registered for classes,

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

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

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

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

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

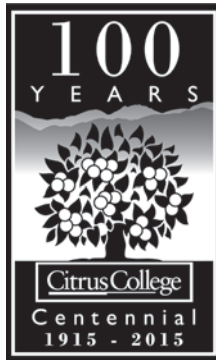
**Registration for the Winter 2015 session (noncredit classes only) begins November 26, 2014.**

**Registration for the Spring 2015 semester (noncredit classes only) begins on January 7, 2015.**

## *Citrus College: Then and Now*



In 1949, construction of the Administration Building was interrupted by a snowfall.



In June 2014, the newly renovated Administration Building opened. All of the administrative offices of the college: the Superintendent/President's Office, Administrative Services and Finance, Human Resources, External and Government Relations, and the Citrus College Foundation, are located there.

# 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 I

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

Instructor: Staff

25502 Monday-Thursday 1/5 - 2/11 9am-12:05pm LL 102

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### 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.

Instructor: Staff

25503 Monday-Thursday 1/5 - 2/11 9am-12:05pm LL 101  
25506 Monday-Thursday 1/5 - 2/11 5:30-8:35pm LL 101

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

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

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

Instructor: Staff

25504 Monday-Thursday 1/5 - 2/11 9am-12:05pm LL 103

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### 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.

Instructor: Staff

25505 Monday-Thursday 1/5 - 2/11 9am-12:05pm LL 114  
25507 Monday-Thursday 1/5 - 2/11 5:30-8:35pm LL 102

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### NC 305 – ESL Multiskills– Beginning I

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.

Instructor: Staff

32445 Monday-Thursday 2/18 - 6/4 9am-12:10pm LL 102  
32446 Monday-Thursday 2/18 - 6/4 5:30-8:40pm LL 101

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### NC 306 – ESL Multiskills– Beginning 2

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

Instructor: Staff

32447 Monday-Thursday 2/18 - 6/4 9am-12:10pm LL 101  
32448 Monday-Thursday 2/18 - 6/4 5:30-8:40pm LL 102

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# NONCREDIT

## English as a Second Language

### 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.

Instructor: Staff

32449 Monday-Thursday 2/18 - 6/4 9am-12:10pm LL 114

32450 Monday-Thursday 2/18 - 6/4 5:30-8:40pm LL 103

### NC 308 – ESL Multiskills– Intermediate 2

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

Instructor: Staff

32451 Monday-Thursday 2/18 - 6/4 9am-12:10pm LL 103

32452 Monday-Thursday 2/18 - 6/4 5:30-8:40pm LL 114

### 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.

Instructor: Staff

32453 Monday-Thursday 2/18 - 6/4 9am-12:10pm LL 113

32454 Monday-Thursday 2/18 - 6/4 5:30-8:40pm LL 113

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

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

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

Instructor: Staff

32455 Monday-Thursday 2/18 - 4/7 12:30-2:35pm LL 103

# NONCREDIT

## Career

### NC 638 - Electricity for Heating and Air Conditioning

*Strongly recommended: NC 632 or industry experience.*

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

Instructor: Fallat, P.

25500 TWR 1/6 - 2/12 6-8:50pm TE 102

Student will be required to purchase a textbook.



## NC 632 - Air Conditioning I

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

Instructor: Fallat, P.

32421 Tuesday 2/24 - 6/9 6-9:20pm TE 102

Student will be required to purchase a textbook.



## NC 640 - HVC 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 2/18 - 6/10 6-9:10pm TE 102

Student will be required to purchase a textbook.

## NC 642 - Trouble Shooting for Heating and Air Conditioning

*Strongly recommended: NC 632 or industry experience.*

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: Fallat, P.

32423 Thursday 2/19 - 6/11 6-9:10pm TE 102

Student 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.

32444 Thursday 2/19 - 6/11 4:45-10:10pm LL

Student will be required to purchase a textbook.

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.

# Disclosures & Disclaimers/ Divulgaciones y Denegaciones

## Schedule Changes

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

## Cambios en el Horario de Clase

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

## Open Enrollment Policy

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

## Inscripción Abierta

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

## Nondiscrimination Policy

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

## Leyley de No-Discriminación

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

## Student Grievances

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

## Quejas de los Estudiantes

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

## Drug Free Environment and Drug Prevention Program

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

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

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

District attendance or activity.

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

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

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

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

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

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

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

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

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

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

## Sexual Harassment and Sexual Violence Information

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

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

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

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

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

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

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

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

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

sexual assault on campus you may also:

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

## Hostigamiento Sexual e Información sobre Violencia Sexual

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

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

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

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

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

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

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

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

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

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

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

## Rights & Privacy Policy

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

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

## Reglas de Derechos & Privacidad

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

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

## Student Right-to-Know

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

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

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

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

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

## Derecho de los Estudiantes a la Información

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

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

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

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

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



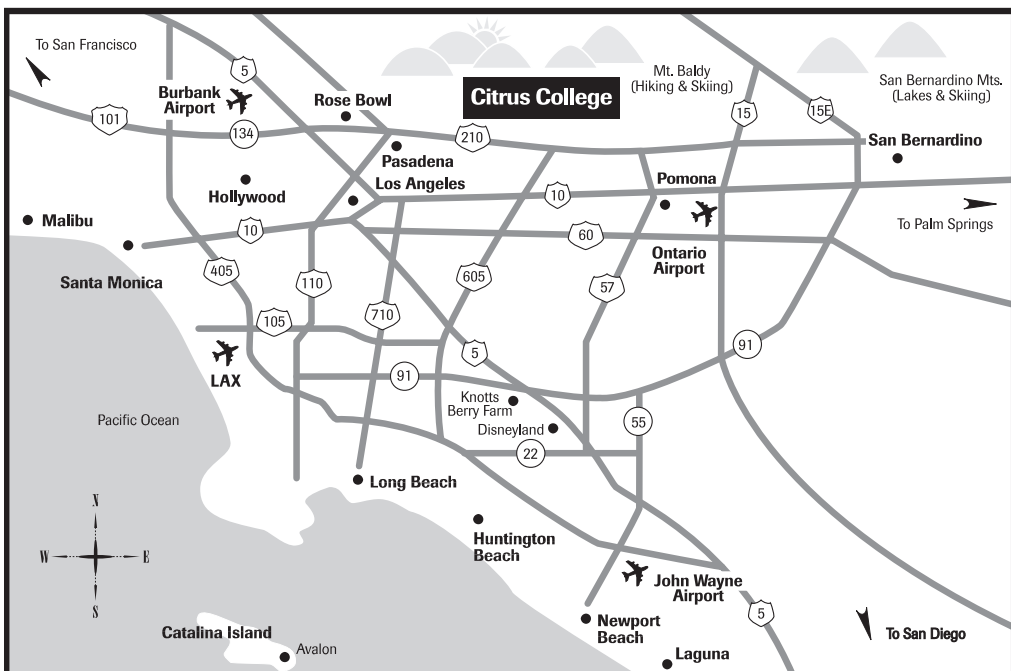
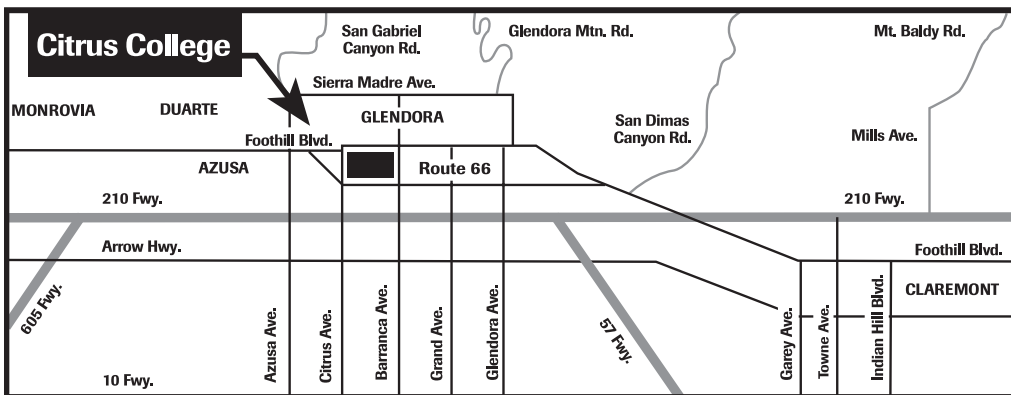
# Parking Regulations/Maps

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

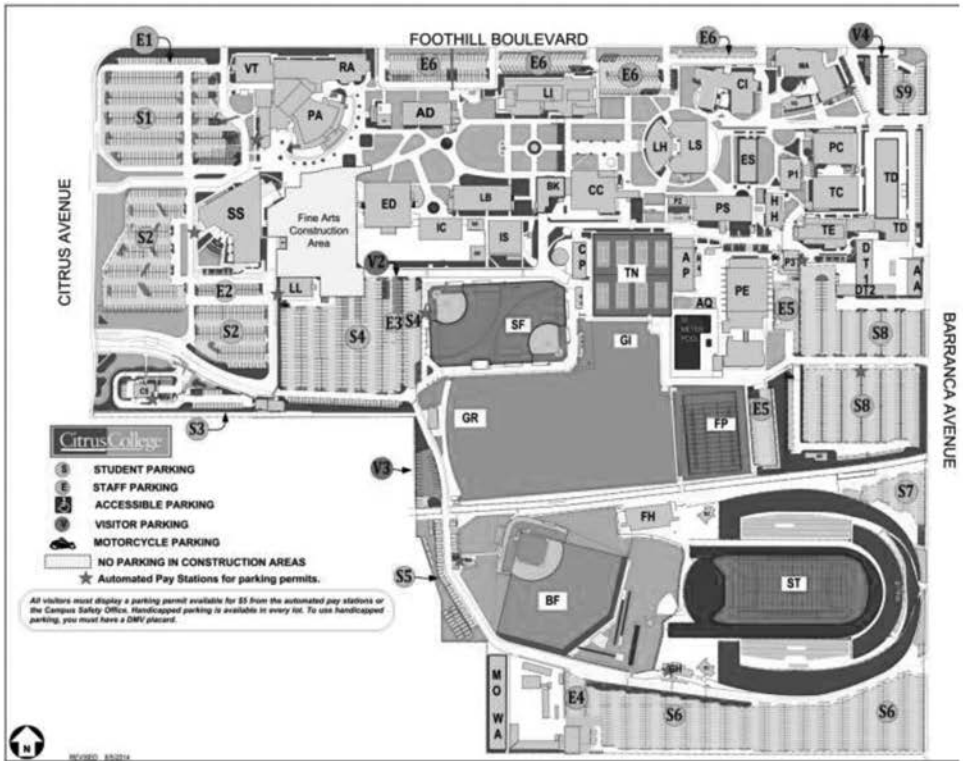
Citrus College offers a new easy, convenient online method for purchasing parking permits.



- Winter session parking permits are \$26.
- Spring semester parking permits are \$51.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for summer.
- You can print a temporary permit for immediate use until you receive your permit in the mail.
- A daily permit for \$5 is available for purchase at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from one of the automated pay stations (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester permits are not available in the Continuing Education Office.



# Citrus College Campus Directory



## Buildings

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

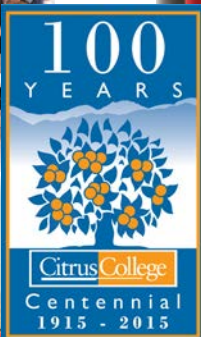
## Services

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

Revised 9/19/2014

# Citrus College Celebrates Its Centennial!

Alumni and members of the community joined Citrus College students, faculty and staff to celebrate the 100 years of excellence.



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Citrus College

1000 West Foothill Boulevard  
Glendora, CA 91741-1885

(626) 852-8022

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



**Classes include:**  
English as a Second  
Language (ESL)

Computer Technician

Registered Dental

Assisting Exam Review

Medical Billing

Fitness and Exercise

...and More

TIME DATED MATERIAL

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



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