

**COMMUNITY AND  
NONCREDIT EDUCATION**

**BE BOLD**

**ENROLL TODAY!**

# Citrus College Continuing Education

## Winter & Spring 2017

### Welcome to Continuing Education

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

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(fee-based)

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**Become a fan  
Citrus College Continuing Education**

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



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*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 - 12:00pm

\*hours subject to change

Dr. Jim Lancaster.....Dean

Debbie Vanschoelandt..... Supervisor

Julie Tunno .....Administrative Secretary

Linda Reed .....Clerk

Darlene Herrera ..... Clerk

## Citrus College Mission Statement

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

## La Misión de Citrus College

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

## Citrus Community College District Board of Trustees

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

President

Claremont and portions of Pomona  
and La Verne Representative

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Member

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Duarte Representative

### **Ms. Jennifer Chavez Ramos**

Student Representative

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

Superintendent/President

## Create A Class

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

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

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

Fax your ideas to us at 626-852-8028.

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





# Online Registration for Community Education

(Fee-Based Classes)

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

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

## Online Instructions (Recommended browser: Firefox)

### Step 1: Sign In

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

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

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

### Step 2: Select Courses

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

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

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

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

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

### Step 3: Checkout

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

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

# Fee-Based Classes

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

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

## Registering

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

## Who Teaches The Classes?

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

## Who Can Enroll?

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

## When Are Classes/Courses Offered?

Winter/Spring Session begins January 3, 2017. However, class start and end dates vary throughout the session. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

*Winter/Spring Holidays-Classes will not meet on the following dates January 14-16, February 17-20, April 17-22, May 27-29.*

## Where Do Classes/Courses Meet?

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

## Want To Know More?

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

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

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

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

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

# Noncredit Courses

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

## Registering

You must pre-register for noncredit courses. Pre-registering secures your space in a class you want to take. (Some classes have limited enrollment.) It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. **Classes may be canceled up to three days before the class start date if the minimum enrollment is not met.** You can register any time after you receive this schedule. You don't need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office. Application and registration information can be found on pages 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 log on to <https://citruscollege.augusoft.net>. Place one or more classes in your shopping cart and check out. For detailed online instructions see page 3.



### 2 By Mail

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



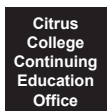
### 3 By Phone

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



### 4 By Fax

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



### 5 In Person

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

## Don't Miss Out

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

## Getting a Refund

### Full Refund

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

### Partial Refund

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

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

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

## Want to Know More?

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



# Registration Form for Adults

## Community Education/Fee-Based Classes Only

(please print)

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

Please List Each Class You Wish To Enroll In

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

### OFFICE USE ONLY

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

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

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

Authorized Signature \_\_\_\_\_  
 Name of Card Holder \_\_\_\_\_

## 5 Easy Ways to Register

### 1. ONLINE

Have the class information and your credit card ready, and log on to [citruscollege.edu/ce](http://citruscollege.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 \_\_\_\_\_

# Registration Form for Youth

## Community Education/Fee-Based Youth Classes Only

(please print)

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

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

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

Visa ( ) MasterCard ( ) Discover ( )

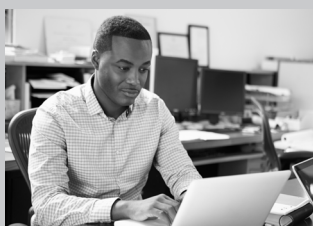
Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CCV \_\_\_\_\_

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

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

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

# Citrus College



24 HOUR ACCESS

DISCUSSION AREAS

6 WEEK FORMAT

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New courses sessions begin monthly.

Visit our website to view start dates for courses the interest you.

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

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

## INSTRUCTOR LED ONLINE COURSES

### Introduction to Google Analytics

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

### Performing Payroll in QuickBooks

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

### Accounting Fundamentals

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

### Beginning Writer's Workshop

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

### Computer Skills for the Workplace

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

### A to Z Grant Writing

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

### Grammar Refresher

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

### Creating Web Pages

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

### Introduction to SQL

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

### Introduction to Final Cut Pro X

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

### Introduction to Microsoft Excel

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

### Intermediate Microsoft Excel

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

### Introduction to CSS3 and HTML5

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

### Leadership

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

### Writing Essentials

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

### Effective Business Writing

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

### Fundamentals of Supervision and Management

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

**Enroll Now!**

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

**626-852-8022**

Over 300 online courses available





# CAREER

## Be Your Own Boss

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

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

- legally form your business
- accept customer's credit cards to maximize sales
- maintain bookkeeping and tax records
- acquire a sales tax permit and business license
- find FREE resources that can boost your business

This class is designed to give you the tools to find and develop a home-based business. You'll come away from this class with the know-how to launch a successful home business.

Instructor: Nancy Miller      Fee: \$45\*

**9545** Monday 3/13 6:30pm-9:30pm LL  
*\*plus \$30 materials fee payable to instructor for Mechanics of Starting a Home-Based Business 2<sup>nd</sup> Edition (978-1-891440-64-9).*

### eBAY 1 – Basics of Selling

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling tips, tricks and traps to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase after class.

Instructor: Kevin Boyd      Fee: \$59  
*eBay Education Specialist*

**9550** Monday 1/23 6:00pm-9:00pm LL

### eBAY 2 – Advanced Selling Strategies

Learn the "Insider Tips and Strategies" that will draw the most bids, maximize sales and beat your competition. Covers how to find a profitable niche, what to sell, what to avoid and how to use Drop Shippers to minimize inventory costs. Includes eBay research, marketing and photography tips, eBay stores, how to sell antiques and collectibles and large items you don't want to ship.

Instructor: Kevin Boyd      Fee: \$59  
*eBay Education Specialist*

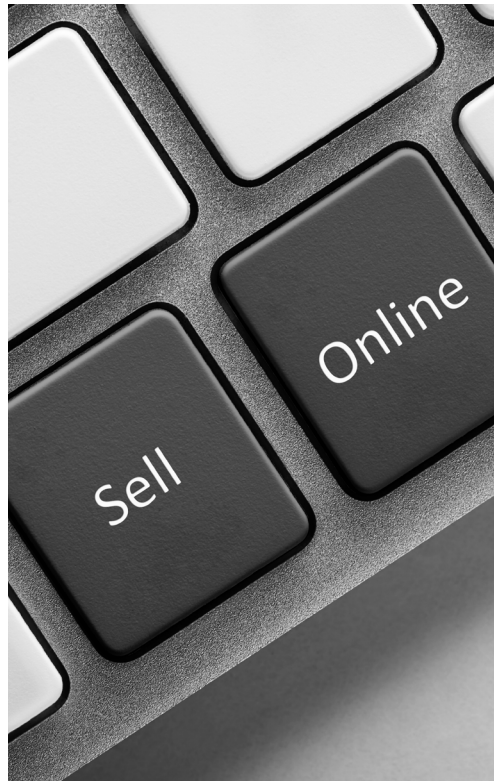
**9551** Tuesday 1/24 6:00pm-9:00pm LL

### eBAY – Selling Strategies

Take both eBay classes at a discount. Series includes eBay 1 – Basics of Selling (9550) and eBay 2 – Advanced Selling Strategies (9551).

Instructor: Kevin Boyd      Fee: \$99  
*eBay Education Specialist*

**9564** Monday/Tuesday 1/23 & 1/24  
6:00pm-9:00pm LL



# 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



**7000** Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

## WANT A JOB THAT'S **IN DEMAND?**

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

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

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

877-225-7151

collegeinfo@careerstep.com  
www.athometraining.com/citrus

**BONUS**  
Payment Plans  
Available!



Additional online Be Your Own Boss classes – Entrepreneur Boot Camp, Entrepreneurial Marketing, Funding Your Business ... and more. Go to <https://citruscollege.augusoft.net/> Browse All Classes, under the ON THE NET tab.

# CAREER

## Be Your Own Boss

### Online Certificate Program in Medical Billing

This online certificate program is a comprehensive study of medical insurance billing, introduction to CPT1, ICD2 & HCPCS3 coding, and collection strategies. This online class covers procedures and paperwork involving various insurance providers including Medicare, Medi-Cal, TRICARE, CHAMPVA, California Workers' Compensation System and managed care plans for inpatient and outpatient claims. Privacy rules and regulations involving patient confidential information governed by HIPAA are covered as well. You will learn how to set-up a mock medical practice using web-based software to enter new practice information, new patient demographic and insurance information, patient billing, electronic and paper claims processing.

**Online Format:** Students will log on to their computer for a 'live' class with the instructor on nights indicated from 6:30pm-8:45pm. The online orientation for this course will be **Saturday, February 11, 2017, from 10:00am-11:00am**. You will receive instructions on how to purchase course materials (via Paypal) at the orientation.

Instructor: KGP Consulting, LLC

Fee: \$150\*

**9434** Tuesdays & Thursdays 2/16-5/18 6:30pm-8:45pm

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



### Individual Courses

**Online Format:** Students will log on to their computer for a 'live' class with the instructor on nights indicated from 6:30pm-8:45pm. The online orientation for this course will be **Saturday, February 11, 2017, from 10:00am-11:00am**. You will receive instructions on how to purchase course materials (via Paypal) at the orientation.

### Start Your Own Medical Billing Service

Start Your Own Medical Billing Service

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

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



Instructor: KGP Consulting, LLC Fee: \$25\*

**9114** Wednesday 3/22 6:30pm-8:45pm

*\*plus \$29 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** Wednesday 2/15 & 2/22 6:30pm-8:45pm

*\*plus \$79 materials fee payable to instructor, via Paypal*





# CAREER

## Be Your Own Boss

### Basic Level Bartending

The Basics of Bartending will teach you how to make 65 industry-standard cocktails, whether for a party or to gain employment in the food and restaurant business. You will also learn how to make original cocktails, how to arrange the bar, how to pour proper portions, which glassware to use, how to prepare garnishes, how to make martinis, and a host of other recipes. This course is divided into 6 lessons that you can finish at your own pace. *Those who score 75% or above on the test will receive a Certificate of Mixology.*

Instructor: Kellie Nicholson    Fee: \$49\*  
*Bar and Beverage Specialist*



9521

*\*plus \$11 or \$50 optional materials fee payable to instructor fee payable to instructor*

### The Basics of Wine Service

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

Instructor: Kellie Nicholson    Fee: \$49  
*Bar and Beverage Specialist*



9519

### Master Level Bar Management

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

Instructor: Kellie Nicholson    Fee: \$219\*  
*Bar and Beverage Specialist*



9529

*\*plus \$70 materials fee*

### How to Start a Mobile Bar Service

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

Instructor: Kellie Nicholson    Fee: \$49  
*Bar and Beverage Specialist*

9520



Additional online New Career classes - Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more. Go to <https://citruscollege.augusoft.net/>. Browse All Classes, under the ON THE NET tab.

# CAREER

## Be Your Own Boss

### 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.

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

**9309**

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



### Medical Administrative Assistant

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

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

**9338**

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



### Pharmacy Technician

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

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

**9337**

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



### Medical Billing

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

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

**9414**

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



### Computer Technician

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

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

**9415**

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



### Executive Assistant

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

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

**9416**

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



# CAREER

## New Career

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

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



9509 Instructor: Career Step

Fee: \$2,995\*

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

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# CAREER

## Professional Development

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

Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. This six-hour state-approved seminar gives you the knowledge to pass the exam and practice as an effective notary. Participants receive 2 practice tests and they take the official notary exam directly following the seminar.

You will need to bring the following:

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

Live Scan fingerprints are required after you pass the exam. A serious conviction may disqualify applicant. Must be 18+ years of age.

Cooperative Personnel Services will register you for the notary public exam from 4:15pm-5:00pm. The exam will be from 5:00pm-6:00pm. **Please Note:** Arrive early. Due to state regulations, no one will be admitted to the classroom after 8:30am. You must be on time when returning from breaks.

Instructor: Notary Public Seminars, Inc.

Fee: \$105\*

9102

Saturday

4/1

8:00am-6:00pm

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

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### Renew Your Notary Commission

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

Instructor: Notary Public Seminars, Inc.

Fee: \$55\*

9103

Saturday

4/1

12:45pm-6:00pm

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

# 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: 3/6 End Date: 3/31

Last day to register: 3/10



### 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: 2/6 End Date: 3/3

Last day to register: 2/10



### Using Personality Profiles for Better Work Performance

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

Instructor: Sally Klaus, UGotClass Fee: \$295

**7058** Start Date: 4/3 End Date: 4/28

Last day to register: 4/7



### 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: 2/6 End Date: 3/3

Last day to register: 2/10



Additional online New Career classes - Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more. Go to <https://citruscollege.augusoft.net/>. Browse All Classes, under the ON THE NET tab.

# CAREER

## Professional Development for Teachers

### Students With ASD (Autism Spectrum Disorder)

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

Instructor: Julie Coates, UGotClass      Fee: \$145

**7043** Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10



### Generational Learning Styles For K-12 Teachers

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

Instructor: Kassia Dellabough, UGotClass      Fee: \$145

**7031** Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7



### Gender In The Classroom

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else.

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

**7030** Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10



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

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

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

**7032** Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10





# 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 <https://citruscollege.augusoft.net/>

### Mobile Marketing Certificate

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

#### Introduction to Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$195

7179 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### Creating Cell Phone Apps For Your Business

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

7131 Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10

#### Advanced Mobile Marketing

Instructor: Simon Salt, UGotClass Fee: \$245

7103 Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7

### Managing Social Media Platforms Certificate

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

#### Twitter

Instructor: Katie Morin, UGotClass Fee: \$195

7153 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### Facebook for Business

Instructor: Nicole Siscaretti, UGotClass Fee: \$245

7153 Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10

#### LinkedIn for Business

Instructor: Jennifer Selke, UGotClass Fee: \$195

7190 Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7

### Social Media For Business Certificate

7220 Certificate (completion of all classes below)  
Fee: \$495

#### Introduction to Social Media

Instructor: Nicole Siscaretti, UGotClass Fee: \$195

7181 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### Marketing Using Social Media

Instructor: Kathryn Will, UGotClass Fee: \$195

7197 Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10

#### Integrating Social Media in Your Organization

Instructor: Jennifer Selke, UGotClass Fee: \$195

7171 Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7

### Video Marketing Certificate

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



#### Video Marketing

Instructor: Rob Lee, UGotClass Fee: \$245

7234 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### YouTube For Business

Instructor: Rob Lee, UGotClass Fee: \$245

7238 Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10

### Certificate in Presentation Media

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



#### Prezi

Instructor: Kimba Green, UGotClass Fee: \$195

7212 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### Photoshop for Presentations

Instructor: Dan Hood, UGotClass Fee: \$195

7209 Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10

#### Graphic design for Visual Presentations

Instructors: Rob Lee, UGotClass Fee: \$195

7132 Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7

# CAREER

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

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

### Certificate in Data Analysis

7118 Certificate (completion of all classes below)

Fee: \$495



#### Introduction to Data Analysis

Instructor: John Rutledge, UGotClass Fee: \$195

7176 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### Intermediate Data Analysis

Instructor: Mary Dereshiwsy, UGotClass Fee: \$195

7172 Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10

#### Advanced Data Analysis

Instructor: Jeff Kritzer, UGotClass Fee: \$195

7101 Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7

### Certificate in Online Teaching

7113 Online Teaching Certificate (completion of all classes below)

Fee: \$495



#### Advanced Teaching Online

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

7106 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### Designing Online Instruction

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

7157 Start Date: TBA End Date: TBA  
Last day to register: TBA

#### Fostering Online Discussion

Instructor: Mary Dereshiwsy, UGotClass Fee: \$195

7157 Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7

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



7122 Certificate (completion of all classes below)

Fee: \$395

#### Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7184 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### Developing Your Leadership Skills

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

7140 Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10

#### Developing Your Professional Career

Instructor: Tawanda McLaurin, UGotClass  
Fee: \$145

7141 Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7

### Executive Leadership Certificate

7150 Certificate (completion of all classes below)

Fee: \$695



#### Leadership Principles

Instructor: Constance Yates, UGotClass Fee: \$145

7184 Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10

#### Executive Leadership in the 21st Century

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

7157 Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10

#### How To Avoid Fatal Leadership Errors

Instructor: Henry Findlay, UGotClass Fee: \$295

7154 Start Date: 4/3 End Date: 4/28  
Last day to register: 4/7

# 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 – a total body workout-cardiovascular circuit, 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.

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

### January 3-February 9

9324 Fee: \$29\*

9325 Fee: \$24\* Forever Young

*\*Register for the winter session by December 19, 2016, to receive a \$5 discount.*

### February 21-April 13

9280 Fee: \$35\*

9281 Fee: \$29\* Forever Young

*\*Register for the first 8 weeks of spring by February 6, 2017, to receive a \$5 discount.*

### April 24-June 15

9231 Fee: \$35\*

9232 Fee: \$29\* Forever Young

*\*Register for the second 8 weeks of spring by April 10, 2017, to receive a \$5 discount*

### Cardio-Sculpt

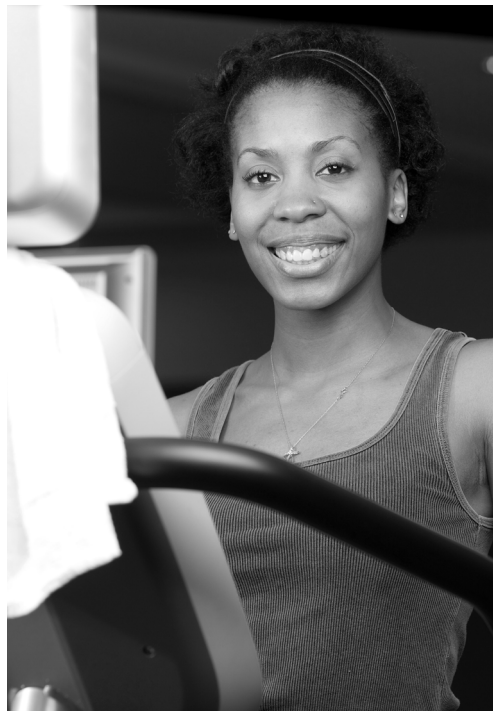
A fun, low impact cardio workout followed by a strengthening routine using hand weights and floor exercises. Designed to improve cardiovascular strength, endurance, balance and overall fitness. Suitable for all levels.

Instructor: Bonnie Murphy

9327 Monday 1/9-2/6 5:00pm-5:50pm  
AP 110 Fee: \$19\*

9233 Monday 2/27-4/10 5:00pm-5:50pm  
AP 110 Fee: \$31\*

9284 Monday 4/24-6/12 5:00pm-5:50pm  
AP 110 Fee: \$31\*



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

# PERSONAL ENRICHMENT

## Fitness

### Pilates For Life

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

Instructor: Irene George

**9326** Tuesday 1/3-2/7 5:30pm-6:20pm  
AP 110 Fee: \$27\*

**9282** Tuesday 4/25-6/13 5:30pm-6:20pm  
AP 110 Fee: \$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 1/4-2/8 5:00pm-5:50pm  
AP 110 Fee: \$27\*

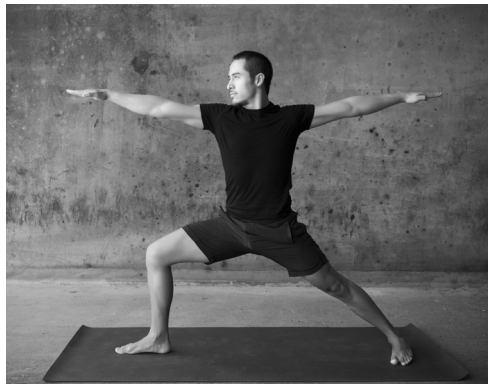
**9238** Wednesday 2/22-4/12 5:00pm-5:50pm  
AP 110 Fee: \$35\*

**9286** Wednesday 4/26-6/14 5:00pm-5:50pm  
AP 110 Fee: \$35\*

**9334** Saturday 1/7-2/1 9:00am-9:50am  
AP 110 Fee: \$27\*

**9285** Saturday 2/25-4/15 9:00am-9:50am  
AP 110 Fee: \$35\*

**9287** Saturday 4/29-6/17 9:00am-9:50am  
AP 110 Fee: \$31\*



### Yoga For Wellness

A hatha yoga based exercise practice for all levels of ability focusing on enhanced health. This class will help you to bring balance through physical strength and flexibility, mental calmness and clarity. It is great for those new to yoga or those looking to ease into a practice with a little challenge along the way. Please bring a yoga mat, block and strap; wear comfortable exercise clothing.

Instructor: Lynda Razo

**9328** Thursday 1/5-2/9 5:30pm-6:20pm  
AP110 Fee: \$27\*

**9235** Thursday 2/23-4/13 5:30pm-6:20pm  
AP110 Fee: \$35\*

**9283** Thursday 4/27-6/15 5:30pm-6:20pm  
AP110 Fee: \$35\*



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

# PERSONAL ENRICHMENT

## Health and Self

### Eliminate Clutter from Your Home and Office

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

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

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

Instructor: Nancy Miller

Fee: \$45\*

**9261** Monday 3/6 6:30pm-9:30pm LL  
*\*\$30 fee is payable in the class for Clutterology®, #978-1-891440-50-2*

### Stop the Chatter in Your Mind

Over the years, we have all attracted problems, conflicts, and distractions by watching TV, updating our Facebook and Twitter pages, checking email, and sending texts. We have lost touch with our inner selves with useless, irrelevant information. One way to find our true spirit again is “to stand porter at the door of thought.” Observe what and how we think and make a conscious choice to clean up the mental clutter by retraining our thoughts to “quiet our mind. Learn simple tools to:

- Understand how, why, and what you think.
- See, let go, and change the way you think.
- Respond, not react.
- Breathe and meditate to quiet your mind, focus, and be still.
- Keep your new peaceful thought system!

Instructor: Margaret Pappas, MLS

Fee: \$49\*

**9536** Saturday 2/4 9:00am-1:00pm LL  
*\*plus \$10 materials fee payable to instructor*

### A 30-Second Tool To De-Stress . . . Use Your Heart!

Research shows that 90% of all health problems are stress-related, including heart disease, high blood pressure, stroke, depression, and sleep disorders. The source of stress is often misunderstood. It is our negative reaction to stress that impacts our physical, mental, and emotional health. So, what can we do to handle stressful events and situations? Use your heart! . . . a 30-second tool to manage stress in a healthy way. Three decades of scientific research has proven that this exercise reduces stress and the physiological effects to your body by at least 25%. At this workshop you will:

- Assess your stress level with a simple stress test.
- Learn how to breathe through your heart.
- Experience what your heart intuitively knows (and it knows before your brain does.)
- Troubleshoot your personal challenges using the heart tool.
- Discover the power of care, compassion, appreciation, and forgiveness.

Reduce your stress, increase your energy level, and improve your overall sense of well-being.

Instructor: Margaret Pappas, MLS

Fee: \$49\*

**9537** Saturday 2/11 9:00am-1:00pm  
*\*plus \$10 materials fee payable to instructor*





# PERSONAL ENRICHMENT

## Health and Self

### 3 Easy Steps To Be Able To Communicate With Anyone

All relationships require communication. Communication can be especially challenging when a problem exists. Good communication skills do not always solve problems or resolve issues, but seldom can we solve problems or issues without them! Using a simplified version of Harville Hendrix's *Dialogue* solves the "I do not know what to say or how to say it" challenge. The Dialogue is a 3-step, practical communication tool that teaches us to listen and to respond without judgment, whether or not we are in agreement with the other person. Take this workshop if you:

- Have a difficult time communicating, listening or feeling heard
- Feel frustrated with yourself when reacting rather than responding appropriately
- Want to build and rebuild your relationships

Achieve a real and safe connection in your relationships by following the three easy steps in dialoguing. *We encourage you to register with someone you can practice with during and after the workshop.*

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

**9538** Saturday 2/25 9:00am – 1:00pm  
*\*plus \$10 materials fee payable to instructor*

### Makeup 101

Makeup 101 is for people who want to learn the basic steps to be your own makeup artist. This class will educate you in: application, color correcting, color theory, foundation selection, blending techniques, shading, and contouring. Students will have 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 to how full eye lashes. The class will cover day and evening looks, plus natural, bold, and trendy runway looks.

Instructor: Michelle Jackson      Fee: \$55\*  
*One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine*

**9348** Saturday 6/3 10:00am-12:30pm LL  
*\*plus \$35 materials fee payable to instructor*

### Makeup And Skincare Workshop: Back To Basics (Ages 13 & up)

This class is perfect for those wearing makeup for the first time or those needing a refresher. Learn what products to use for skin care, acne, redness, wrinkles, and all skin types. Learn basic makeup application including foundation, blush, eyeshadow, mascara, and lip color. This class is perfect for teens, those returning to the workplace, or those just needing a refresher.

Instructor: Michelle Jackson      Fee: \$55\*  
*One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.*

**9541** Saturday 6/3 1:30pm-4:00pm LL  
*\*plus \$35 materials fee payable to instructor*



# PERSONAL ENRICHMENT

## Computers & Technology

### How To Be Self-Published For Free

Want to be published and e-Published NOW? Do you dream of seeing your book featured on Amazon.com? Do you have useful knowledge or skills that you think others could use? Publishing is easier than you think. If you want to be published, but don't know where to start, this class will give you the know-how to fulfill your dream of creating your own books, and e-books. In this class, you'll learn how to:

- Use quick and easy methods to get your work published
- Convert your book to Kindle for FREE
- Upload your finished books and e-books to Amazon and other major chains
- Offer it as a pay-per-download product from your Web site
- Use copyrights to protect your work

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

Instructor: Mike Rounds

Fee: \$45\*

**9546** Monday 3/13 6:30pm-9:30pm LL  
*\*plus \$30 materials fee for Self Publishing for the Clueless® (978-1-891440-36-6) and E-Publishing for the Clueless® (978-1-891440-83-0).*

### How To Create A Website In 24 Hours 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** Monday 3/6 6:30pm-9:30pm LL  
*\*\$30 materials fee payable to the instructor for book, Fishin' With A Net (978-1-891440-55-7).*

## ATTENTION BUSINESS MANAGERS



### Customized Training Available

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

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

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

# PERSONAL ENRICHMENT

## Computers & Technology

### 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: Dan Hood, UGotClass      Fee: \$195

**7209** Start Date: 3/6 End Date: 3/31  
Last day to register: 3/10



### 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: Katie Morin, UGotClass      Fee: \$195

**7229** Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10



### 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

**7212** Start Date: 2/6 End Date: 3/3  
Last day to register: 2/10



### Blogging For Fun and Profit

You will learn what a blog is, where blogs are found, and how to create a blog for free. Join us and find out how to share information, pictures, and videos with your family, friends, organizations, and customers. You can even use your blog to share your ideas with the world, and make money doing it! Learn about affiliate programs and other ways to make money with blogging, and using your blog with social media sites. Topics include: setting up and hosting your blog, using photos, video, and audio, blogging for business, selling ads on your blog, marketing your blog, building blog communities, and using a blog as your web site.

Instructor: Robert Cohen      Fee: \$45\*

**9533** Saturday 4/1 1:00pm-4:00pm LL  
*\*plus a \$30 materials fee payable to instructor*

### Marketing With Facebook and Social Media

Learn effective social media marketing that gets results. Go beyond just being a user on Facebook and social media sites and learn how to get leads, find prospective clients, and pull people in-the-door using proven social media marketing methods and tools. You'll learn how to: create a Facebook page for your business, create content that attracts fans and followers, and connect your Web site to Facebook. Find out how other businesses are using coupons, promotions, and contests to attract and build a fan base and local listings and "check-ins." Get valuable information on marketing with other sites like Yelp, Foursquare, and how to save hours of marketing time. Put together a marketing calendar and plan to take your social media activity to a new level for your business

Instructor: Robert Cohen      Fee: \$45\*

**9532** Saturday 4/1 9:00am-12:00pm LL  
*\*plus a \$30 materials fee payable to instructor*



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

### Beginner's Guide To Digital Photography

New to digital photography? Want to use your camera on something other than AUTO? In this class, you'll learn how to get accurate focus, set white balance, adjust exposure, control sharpness, select ISO, and more! Your questions will be answered about megapixels, camera menus, memory cards, jpeg, and raw files. All so you can make better photographs of your favorite subjects. One Saturday morning field session included. Bring a digital camera (with adjustable shutter and aperture) and camera instruction booklet to class.

Instructor: Craig Fucile Fee \$99\*

**9535** Wednesday 1/11, 1/18, 1/25, 2/1, 2/8  
7:00pm-9:30pm LL

Saturday 1/28 2:00pm-4:00pm  
*\*plus a \$10 materials fee payable to instructor*

### NEW! Beyond Beginning Digital Photography

Take your photography to the next level in this learn-by-doing class. You'll learn about making photographs with improved color and detail, metering modes, custom white balance, close-up and low light photography, camera menu settings, using built-in camera flash, and digital media. Practice new skills and get feedback from your instructor. One Saturday morning field session included. Bring your camera (with adjustable aperture and shutter), owner's manual and 6 photographs to class.

Instructor: Craig Fucile Fee: \$99\*

**9563** Thursday 3/2, 3/9, 3/16, 3/23, 3/30  
7:00pm-9:30pm LL

Saturday 3/25 9:30am-11:30am  
*\*plus a \$10 materials fee payable to instructor*



### NEW! Become A Certified Therapy Dog Handler

This 4-hour class is for anyone who wants to learn the most expedient and least-cost way to become registered with well-respected and recognized local, regional and national dog therapy agencies. The class will also prepare you for taking the live (with your dog) and written certification tests. Anyone who has felt a connection with a pet and experienced the joy of unconditional love and acceptance, knows the value of a pet's companionship. These qualities make animals, particularly dogs, ideal therapeutic visitors that bring smiles to patients in hospitals, calm travelers at airports, ease children's anxiety during court testimony, help children learn to read, provide comfort to victims of natural and man-made disasters, and other newer, emerging applications. Course includes an in-depth explanation of the entire registration process and strategies to help you choose a facility that matches your service interests. We combine lecture, demonstrations and videos of therapy dog evaluations used by different registering agencies, as well as helping you prepare for the handler's written portion of the certification process. **Please note:** Please do not bring your dog to class.

Instructor: Richard Katz Fee \$65

**9562** Saturday 4/29 9:00am-1:00pm LL



# PERSONAL ENRICHMENT

## Hobbies & Interests

### Introduction To Ikebana

Tranquility, balance, and elegance are words associated with Ikebana. This is a beginning class in which students will practice the basic style from Ohara school of Japanese flower arrangement. The history and tradition of Ikebana will also be introduced. Please bring a 9" - 10" wide shallow container, a pair of cutters, and a frog needle holder. Instructor will have these items for sale in class for an optional fee.

Instructor: Wendy Lai Fee \$89\*

**9531** Friday 2/3-3/31  
10:00am-11:00am LL

*\*plus \$40 materials fee payable to instructor on first day of class.*

### Ceramics Workshop

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

Instructor: Betsy Miller Fee: \$155\*

**9448** Monday/Wednesday 2/27-4/5  
11:00am-1:00pm VA 101

**9530** Monday/Wednesday 4/10-5/24  
11:00am-1:00pm VA 101

*\*plus \$30 materials fee payable to the instructor*



### Watercolor Workshop – Beginner Level

A one-day workshop designed to jump right into painting with hands-on practice of techniques used by professional watercolor artists. Any prior drawing or painting experience is always helpful. Includes instruction on the basic washes, color mixing, hard and soft edges with introduction to principles of design using a simplified subject such as florals or landscape, to be painted in a loose impressionistic style. Participants will take home their own art creation ready to be matted and framed for personal enjoyment. Please bring notepaper for taking notes, a snack, and something to drink. All art supplies will be provided for a \$10.00 materials fee payable to instructor.

Instructor: Fran Ortiz Fee: \$45\*

**9547** Saturday 4/29 9:00am-12:30pm LL  
*\*plus \$10 materials fee payable to instructor*



# FINANCE

## Retirement

### Women and Investing

Did you know that more than 80% of women will be solely responsible for their finances at some point in their lives? We will explore strategies to increase your financial awareness and empower you with practical and actionable solutions for your retirement future, such as:

- Maintaining your desired lifestyle in retirement
- Caring for aging parents without sacrificing your retirement
- Taking control of your finances during transitions, such as divorce or death of a spouse/partner
- Planning for future generations

Instructor: Barbara Stowell Fee: \$49

**9561** Saturday 1/28 10:00am-1:00pm LL

### Retirement Planning Today

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

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

**9223** Thursday 2/16 & 2/23 6:30pm-9:00pm LL

**9224** Thursday 5/18 & 5/25 6:30pm-9:00pm LL

# YOUTH

## Teens & Youth

### Kids and Money (Ages 12-16)

This workshop will help your children learn the important skills they will need to help them be financially successful in life. They will gain knowledge of basic history of money, fundamental skills of budgeting, saving and investing, balancing a checkbook, credit card debt, and so much more.

Instructor: Barbara Stowell Fee: \$49

**9549** Saturday 2/4 10:00am-1:00pm LL

### Makeup and Skincare Workshop (Ages 13 & Up)

In this hands-on workshop, you'll learn step-by-step skin care and makeup application techniques that will enhance your beauty. This class is perfect for those wearing makeup for the first time or those needing a refresher. Learn what products to use for skin care, acne, redness, wrinkles, and all skin types. Learn basic makeup application including foundation, blush, eyeshadow, mascara, and lip color. This class is perfect for teens, those returning to the workplace, or those just needing a refresher.

Instructor: Michelle Jackson Fee: \$55\*  
*One of Hollywood's leading celebrity makeup artists for over twenty years for television, motion pictures and Vogue magazine.*

**9541** Saturday 6/3 1:30pm-4:00pm LL  
*\*plus \$35 materials fee payable to instructor*



# Travel Places to Go

Please call (626) 852-8022 for information regarding tours, including travel brochures.  
**All prices subject to change.**

## Spain's Classics

Experience Spain's colorful pageant of art, history and culture. Set against a backdrop that spans sunny Mediterranean shores and grand mountain ranges, this stunning destination is dotted with white pueblos and groves of oranges and olives. Explore the priceless treasures of the Royal Palace, one of Europe's largest palaces. Visit the exotic and expansive Alhambra palace, resplendent with Moorish regal flair. See the Cathedral of Seville, the largest gothic cathedral in the world. Enjoy reserved seating at a flamenco show and feel the passion of this famous dance. Explore Madrid, Valencia, Barcelona, Granada, Cordoba and Toledo. Become part of an authentic "paella experience," and learn how this rice dish is made and where it originated. Choose between a walking tour featuring Valencia's historic treasures or exploring Valencia's "City of Arts & Sciences" followed by learning how precious Lladro figurines are made. View Antonio Gaudi's architectural masterpieces, including La Sagrada Familia.

**Departure Date:** March 25, 2017

Cost: \$3,749 double; \$4,249 Single Payment terms: \$250 deposit. Final payment due January 24, 2017

## Spotlight on Washington, D.C.

The epic story of American democracy comes to life in America's capital city. View the extraordinary monuments throughout the National Mall that commemorate the heroes who have shaped our past, including the World War II Monument, the Vietnam Veterans Memorial, and the Korean War Memorial. Wander Mt. Vernon's beautiful plantation grounds and tour the beloved home of George Washington. Uncover the gems of the Smithsonian Institution as you explore some of its world-renowned museum collections. Tour Washington National Cathedral and admire the architecture of this magnificent building that took 83 years to complete. On a guided tour, learn about Ford's Theater where President Abraham Lincoln was assassinated. Join us for this extraordinary exploration of America's history and culture in Washington, D.C.

**Departure Date:** April 20, 2017

Cost \$2,449 double; \$2,419 single Payment terms: \$250 deposit. Final payment due February 19, 2017

## America's Music Cities

Enjoy a finger-snapping, toe-tapping time on this tour of America's most famed musical cities. Visit New Orleans, Memphis and Nashville as you revel in the sounds of the blues, jazz, country and good old rock 'n' roll. Experience America's most singular city in New Orleans, home to the French Quarter where the world's great jazz musicians reside. Have your choice on tour – either stroll through New Orleans' famous French Quarter on a walking tour with a local expert or set out on a panoramic motorcoach tour for a different perspective of the city. Spend two nights in Memphis, "birthplace of the blues," and tour Elvis Presley's Graceland. At the historic Belle Meade plantation indulge in a culinary and wine tasting experience. Sample Tennessee whiskey at a local distillery with a rich history. Meet a local radio show personality on your tour of WSM Radio Station. Enjoy reserved seats at the Grand Ole Opry in Nashville along with a backstage tour. Tour historic RCA Studio B and see where country legends recorded hit songs. A visit to the Country Music Hall of Fame is sure to have you humming long after you return home.

**Departure Date:** March 26, 2017

Cost: \$2,849 double; \$3,569 Single Payment terms: \$250 deposit. Final payment due January 25, 2017

## Discover Croatia, Slovenia, and the Adriatic Coast

Medieval architecture, tranquil lakes, local villages and Croatian charm will delight you on this tour featuring Dubrovnik, Lake Bled, Ljubljana, and the pearls of the stunning Dalmatian coast. Begin your exploration with two nights in Opatija, the "Riviera of Croatia" and an Istrian gem. Explore Plitvice National Park by foot and by boat, a place where waterfalls cascade down sheer cliffs connecting 16 pristine lakes. Connect with the local people during a home-hosted dinner. Explore the white stone buildings, winding alleys, and massive city walls of the ancient harbor town, Dubrovnik. Step inside Diocletian's Palace and back into Roman times in Split's old town. Explore Ljubljana, Slovenia's quaint capital city, and float on a "pletna" boat on serene Lake Bled.

**Departure Date:** April 29, 2017

Cost \$3,999 double; \$4,549 single Payment terms: \$250 deposit. Final payment due February 28, 2017

# 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:

[First time user account creation](#)

[Return to Homepage](#)



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# 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.

### 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.

The Citrus Identification Number (Student ID) will appear in the black box. PRINT this page before closing the screen.

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

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

- To ensure your experience at Citrus College is a successful one, there are a number of services available to you:
- Registration – Go to the Noncredit Registration website for registration information at <http://www.citruscollege.edu/ce>
  - Parking Permit – Parking permits are required on all vehicles that park on the Citrus College Campus. Visit <https://citruscollege.edu/parking>
  - A daily permit for \$5 may be purchased at the Campus Safety building, located at the main campus entrance off Citrus / S9.
  - Photo ID – Once you have registered for a noncredit class, you may obtain a Citrus College photo identification card for \$5. 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 located in the Student Services building.
  - Textbooks – Textbooks required for noncredit classes can be purchased at the Owl Bookshop. New and used textbooks are available.
  - Address or Name Change – If you have a name or address change, complete a Student Correction Form to update your information. The form is available in the Admissions & Records office located in the Student Services building and online.
  - Additional information can be found on the Non Credit Admission and Class Registration website at <http://www.citruscollege.edu/ce>

# ONLINE REGISTRATION

## Noncredit Admission and Class Registration

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

### Step 2: Registering for Noncredit Classes

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

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

HELP | EXIT

Please follow the instructions below.

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

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

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

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

User ID:

PIN:

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

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

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

Click on the link to *Registration*.

Select the appropriate term (fall, winter, spring, summer). Once completed, select *Register or Add/Drop Classes*.

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

If you do not know the CRN for the class you want to enroll in, click the Class Search button to search for your class. Once you 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.

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



# ONLINE REGISTRATION

## Noncredit Admission and Class Registration

| <b>Important Registration Dates and Deadlines</b> |                           |
|---|---------------------------|
| <b>Winter 2017    January 3 - February 10</b>     |                           |
| Applications for Winter 2017 Session Available    | Monday, October 24, 2016  |
| Registration for Winter 2017 Session Begins       | Monday, November 14, 2016 |
| Registration for Winter 2017 Session Ends         | Friday, January 20, 2017  |
| <b>Spring 2017    February 22 - June 17</b>       |                           |
| Applications for Spring 2017 Session Available    | Monday, October 24, 2016  |
| Registration for Spring 2017 Session Begins       | Thursday, January 5, 2017 |
| Registration for Spring 2017 Session Ends         | Friday, April 14, 2017    |

## NONCREDIT Counseling



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

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

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

# NONCREDIT

## English as a Second Language

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

### Registration

Your placement is determined at the time you register. See Important Registration Dates and Deadlines on page 33.

## Learn English at Citrus College



### NC 310 ESL: Grammar Beginning 1

ESL: Grammar – Beginning 1 teaches low-beginning English language learners introductory English grammar used in essential life functions. This course can be used to review or prepare for NC305-ESL Multiskills-Beginning 1.

25623 MTWR 1/3-2/9 9:00am-12:05pm LL

### NC 311 ESL: Grammar – Beginning 2

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 NC306-ESL Multiskills-Beginning 2.

25624 MTWR 1/3-2/9 9:00am-12:05pm LL

25627 MTWR 1/3-2/9 5:30pm-8:35pm LL

### NC 312 ESL: Grammar – Intermediate 1

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.

25625 MTWR 1/3-2/9 9:00am-12:05pm LL

25628 MTWR 1/3-2/9 5:30pm-8:35pm LL

### NC 313 ESL: Grammar – Intermediate 2

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.

25626 MTWR 1/3-2/9 9:00am-12:05pm LL

### NC 305 ESL: Multiskills – Beginning 1

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

33058 MTWR 2/22-6/12 9:00am-12:05pm LL

33059 MTWR 2/22-6/12 5:30pm-8:35pm LL

### NC 306 ESL: Multiskills – Beginning 2

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

33060 MTWR 2/22-6/12 9:00am-12:05pm LL

33061 MTWR 2/22-6/12 5:30pm-8:35pm LL

# 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.

**33092** MTWR 2/22-6/12 9:00am-12:05pm LL

**33095** MTWR 2/22-6/12 5:30pm-8:35pm LL

### **NC 308 ESL Multiskills - Intermediate 2**

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

**33096** MTWR 2/22-6/12 9:00am-12:05pm LL

**33097** MTWR 2/22-6/12 5:30pm-8:35pm LL

### **NC 309 ESL-Multiskills-Advanced**

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

**33098** MTWR 2/22-6/12 9:00am-12:05pm LL

**33099** MTWR 2/22-6/12 5:30pm-8:35pm LL

### **NC 315 ESL and Computer Literacy 1**

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, work processing, and Internet instruction.

**33150** MW 2/22-6/7 12:30pm-2:35pm LL 103

### **NC 400 ESL and Citizenship**

ESL and Citizenship teaches high beginning English language skills through U.S. civics and preparation to complete the USCIS interview and exams.

**33101** TR 2/23-6/8 12:30pm-2:15pm LL



# NONCREDIT Career

## NC 638 Electricity for Heating and Air Conditioning

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

Instructor: Fallat, P.

25657 TWR 1/3-2/9 6:00pm-8:50pm TE102

## 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.

33066 T 2/28-6/13 6:00pm-9:20pm TE102

## NC 640 HVAC Control Systems

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.

33055 W 2/22-6/14 6:00pm-9:10pm TE102



## NC 642 Troubleshooting for Heating and Air Conditioning

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

Instructor: Toda, J.

33056 R 2/23-6/15 6:00pm-9:10 TE102

## NC 607 Skilled Nursing Facility Activity Leader

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.

33057 Thursday 2/23-6/15 4:45pm-10:10pm LL



# CREDIT OPTIONS

## Career Technical Education

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

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

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



### **CTE PROGRAM CERTIFICATES OF ACHIEVEMENTS**

**Administration of Justice**  
**Audio Recording Technology**  
**Automotive Technology**  
**Biotechnology/Biomanufacturing**  
**Child Development**  
**Cosmetology/Esthetician**  
**Corrections**  
**Dental Assisting**  
**Drafting and Design Technology**

**Emergency Medical Technician**  
**Information Technology/ITIS**  
**Nursing: ADN/RN**  
**Nursing: Vocational**  
**Office Technology**  
**Public Works**  
**Emerging Theatre Technology /(ETT)**  
**Water Technology**  
**Wildland Resources/Forestry**

To learn more about above certificates of achievement, the required skills proficiency or upgrading of skills for advancement, use the following link: <http://www.citruscollege.edu/stdntsrvcounsel/certificates/Pages/default.aspx>

**Schedule an appointment with the CTE counselor online or call (626) 914-8530. The Counseling & Advisement Center is located on the second floor of the Student Services (SS) Building, counseling hours are:**

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

### **PREPARE FOR CAREERS, JOB OPPORTUNITIES AND PROMOTIONS**

1. Apply online at [www.citruscollege.edu](http://www.citruscollege.edu) get your Citrus College student ID;
2. Apply for Financial Aid, complete; FAFSA application <https://fafsa.ed.gov>;
3. Take the Assessment Test and attend an Orientation;
4. Make an appointment with a CTE counselor; build student education plan;
5. Enroll for spring 2017. Courses are offered in the evening and online.
6. Attend the first class, it's required.

**Additional information about Career Technical Education is online:**

[www.http://www.citruscollege.edu/academics/cte/Pages/default.aspx](http://www.citruscollege.edu/academics/cte/Pages/default.aspx)

**Information contact:** Terry Adams, [tadams@citruscollege.edu](mailto:tadams@citruscollege.edu) / (626) 857-4179.

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



# 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.

## Ley de No-Discriminación

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

## Student Grievances

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

## Quejas de los Estudiantes

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

## Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702 The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees.

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

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

and continued employment.

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

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

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

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

Sección 1145g y 34 C.F.R. Sección 861 et seq.; Acta de Área de Trabajo Libre de Drogas

1988, 41 U.S.C. Sección 702

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

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

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

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

## Sexual Harassment and Sexual Violence Information

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

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

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

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

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

#### Hostigamiento Sexual e Información sobre Violencia Sexual

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

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

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

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

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

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

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre novios, forzar a una persona a ver o 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 al 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/Linea Nacional 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, hospede 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/Linea Nacional para Reportar Casos de Ataques Sexual: (800) 656-HOPE (4673)
  - National Domestic Violence Hotline/Linea Nacional de Violencia Doméstica: (800) 799-7233

3. Si el atacante es una estudiante en Citrus College, puede elegir comunicarse con el Vicepresidente de Servicios Estudiantiles al (626) 914-8532 o presentar una queja administrativa.

#### Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Education Code, Title 5, California Civil Code, and the U.S. Patriot Act. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College AP 5040. A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight

and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record.

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

#### Reglas de Derechos & Privacidad

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

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

#### Student Right-to-Know

In compliance with the Student Right-To-Know and Campus Security Act of 1990, it is the policy of the Citrus Community College District and Citrus College to make available its completion and transfer rates to all current and prospective students. Student Right-To-Know (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000.

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

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

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

#### Derecho de los Estudiantes a la Información

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

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

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

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

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

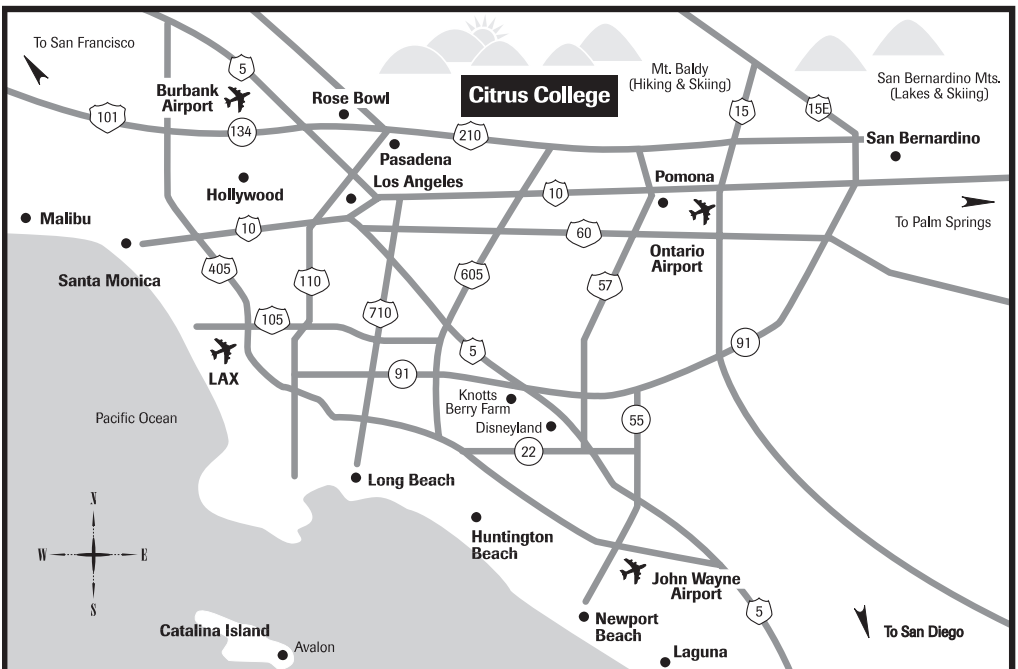
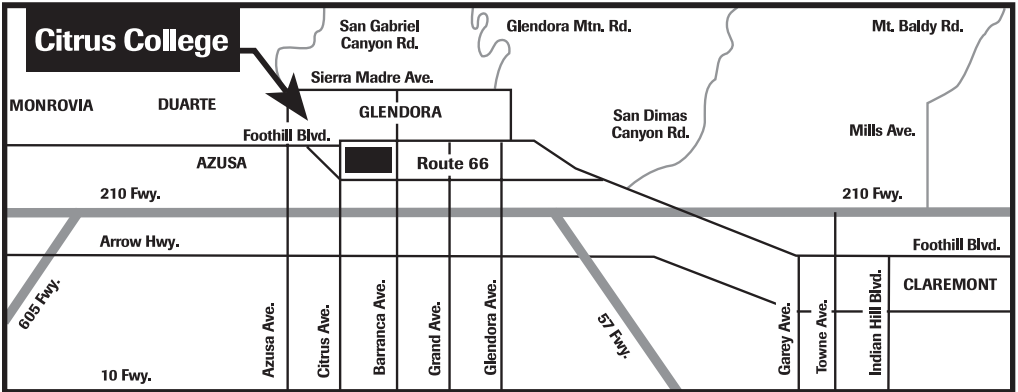
# Parking Regulations/Maps

Get a Citrus College Parking Permit—At Your Fingertips

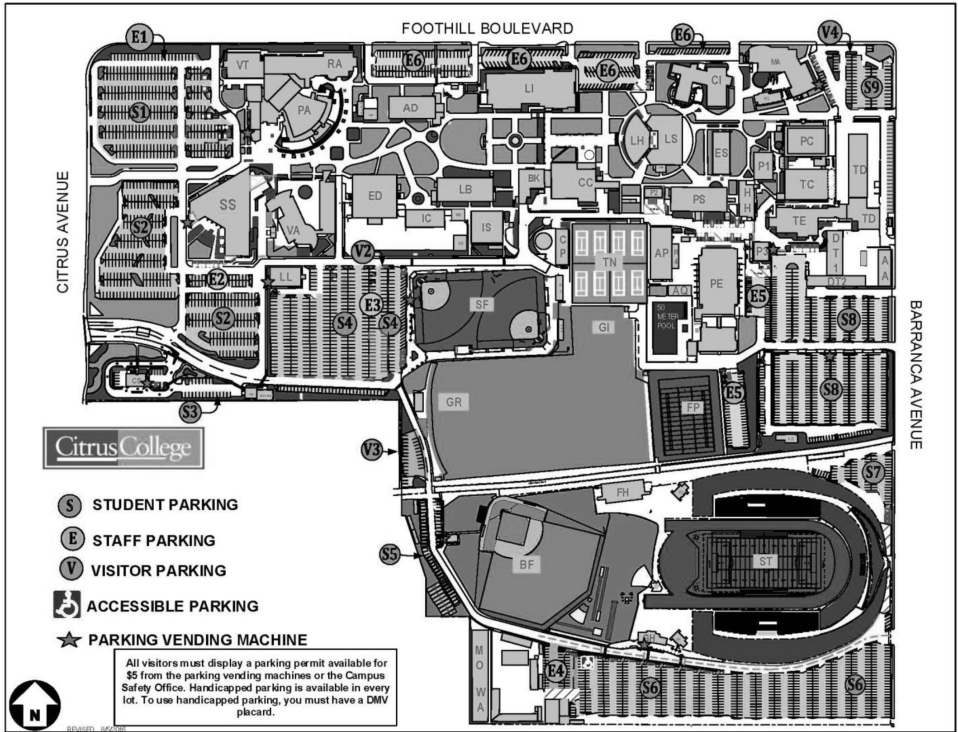
Citrus College offers a new easy, convenient online method for purchasing parking permits.



- Winter session parking permits are \$26.
- Spring session parking permits are \$52.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for winter and spring sessions.
- 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          |
| IS..... Information Systems              | TD ..... Technician Development    |
| LB ..... Liberal Arts/Business           | TE ..... Technology Engineering    |
|  | TN..... Tennis Courts              |
|  | VA ..... Visual Arts               |
|  | VT..... Video Technology           |
|  | WA..... Warehouse / Purchasing     |

## Services

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

Revised 8/12/2016



## Learn English at Citrus College!

Improve Your English Language Skills to:

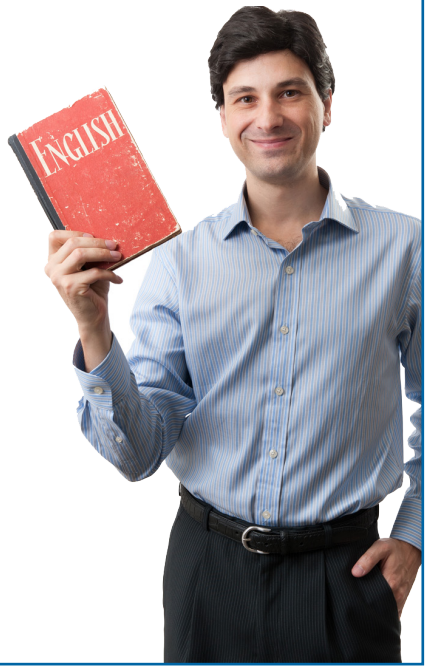
- Find Work
- Make More Money
- Improve Relationships
- Achieve Success

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

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

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

Morning and evening classes are available.



## Heating and Air Conditioning Classes

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

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

Offered this Winter/Spring:

- NC 632 Air Conditioning I
- NC 638 Electricity for Heating and Air Conditioning
- NC 640 HVAC Control Systems
- NC 642 Troubleshooting Heating and Air Conditioning



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





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

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



**NONCREDIT  
FREE CLASSES**

**ESL *page 33***

**HVAC *page 35***

**HEALTH *page 35***

TIME DATED MATERIAL



**STAY UPDATED ON WHAT'S HAPPENING AT CITRUS COLLEGE CONTINUING EDUCATION**