

The logo for Citrus College, featuring the name in a serif font with a blue underline, set against a white background within a blue-bordered box.

Citrus College

COMMUNITY AND NONCREDIT EDUCATION CLASS SCHEDULE 2022 WINTER/SPRING

NC 654 INTRODUCTION TO ACCOUNTING PRINCIPLES

*NC 656 MARKETING AND SOCIAL MEDIA
FOR SMALL BUSINESS*

**Enroll Now Register Online:
citruscollege.edu/ce**

Citrus College Continuing Education

Winter/Spring 2022

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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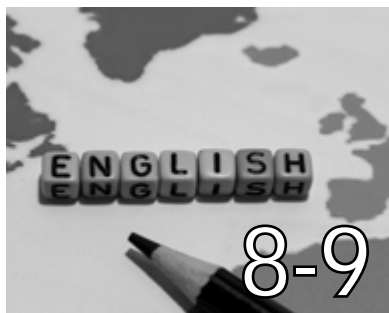


FOLLOW US

 @CitrusCE / @NoncredESL

 @CitrusContED

Noncredit and Continuing Education Courses



TUITION-FREE CLASSES

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Continuing Education Office

Located in the Lifelong Learning Center

Website: www.citruscollege.edu/ce

Phone: 626-852-8022

Hours*: Mon. to Thurs. 8:00am-8:30pm

..... Fri. 8:00am-12:00pm

**Hours subject to change*

Victoria Dominguez.....Interim Dean

Ivon McCraven..... Director

Julie Tunno Administrative Secretary

Angie Alvarez Clerk

Lilianna Verduzco Clerk

Citrus College Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity and cultural awareness in a safe, accessible and affordable learning environment. 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.

Citrus Community College District Board of Trustees

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Dr. Greg Schulz

Superintendent/President

Create a Class

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

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

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

Or email your ideas to conted@citruscollege.edu.



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 4-7.

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

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 2022 session begins Jan. 3, 2022. Spring 2022 semester begins Feb. 21, 2022.

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: Jan. 17, Feb. 18-22, April 18-23, May 28-30. The winter session ends Feb. 11, 2022. The spring semester ends June 18, 2022.

Where Do Classes/Courses Meet?

Classes will be held both in person and online.

Want to Know More?

Visit www.citruscollege.edu/ce or call 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.

Registration Forms: See page 14 and 15. Online Registration Instructions: See page 13.

ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

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

Step 1: Applying for Noncredit Admission

Step 2: Registering for Noncredit Classes

Applying for Noncredit Admission

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

Registering for Noncredit Classes

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

Step 1: Applying for Noncredit Admission

- The first step in the application process is to create a new user account.
- During this process you will create a Login ID and PIN. This information will be used to register for classes and access WingSpan in Step 2.
- It is important you write down and save your Login ID and PIN.



Citrus College

Welcome to Citrus College Online Noncredit Application

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

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

Login ID:

PIN:

Login

First time user account creation

Return to homepage

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ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at 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*

Citrus College

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.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Additional Information
<input checked="" type="checkbox"/> Permanent Address & Phone	<input checked="" type="checkbox"/> Planned Course of Study
<input checked="" type="checkbox"/> Personal Information	
<input checked="" type="checkbox"/> Applications Complete	<input type="checkbox"/> 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

13-APR-2020

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Continuing

Congratulations! I am pleased to inform you that your Non-Credit Application for Admission has been processed and will be valid for 1 year.

Your Citrus Identification Number (Student ID) is: **5486**

Write down your Student ID # and save this page before closing the screen

You will need your Student ID and your Personal Identification Number (PIN) to access your Wingspan. Your PIN is the password you created when you first applied. When using the PIN for the first time, you will be prompted to create a new PIN. Remember to write down the PIN and do not share it with anyone. Note - Your Student ID number will be needed for all campus transactions. Wingspan enables students to add/drop classes, print a schedule and view personal information.

You have been assigned a Citrus College email address. Check the Wingspan page 24 hours after your application has processed to view and activate your Citrus email. All further correspondence from Citrus College will be sent to this email address.

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

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/Pages/NCAApplyRegister.aspx> Registration for Summer /Fall 2019 begun May 13th.
- Parking Permit - Parking permits are required on all vehicles that park on the Citrus College Campus. Visit

ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

Step 2: Registering for Noncredit Classes

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

PLEASE USE THE INTERNET EXPLORER BROWSER.
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 Identification Number (PIN).
Note: If you have previously logged in to the secure area, please use the NEW 6 DIGIT PIN number you created.
Noncredit Students: On your very first login to this area, you will use the six-digit personal identification number (PIN) created at the time you submitted your Online Noncredit Application.
3. When finished, click on the Login button.
If you are unable to remember your PIN number, please enter your student/user ID number and click on the "Forgot PIN" button below.

NOTE: If you are unsuccessful entering the secure area, contact Admissions and Records at (626) 914-8311.

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

User ID:
PIN:
Login Forgot PIN

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

ONLINE REGISTRATION

Noncredit Admission and Class Registration

IMPORTANT DATES AND DEADLINES

Winter 2022 – Jan. 3-Feb. 11

Applications for Winter 2022 Session Available	Sept. 1, 2021
Registration for Winter 2022 Session Begins	Nov. 1, 2021
Registration for Winter 2022 Session Ends	Jan. 22, 2022

Spring 2022 – Feb. 21-June 18

Applications for Spring 2022 Semester Available	Sept. 1, 2021
Registration for Spring 2022 Semester Begins	Nov. 1, 2021
Registration for Spring 2022 Semester Ends	May 25, 2022

NONCREDIT Counseling



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

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

For more information or to schedule an appointment with a noncredit counselor, call 626-852-6445.

NONCREDIT WINTER 2022

(Free/Gratis/免費) English as a Second Language

The Citrus College Noncredit program 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 Dates and Deadlines” on page 7.

NC 310 ESL: Grammar – Beginning 1

ESL: Grammar – Beginning 1 teaches low-beginning English language learners introductory English grammar used in essential life functions. This course can be used to review or prepare for NC 305 ESL Multiskills – Beginning 1. Open entry/exit. 72 lecture hours.

Instructor: Kinder, R.

26076 MTWR, 1/3-2/9
9:00am-12:05pm LL 101

NC 311 ESL: Grammar – Beginning 2

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

ESL: Grammar – Beginning 2 teaches high-beginning English language learners rudimentary English grammar used in basic life functions. This course can be used to review or prepare for NC 306 ESL Multiskills – Beginning 2. Open entry/exit. 72 lecture hours.

Instructor: Kinder, T.

26077 MTWR, 1/3-2/9
9:00am-12:05pm LL 102

NC 312 ESL: Grammar – Intermediate 1

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

ESL: Grammar – Intermediate 1 teaches low-intermediate English learners English grammar used in routine life functions. This course can be used to review or prepare for NC 307 ESL Multiskills – Intermediate 1. Open entry/exit. 72 lecture hours.

Instructor: Rosales-Fernandez, D.

26078 MTWR, 1/3-2/9
9:00am-12:05pm LL 114

NC 313 ESL: Grammar – Intermediate 2

Strongly recommended: NC 307 or demonstrate a high-intermediate (Intermediate 2) level of English fluency.

ESL: Grammar – Intermediate 2 teaches high-intermediate English language learners English grammar used in more complex life functions. This course can be used to review or prepare for NC 308 ESL Multiskills – Intermediate 2. Open entry/exit. 72 lecture hours.

Instructor: Wilson, R.

26079 MTWR, 1/3-2/9
9:00am-12:05pm LL 113

NC 324 Preparation for the Test of English as a Foreign Language (TOEFL) Exam

Strongly recommended: an intermediate to advanced level of English language communicative competency.

This course is designed to support students in their preparation for taking the Test of English as a Foreign Language (TOEFL) exam and reaching their target score. Scores on this exam are the most common standard used to assess learners’ English language competency and are accepted at most institutions of higher learning in the United States. Students will acquire essential test-taking skills and become confidently acquainted with the manner in which their English language competency will be tested. Self-study guidance will be provided for the areas of the exam in which their knowledge is being most challenged.

Instructor: Wilson, R.

26135 TR, 1/4-2/10
5:30pm-7:20pm Online

NONCREDIT WINTER 2022

(Free/Gratis/免費) English as a Second Language

NC 325 ESL: Speaking – Beginning

ESL: Speaking – Beginning is designed for English language learners at low- and high-beginning levels. Students will learn and apply speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, simple conversations, short presentations and pronunciation. 63 lecture hours.

Instructor: Pablico-Kobayashi, V.

26081 MTWR, 1/3-2/9
12:30pm-3:05pm LL 102

NC 326 ESL: Speaking – Intermediate

ESL: Speaking – Intermediate is designed for English language learners at low- and high-intermediate levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, conversations, formal presentations and pronunciation. 63 lecture hours.

Instructor: Zabayle, Z.

26082 MTWR, 1/3-2/9
12:30pm-3:05pm LL 114

NC 327 ESL: Speaking – Advanced

ESL: Speaking – Advanced is designed for English language learners at low- and high-advanced levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, extended conversations, formal presentations, and pronunciation. Open entry/exit. 63 lecture hours.

Instructor: Rodriguez, N.

26080 MTWR, 1/3-2/9
12:30pm-3:05pm LL 101



NC 400 Citizenship

Strongly recommended: NC 307 – Multiskills Intermediate I.

This course is designed for students at the intermediate and advanced levels of English acquisition. It introduces students to the integrated topics of civics and citizenship preparation, including instruction in the history and government of the United States and the essential steps to becoming a United States citizen. This course will ultimately prepare students for the U.S. citizenship test and interview. Open entry/exit. 30 lecture hours.

Instructor: Lucero, T.

26139 TR, 1/4-2/10
5:00pm-7:20pm Online



NONCREDIT WINTER 2022

Basic Skills

NC 298A Composition Fundamentals: Reading and Study Skills

Strongly recommended: an intermediate to advanced level of English language communicative competency. This course focuses intensively on English fundamentals, including grammar, spelling and basic literacy skills, such as sentence structure, vocabulary acquisition, mechanics and punctuation, literal comprehension, reading responses, and student learning strategies. 36 lecture hours.

Instructor: TBA

26137 TWR, 1/4-2/10
4:00pm-5:50pm Online

NC 298B Composition Fundamentals: Critical Thinking and Writing

Strongly recommended: an intermediate to advanced level of English language communicative competency. This course focuses intensively on English fundamentals, including grammar, spelling and basic literacy skills, such as sentence structure, vocabulary acquisition, mechanics and punctuation, essay writing and critical thinking. 36 lecture hours.

Instructor: TBA

26138 TWR, 1/4-2/10
6:00pm-7:50pm Online

NONCREDIT WINTER 2022

Career

NC 631 Smog Check Repair Technician Update Course

Prerequisite: student must possess a current A6, A8 and L1 ASE certification or equivalent. Meets Bureau of Automotive Repair (BAR) update requirements for the smog check repair technician license renewal.

This course includes training on updated BAR smog check program regulations, as well the latest technology advancements impacting vehicle emissions controls. 18 lecture hours.

Instructor: Davis, V.

26144 S, 1/22-1/29
8:00am-5:10pm TE 105

NC 686 Soft Skills for the Workplace

This course is designed to equip students with the necessary soft skills to succeed in a workplace setting. It introduces and covers such soft skills as time management, following dress codes, work ethics, verbal and nonverbal communication, conflict management, teamwork, and respecting diverse groups. Open entry/exit. 8 lecture hours.

Instructor: Pablico-Kobayashi, V.

26085 MW, 1/19-1/26
6:00pm-8:25pm Online





Learn English Today!

**FREE ESL
Noncredit Certificates**

- ESL - Beginning
- ESL - Intermediate
- ESL - Beginning Grammar
- ESL - Intermediate Grammar
- ESL - Computer Literacy
- ESL - Pronunciation
- ESL - Speaking

Classes for all certificates can be taken individually or toward a certificate

NONCREDIT SPRING 2022

(Free/Gratis/免費) English as a Second Language

NC 305 ESL: Multiskills – Beginning 1

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

Instructor: Kinder, R.

34579 MTWR, 2/23-6/16
9:00am-12:05pm LL 101

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 routine life skills and basic personal expression through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

Instructor: Watts, L.

34580 MTWR, 2/23-6/16
9:00am-12:05pm LL 102

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. Open entry/exit. 192 lecture hours.

Instructor: Bower, R.

34581 MTWR, 2/23-6/16
9:00am-12:05pm LL 103

NC 308 ESL: Multiskills – Intermediate 2

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

Instructor: Rosales-Fernandez, D.

34582 MTWR, 2/23-6/16
9:00am-12:05pm LL 113

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 coursework, to find or improve a career, and to engage with native English speakers at a comparable level. Open entry/exit. 192 lecture hours.

Instructor: Wilson, R.

34583 MTWR, 2/23-6/16
9:00am-12:05pm LL 114

NC 315 ESL and Computer Literacy 1: Introduction to Computers

Strongly recommended: NC 305 and/or demonstrate a low-beginning level of English fluency.

This course teaches basic language and computer skills to English language learners. Students will learn beginning English language and life skills taught through rudimentary computing, word processing and internet instruction. Open entry/exit. 64 lecture hours.

Instructor: Kinder, T.

34673 TWR, 4/26-6/16
1:00pm-3:25pm LL 103

NC 318 ESL: American English Pronunciation I

Strongly recommended: NC 305 and/or demonstrate a low-beginning level of English fluency.

ESL: American English Pronunciation I introduces English language learners to the basic sounds of American English. Students will learn how to recognize, produce and differentiate between the various sounds of American English and strengthen oral communication and reading skills. Special focus will be given to correct vocal techniques in producing difficult sounds in letters, words and sentences. 72 lecture hours.

Instructor: Zabayle, Z.

34584 TWR, 2/24-4/14
12:30pm-3:35pm LL 101

NONCREDIT SPRING 2022

(Free/Gratis/免費) English as a Second Language

NC 319 ESL: American English Pronunciation II

Strongly recommended: NC 318 and/or demonstrate a low-intermediate level of English fluency.

ESL: American English Pronunciation II expands on pronunciation and communication skills learned in ESL: American English Pronunciation I. This course is intended for students who have successfully completed ESL: American English Pronunciation I and can demonstrate at least a low-intermediate level of English fluency. Special focus will be given to more complex sounds, sentence and word level stress, communication and presentation skills, and emotive and social settings for various pronunciation techniques. 72 lecture hours.

Instructor: Zabayle, Z.

34585 TWR, 4/26-6/16
12:30pm-3:25pm LL 102

NC 325 ESL: Speaking – Beginning

ESL: Speaking – Beginning is designed for English language learners at low- and high-beginning levels. Students will learn and apply speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, simple conversations, short presentations and pronunciation. Open entry/exit. 36 lecture hours.

Instructor: Kinder, R.

34840 TR, 2/24-4/14
4:30pm-8:35pm LL 114

NC 326 ESL: Speaking – Intermediate

ESL: Speaking – Intermediate is designed for English language learners at low- and high-intermediate levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, conversations, formal presentations and pronunciation. Open entry/exit. 63 lecture hours.

Instructor: Wilson, R.

34842 TR, 4/26-6/16
4:30pm-8:20pm LL 114

NC 400 Citizenship

Strongly recommended: NC 307 – Multiskills Intermediate I.

This course is designed for students at the intermediate and advanced levels of English acquisition. It introduces students to the integrated topics of civics and citizenship preparation, including instruction in the history and government of the United States and the essential steps to becoming a United States citizen. This course will ultimately prepare students for the U.S. citizenship test and interview. Open entry/exit. 30 lecture hours.

Instructor: Kinder, T.

34590 F, 3/4-5/13
9:00am-11:50am LL 103

NC 402 ESL: English for Employment and Academics

Strongly recommended: this course is recommended for high-intermediate or advanced level ESL students.

This course is designed for advanced English language learners who seek to move on to credit courses and/or improve their job performance. It prepares ESL students in speaking, listening, reading, writing, vocabulary and study skills for career, education and academic purposes. Students will learn and apply academic and career success skills, such as critical thinking, terminology usage, writing for work/college, comprehending lectures and readings, among others. Students will also cultivate their cultural awareness, teamwork and autonomous learning strategies. Open entry/exit. 54 lecture hours.

Instructor: Pablico-Kobayashi, V.

34589 TWR, 4/26-6/16
12:30pm-2:35pm LL 101





Citrus College

Citrus College Office of Continuing Education is seeking community partners to host FREE interactive noncredit courses

Courses include:
Business Entrepreneurship
Citizenship
Customer Service
English as a Second Language
Soft Skills for the Workplace and more

For a complete list of courses, visit:
<https://www.citruscollege.edu/ce>

Noncredit courses are offered by experienced faculty

To find out more information please contact
Citrus College Office of Continuing Education at
conted@citruscollege.edu



**Continuing
Education**

NONCREDIT SPRING 2022

Basic Skills

NC 200 Preparation for Academic Success

This course is designed to teach effective college study skills. Topics include time management, textbook study, lecture note-taking, test-taking strategies, exam preparation, computer-assisted learning, and career exploration. 30 lecture hours.

Instructor: Green, J.

34839 TR, 2/24-3/24, 5:30pm-8:40pm, Online

Instructor: Garner, J.

34841 MW, 4/25-5/25, 5:30pm-8:20pm, LL 114



NONCREDIT SPRING 2022

Career

NC 631 Smog Check Repair Technician Update Course

Prerequisite: student must possess a current A6, A8 and L1 ASE certification or equivalent. Meets Bureau of Automotive Repair (BAR) update requirements for the smog check repair technician license renewal.

This course includes training on updated BAR smog check program regulations, as well the latest technology advancements impacting vehicle emissions controls. 18 lecture hours.

Instructor: Davis, V.

34844 S, 4/2-4/9
8:00am-5:10pm TE 105

NC 650 Introduction to Microsoft Office Applications

This course is an introduction to Microsoft Office Suite applications that emphasize creating, editing, updating and integrating business and office projects. Computer applications include word processing (Word), spreadsheets (Excel), database management (Access), presentation graphics (PowerPoint), scheduling/time management (Outlook) and the internet. 54 lecture hours.

Instructor: Kinder, T.

34586 MTWR, 2/23-4/14
4:00pm-5:35pm LL 103

NC 652 Computer Keyboarding and Document Processing

This course introduces skills and techniques fundamental to touch keyboarding on a microcomputer. This course also introduces document processing of letters, memorandums, reports and tables and is open to students with no previous keying experience. 54 lecture hours, 18 lab hours.

Instructor: Kobayashi-Pablico, V.

34587 MTWR, 4/25-6/16
4:00pm-5:25pm LL 103
TR, 4/20-6/10
5:35pm-6:40pm LL 103

NC 654 Introduction to Accounting Principles

This course is an introduction to basic accounting principles, business practices and interpretation of financial statements to help entrepreneurs in business decision-making. It will cover double-entry system, cash, accounts receivable, inventory, fixed assets and payroll. It includes the analyzing and recording of transactions used to prepare financial statements with QuickBooks software. QuickBooks topics of discussion will include service company and merchandising company. Open entry/exit. 60 lecture hours.

Instructor: Baldo, M.

34593 MTW, 4/25-6/16
2:00pm-4:20pm Online

NC 655 Small Business Operations

Strongly recommended: intermediate English language, mathematics and comprehension skills.

This course introduces learners to starting and maintaining a small business in Southern California. Students learn how to focus on recognizing a business opportunity, as well as starting, operating and maintaining a business. In this course, students are exposed to the understanding of critical thinking, problem-solving and innovation as they become business owners in the future. The course focuses on the discussion and understanding on the elements of marketing, business management, accounting, finance, legal issues and the economic environment. Open entry/exit. 30 lecture hours.

Instructor: Fischella, J.

34591 MW, 2/28-3/30
9:00am-11:50am MA 230





FREE CUSTOMER SERVICE COURSES

Classes Begin February 23, 2022

Earn a Certificate

Two options to choose from:

Option One:

Customer Service I & II (2 Courses)

Option Two:

Customer Service I & II + Call Center (3 Courses)

Visit <https://www.citruscollege.edu/ce>

Click on Noncredit "Apply and Register"

For further details contact:

conted@citruscollege.edu or call (626) 852-8022



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



Prepare to Enter the Workforce
Free Spring 2022
Workforce Readiness Certificate

Semester begins February 23, 2022

CUSTOMER SERVICE I
INTRODUCTION TO MICROSOFT OFFICE
SOFT SKILLS FOR THE WORKPLACE
WRITING IN THE WORKPLACE



Classes can be taken individually or toward a certificate

To apply visit <https://www.citruscollege.edu/ce>
Click on Noncredit "Apply and Register"

For further details:
Contact (626) 852-8022
conted@citruscollege.edu

NONCREDIT SPRING 2022

Career

NC 656 Marketing and Social Media for Small Business

Strongly recommended: intermediate- to advanced-level of English language skills; basic understanding of Microsoft Word program.

This course focuses on understanding and developing a marketing plan, as well as the use of social media to promote a small business. Skills include customer valuation, market determination, insights about competitors, market research and hands-on use of various social media platforms. Open entry/exit. 20 lecture hours.

Instructor: Castillo, L.

34592 MW, 2/23-3/22
5:00pm-7:15pm Online

NC 680 Writing in the Workplace

Strongly recommended: student should be able to read and write English at a level equivalent to the adopted state English standards for high school graduation and/or meet the English requirements for an adult high school diploma program or GED.

This course will introduce students to the various methods of written communication within the workplace setting. It will focus on numerous methods of writing etiquette and different forms of technical media for effective workplace communication. 36 lecture hours.

Instructor: Rodriguez, N.

34588 MW, 2/23-4/13
6:00pm-8:10pm LL 101

NC 682 Customer Service I: Fundamentals

Strongly recommended: high-intermediate or advanced English language skills, a grasp of the paragraph form, and PowerPoint presentations.

This course introduces students to the basics of customer service and communication. Students will learn how to conduct themselves professionally in an American work setting, how to communicate effectively with customers, coworkers and superiors, and how to maintain positive interactions with customers in a variety of service formats. Open entry/exit. 24 lecture hours.

Instructor: Lucero Gonzalez, T.

34674 TWR, 4/26-5/19
5:00pm-6:50pm LL 113

NC 683 Customer Service II: Essentials

Strongly recommended: high-intermediate or advanced English language skills, a grasp of the paragraph form, and PowerPoint presentations.

This course introduces students to and expands upon the basics of customer service and communication. Students will learn how to conduct themselves professionally in an American work setting and how to communicate effectively with coworkers and customers. Additionally, students will learn techniques, such as emotional awareness and conflict management resolution, in order to develop and maintain positive outcomes in a professional or business environment. Open entry/exit. 24 lecture hours

Instructor: Lucero Gonzalez, T.

34675 TWR, 5/24-6/16
5:00pm-6:50pm LL 113

NC 686 Soft Skills for the Workplace

This course is designed to equip students with the necessary soft skills to succeed in a workplace setting. It introduces and covers time management, following dress codes, work ethics, verbal and nonverbal communication, conflict management, teamwork, and respecting diverse groups. Open entry/exit. 8 lecture hours.

Instructor: Lucero Gonzalez, T.

34677 TR, 3/8-3/17
5:30pm-7:20pm Online



Fee-Based Classes

Three Easy Ways to Register



1 Online

The most convenient way to register is online using your Visa, Mastercard or Discover card. Login to <https://citruscollege.augusoft.net>, and have the class information and your credit card ready. Place one or more classes in your shopping cart, and check out. For detailed online instructions, see page 11.



2 Email

You can also email your registration form any time using your Visa, Mastercard or Discover card. Complete the registration form found on page 14 (page 15 for youth classes) and email it to conted@citruscollege.edu.



3 In Person

Register in person throughout the semester at the Continuing Education Office, located in the Lifelong Learning Center, Monday through Thursday from 8:00am-8:30pm and Friday from 8:00am-12:00pm.

Don't Miss Out

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

Getting a Refund

Full Refund

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

Partial Refund

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

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

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

Want to Know More?

Check out our website at www.citruscollege.edu/ce regularly for more, new or added classes. You can also "like" our Facebook page at www.facebook.com/citrusce or "follow us" on our Instagram page at www.instagram.com/citrusconted.

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 next page, enter the requested credit card information and then **Continue Checkout** to complete your order.

That's it!

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

Three Easy Ways to Register

1. ONLINE

Have the class information and your credit card ready, and login to <https://citruscollege.augusoft.net>. For detailed online instructions, see page 13.

2. EMAIL

Email your registration form any time using your credit card. Complete the registration form and email it to conted@citruscollege.edu.

3. IN PERSON

Register in person throughout the semester at the Continuing Education Office, located in the Lifelong Learning Center, Monday through Thursday from 8:00am-8:30pm and Friday from 8:00am-12:00pm.

Registration Form for Adults

Community Education/Fee-Based Classes Only

Please Print

Name _____ Date of Birth _____ Date _____

Address _____ City _____

ZIP Code _____ Daytime Phone _____ Evening Phone _____

Email _____

Please List Each Class You Wish To Enroll In

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

Visa () Mastercard () Discover () Check # _____

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

Parental Consent Form

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

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

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

Signature of Parent/Guardian _____

Print Name _____

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

Signature of Parent/Guardian _____

Date _____

Registration Form for Youth

Community Education/Fee-Based Youth Classes Only

Please Print

Youth Name (Last) _____ (First) _____ Date of Birth _____

Address _____ City _____ State, ZIP Code _____

Parent or Guardian _____ Daytime Phone _____ Evening Phone _____

Emergency Contact Person _____ Daytime Phone _____ Evening Phone _____

Email _____

Please List Each Class You Wish to Enroll Your Youth
 Course Number _____ Course Title _____ Start Date _____ Fee \$ _____

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

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

OFFICE USE ONLY
 DATE _____ RECEIVED BY _____ CK _____ CA _____

CAREER

Be Your Own Boss

Notary Public Test Preparation Class

This course will give you the most updated notary information and the knowledge you need to perform the duties of the notary public correctly and to pass the state exam. The class fee includes a valuable 70-page manual, sample forms notaries use every day, certificate of completion, state examination applications and a state exam schedule (the notary exam is not part of the class). The instructor will provide information about how to sign up for the state exam. Before signing up for this class, check to see that you meet the eligibility requirements for becoming a notary at www.sos.ca.gov/notary/qualifications.

Note: Due to strict state regulations, no one is admitted after the class begins, and have your *government photo identification (ID) ready to show when you enter the classroom*, as the instructor must verify each student's identity.

Instructor: Rosie Reed, 1st CNS, Inc.

Fee: \$80*

*\$30 materials fee payable to instructor on day of class (cash only please).

020006 Saturday, 2/5
8:00am-4:00pm LB 105

Explore 250 Legitimate Home-Based Business Ideas

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business! Taught by a chamber of commerce past president and award-winning business owner, this is probably the most comprehensive business start-up workshop you will ever find. You will discover:

- More than 250 legitimate home business ideas
- Mandatory legal documentation
- Many ways to market your product/service
- How to take tax deductions (this workshop included!)

A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark

Fee: \$39

330018 Saturday, 2/26
9:00am-11:00am Online

Notary Loan Signing Seminar

In this six-hour seminar, you will receive hands-on instruction on the main documents that a notary signing agent notarizes. You will assemble a practice loan package, as well as practice how to complete the journal, the acknowledgement and the jurat forms. Get familiar with escrow procedures and explore the types of real estate sales and loans currently on the market. Examine the administrative role of the notary and learn how to negotiate your fees. Lastly, the marketing and customer service section will teach you how to build, market and grow your successful new business (a list of potential sources for your business is included in the manual).

Upon completion of this seminar, you will be able to:

1. Apply the rules and procedures involved in the proper notarization of real estate documents
2. Properly notarize loan packages
3. Learn how to negotiate his/her fees
4. Apply the customer service and marketing techniques learned and start preparing the marketing material to start promoting their new business
5. Apply real estate vocabulary in their professional communications

Instructor: Rosie Reed

Fee: \$60*

*\$30 materials fee payable to instructor on day of class (cash only please).

330017 Saturday, 2/26
9:30am-3:30pm LB 105



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



Work at your own pace to get the training you need!

Citrus College in partnership with **Ed4Career** is delivering proven online content for today's busy adult looking to change careers or retrain within their current career field. Access your courses 24/7, open enrollment so you can start any time, get a certificate of completion, all materials are included, and get prepared for the national certification (when available).

Online Career training programs for today's hottest careers!

- Administrative Assistant
- Automotive Technology
- Business Management
- Cisco Certified Network Paralegal Professional
- CompTIA A+
- Dental Office Assistant
- Drug and Alcohol Counseling
- Electronic Health Record
- Pharmacy Technician
- Fitness & Nutrition Coaching
- Human Resource Management
- Interior Decorating & Design
- Life Skills Coaching
- Mental Health Technician
- Nutritional Consultant
- Personal Fitness Trainer
- Physical Therapy Aide
- Professional Catering
- Professional Photography
- Project Management
- Sports Nutrition
- Stress Management Coaching
- Wedding Consultant

Looking for shorter Enrichment courses?

- Addiction & Recovery
- Basic Survival Skills
- Become a Multiplying Manager
- Becoming a First Time Manager
- Classroom Management Secrets
- Counteracting the Mass Shooter
- Creating Safe Classrooms
- Differentiation for the Classroom
- Digital Photography
- Flipped Learning for Elementary
- Fueling Classroom Creativity
- Homeschooling Gifted Children
- Improve Your Grammar & Punctuation
- Interior Designer
- Learn Photoshop Elements
- Student Engagement & Learning
- STEM for Teachers
- Successful Public Speaking
- Teaching Assistant
- The Art of Photographing Nature

**Check out our available courses:
<https://citruscollege.ed4career.com>**

CAREER

New Career

The Basics of Wine Service



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

Instructor: Kellie Nicholson
Fee: \$49

330016 1/3-2/11, online

010036 2/21-6/18, online

How to Start a Mobile Bar Service



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

Instructor: Kellie Nicholson
Fee: \$49

010035 1/3-2/11, online

010037 2/21-6/18, online



Basic Level Bartending



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

Instructor: Kellie Nicholson
Fee: \$49

010013 1/3-2/11, online

010038 2/21-6/18, online

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 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.

Instructor: Kellie Nicholson
Fee \$219

010008 1/3-2/11, online

010015 2/21-6/18, online



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

CAREER

New Career

Beginner's Guide to Getting Published

If your goal is to become a published freelance writer by selling a magazine article, short story, poem or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past, the editor's desk. You will discover how to:

- Become a "published" writer overnight
- Submit manuscripts the correct way
- Find the right publisher for your work
- Write irresistible query letters
- Determine when and how to get an agent
- 100 ways to make money as a freelance writer

If you really want to succeed, this step-by-step workshop is a must! A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark
Fee: \$39

010031 Saturday, 3/5
9:00am-11:00am Online

Using Amazon's Kindle Direct to Self-Publish Your Book for FREE!

Whether you're looking to publish a paperback novel or short e-book now or in the future, this detailed tutorial will teach you step-by-step how to create an Amazon Kindle Direct Publishing (KDP) account, format your manuscript and upload it to the platform, easily create a book cover from available templates, determine pricing and royalties, develop a sales pitch for your Amazon page, and write an Amazon author bio. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class, all for FREE.

Instructor: LeeAnne Krusemark
Fee: \$35

010033 Saturday, 3/5
12:00pm-1:00pm Online

Beginner's Guide to Starting a FREE Blog

Online blogging is a great way to get the word out about you, your service, your product or information YOU want to share! You will learn step-by-step how to:

- Start a FREE blog with WordPress
- Choose a blog template
- Emphasize your blog content with a creative name
- Use your unique voice to share your expertise
- Connect your domain/website

You will also learn how to earn an income with your blog, including links to other websites and advertising on your blog, as well as increase your internet ranking. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnn Krusemark
Fee: \$35

010025 Saturday, 3/5
2:00pm-4:00pm Online



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

Online Teaching Certificate: 7113



Fee: \$495 for all three courses and certificate

For those new to teaching online or those already teaching online, get the best instruction from the foremost authorities in online learning! Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course; from fostering online discussion to encouraging student interaction; from traditional assessment to online tests; this program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

Instructors: Staff

Advanced Teaching Online

Fee: \$195

7106 2/7-3/4

Designing Online Instruction

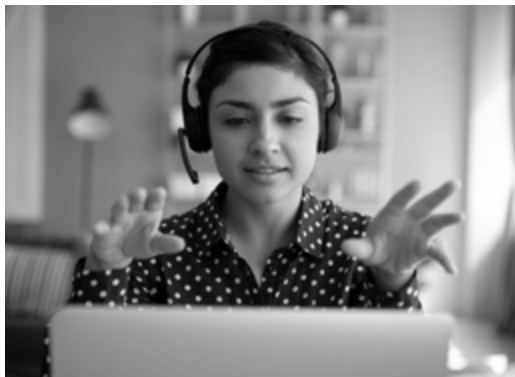
Fee: \$195

7137 3/7-4/1

Fostering Online Discussion

Fee: \$195

7157 4/4-4/29



Data Analysis Certificate: 7118



Fee: \$495 for all three courses and certificate

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data and need people with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio and make a big difference in the success of your organization by acquiring data analysis skills. Begin with a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. Finally, you will find out how to perform inquiries. This certificate will take you to the next level where important decision-making is concerned.

Instructors: John Rutledge, Mary Dereshiwsky and Jeff Kritzer

Introduction to Data Analysis

Fee: \$195

7176 2/7-3/4

Intermediate Data Analysis

Fee: \$195

7172 3/7-4/1

Advanced Data Analysis

Fee: \$195

7101 4/4-4/29



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

Digital Marketing Certificate: 7143



Fee: \$495 for all three courses and certificate

Get the keys to digital marketing success, including improving email promotions, analyzing your website traffic, doing search engine optimization and how to employ online advertising. Relevant for any type of organization, including businesses, companies, nonprofits and government agencies. No digital marketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Instructor: Dan Belhassen and Susan Hurrell

Improving Email Promotions

Fee: \$195

7167 2/7-3/4

Boosting Your Website Traffic

Fee: \$195

7108 3/7-4/1

Online Advertising

Fee: \$195

7206 4/4-4/29



Accounting and Finance for Non-Financial Managers Certificate: 7114



Fee: \$495 for all three courses and certificate

Every successful person in the workplace utilizes financial information to aid effective decision making. The financial concepts and accounting processes used in most businesses will provide practical techniques that will increase your effectiveness and career. Understand the seven steps in the accounting cycle and use financial information in decision making. Find out what you need to know about cash. Then acquire advanced financial information that drives your organization and see how business reports are assessed and analyzed. Come away with the knowledge to help you make smart decisions when it comes to budgeting, setting goals and assessing performance.

Instructors: Sharon deFonteny and Jodie Trana

Accounting and Finance for Non-Financial Managers

Fee: \$195

7100 2/7-3/4

Cash is King

Fee: \$195

7112 3/7-4/1

Financial Analysis and Planning for Non-Financial Managers

Fee: \$195

7156 4/4-4/29



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

Bookkeeping Certificate: 040004



Fee: \$495 for all three courses and certificate

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this certificate will provide you with the knowledge needed to measure and manage the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

Instructors: Sharon deFonteny

Understanding Debits and Credits

Fee: \$195

040003 2/7-3/4

General Ledger and Month End Procedures

Fee: \$195

040002 3/7-4/1

Closing Procedures and Financial Statements

Fee: \$195

040001 4/4-4/29



Mastering Excel Certificate: 7259



Fee: \$495 for all three courses and certificate

A must-have skill to succeed in business, whether as an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content and edited for delivery. Discover how various menu items, commands, settings and processes affects the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted by using different data tool techniques. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. This certificate will help you discover how to attractively visualize your data into meaningful information with confidence. Students must have Microsoft Excel to complete this certificate.

Instructors: Betsy Flanagan, Amy Klous and John Rutledge

Mastering Microsoft Excel

Fee: \$195

7199 2/7-3/4

Intermediate Excel

Fee: \$195

7270 3/7-4/1

Advanced Excel

Fee: \$195

7245 4/4-4/29

[Segment Name]	[Segment Name]	[Segment Name]
\$52,500.00	\$30,000.00	\$58,000.00
\$80,000.00	\$95,000.00	\$70,000.00
\$25,000.00	\$12,500.00	\$27,000.00
(\$5,800.00)	(\$13,500.00)	\$2,000.00



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



**Free Spring 2022
Business Entrepreneurship Certificate**

**Gain the tools you need to
advance your career and/or
start your own business**

Certificate Can be Completed in One Semester

NC 654 Introduction to Accounting Principles:
Introduction to basic accounting principles.

NC 655 Small Business Operations:
*Learn to start and maintain a small business in
California.*

NC 656 Marketing and Social Media for Small Businesses:
*Learn to understand and develop a marketing plan and
social media to promote a business.*

Classes can be taken individually or toward a certificate

Semester begins February 23, 2022

Visit <https://www.citruscollege.edu/ce>
For further details contact:
conted@citruscollege.edu or call (626) 852-8022

CAREER

Professional Development Offered Online in Partnership with UGotClass

Business Writing Certificate: 7116



Fee: \$495 for all three courses and certificate

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Help your organization stand out with your new skills in business writing. Go to the next level where business writing is a skill for personal and organizational success.

Instructors: Dionne Felix, Kathryn Lynch-Morin and William Draves

Business Writing

Fee: \$195

7111 2/7-3/4

Effective Copywriting

Fee: \$195

7142 3/7-4/1

Writing News and Press Releases

Fee: \$195

7236 4/4-4/29

NEW! Grammar Refresher Certificate: 190097



Fee: \$295 for all three courses and certificate

Good grammar doesn't make good writing, but good writing demands good grammar. Whether you're a student or a professional, a career changer or a job seeker, this comprehensive program will guide you through the linguistic twists and turns of English grammar and equip you to write more effectively from day one. The first course covers the basics of grammar at the word level, including parts of speech and commonly confused words. In the second course, you'll learn about grammar at the sentence level, from fragments to run-ons. In the third course, you'll focus on the finer points of capitalization and punctuation, as well as advanced concepts like parallelism and agreement. The grammar knowledge you'll gain from this certificate applies to whatever kind of writing you do now or aspire to create in the future. Everything you learn will elevate your communication skills and help you polish and edit your writing.

Instructor: Ellen Feld

NEW! Word-Level Grammar

Fee: \$145

190100 2/7-3/4

NEW! Sentence-Level Grammar

Fee: \$145

190099 3/7-4/1

NEW! Refining Your Writing

Fee: \$145

190098 4/4-4/29



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

Do you have an idea for a class?

Citrus College Continuing Education Program is looking for new classes to offer the community

Get paid to teach!



If you have ideas for innovative courses, send your proposal along with your name, day time phone number, and email address

Email proposal to: conted@citruscollege.edu



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

NEW! Advanced Live Online and Zoom



Instructor Training: 400001

Take your live online teaching to the next level for greater student satisfaction, learning, completion and retention. Come away with information you can use Monday morning. Learn practical, how-to tips and techniques, plus the pedagogy of live online teaching. Taught by one of the foremost teachers of adults.

Instructor: William Draves

Improving Email Promotions

Fee: \$195

7167 2/7-3/4

Spanish for Health Professionals Certificate: 7221



Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class – designed specifically for health care professionals – will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

Instructor: Cristina Sempé

Fee: \$290

7221 2/7-4/1



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

SPRING COURSES

Citrus College Continuing Education



FEATURES INCLUDE:

- **Self-paced, Start anytime**
- **24/7 Access**
- **Books and materials Included**
- **Certificate of Completion**
- **Certification Exam Voucher may be Included**
- **Financial assistance available**
- **Student Advisors Included**
- **Industry Recognized Certifications**
- **Counselors help match your interests**

Visit our website to enroll, learn more, or view all of our online courses.

ONLINE CAREER TRAINING COURSES

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

CPC CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Voucher Included)
Learn to handle the increasing complexities of healthcare management and medical billing and coding for a competitive edge in the healthcare field.

COMPTIA CERTIFICATION TRAINING: A+, NETWORK+, SECURITY+ (Voucher Included)
Get a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

PHARMACY TECHNICIAN (Voucher Included)
Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing healthy care to patients.

HUMAN RESOURCES PROFESSIONAL
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

HVAC/R CERTIFIED TECHNICIAN (Voucher Included)
A comprehensive online training course that encompasses heating, ventilation, air conditioning, and refrigeration.

LEAN SIX SIGMA GREEN BELT AND BLACK BELT (Exam Cost Included)
Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

CPC MEDICAL BILLING AND CODING (Voucher Included)
Get a foundation of medical vocabulary, to help you better understand doctor's notes and medical record contents, and learn essential medical office.

CBCS CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Voucher Included)
This is an ideal course for students new to a medical career. Upon completion, you'll be prepared to sit for the CBCS certification exam.

THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP
Expand your knowledge and application of project management concepts with this online course and get prepared for either the CAPM or PMP certifications.

CLINICAL DENTAL ASSISTANT
After completion, you'll be ready to pursue certification as a dental assistant, by passing the radiology and infection control portions of the Dental Assisting National Board examination.

<https://www.ed2go.com/citrus>



Citrus College

Get In. Get Out. Get Working.

Need a New Career? We've Got Your Back!

Trusted by some of the largest most respected names in healthcare, CareerStep, in partnership with Northwestern State University of Louisiana, offers online training programs that teach you the skills employers need:

- Certified Healthcare Documentation Specialist
- Computer Technician
- Dental Assistant
- EKG Technician
- Executive Assistant
- Healthcare IT Professional
- Medical Assistant
- Medical Administrative Assistant w/EHR
- Medical Billing
- Medical Coding and Billing
- Medical Office Manager
- Microsoft Office 2019
- Patient Care Technician
- Pharmacy Technician
- Physical Therapy Aide
- Physical Therapy Office Professional
- Veterinary Assistant
- Veterinary Receptionist



CareerStep

Get Started Today!

Call or visit online to learn more:

(877) 225-7151

www.careerstep.com/lp/partner/ap/citrus/

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

PERSONAL ENRICHMENT

Fitness

Cardio-Circuit Training

Fast-paced circuit – a total body workout. This cardiovascular training is accomplished by alternating between recumbent bicycles, treadmills, stair climbers, rowers and elliptical machines. The duration at each station is 30 seconds and the approximate time to complete a circuit is 45 minutes. The last circuit begins 45 minutes before closing time.

All students new to the cardio-circuit training class are required to check in with the fitness center attendant on the first day of attendance for a tutorial on how to safely and effectively use the exercise equipment.

Mondays-Thursdays, 6:00am-8:00am, Citrus/AP 109
5:00pm-7:00pm, Citrus/AP 109

Feb. 23 – April 14

060011 Fee: \$39*

060012 Fee: \$35* Forever Young (55+)

**Register for the first eight weeks of spring by Feb. 9 to receive a \$5 discount.*

April 25 – June 16

060013 Fee: \$39*

060014 Fee: \$35* Forever Young (55+)

**Register for the second eight weeks of spring by April 11 to receive a \$5 discount.*

Mat Pilates I and II

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

Instructor: Irene George

Fee: \$39

060061 Thursdays, 2/24-4/14
5:00pm-6:00pm Citrus/AP 110



PERSONAL ENRICHMENT

Hobbies & Interests

Save Money with Extreme Couponing!

Learn how to save money every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to hundreds or even thousands of dollars every year. This comprehensive workshop will teach you:

- Where to find all different types of coupons, even for high-ticket items
- How to find the best coupon apps and websites
- How to match coupons with sales for maximum savings

This workshop is taught by someone who has used many couponing secrets to save thousands. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark

Fee: \$35

350058 Saturday, 2/26
12:00pm-1:00pm Online

Meet an Agent/Publisher and Get Your Manuscript Critiqued

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Email one page of your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book or children's book.

A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark

Fee: \$35

350059 Saturday, 2/26
4:00pm-5:00pm, Online



INSTRUCTOR-LED ONLINE COURSES BUNDLE DEALS!

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

Course Features:

- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

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

Microsoft Office 2016 Value Suite

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Quickbooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Excel 2016 Series

Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

Writing and Editing Value Series

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Vet Assistant Series

Practicing veterinarian prepares you to work in a veterinary office or hospital.

SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

Supervision and Management Series

Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

(626) 852-8022

ed2go.com/citrus

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

FINANCE

Retirement

Retirement Planning Today

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

Instructor: Ed Yoon
Fee: \$63

140001 Wednesdays, 3/9-3/16
6:30pm-9:00pm LB 105



YOUTH

Teens & Youth

Math Tricks

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

Instructor: Brian Clough
Fee: \$49*

**Plus \$20 materials fee payable to instructor on day of class.*

170045 Saturday, 2/26
9:00am-12:00pm LB 103

170047 Saturday, 4/9
9:00am-12:00pm LB 105

Study Skills

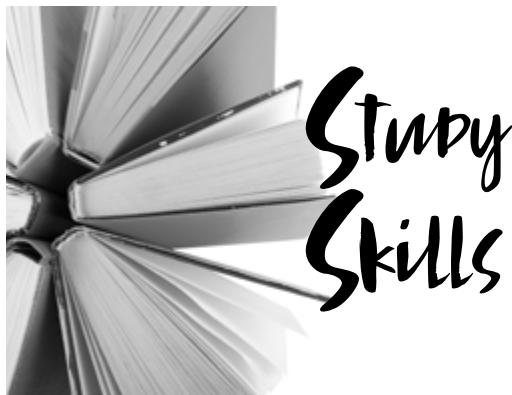
Developing effective study skills is the key to becoming successful in school. This class will teach students important time-management skills, organizational skills and how to improve reading comprehension. Students will learn how to study for tests, create memory tricks and take notes efficiently.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

Instructor: Brian Clough
Fee: \$49*

**Plus \$20 materials fee payable to instructor on day of class.*

170044 Saturday, 1/29
9:00am-12:00pm LB 105

170046 Saturday, 3/26
9:00am-12:00pm LB 105



Noncredit Customer Service Certificates

Customer Service

NC 682 Customer Service I: Fundamentals
NC 683 Customer Service II: Essentials

Customer Service and Call Center

NC 682 Customer Service I: Fundamentals
NC 683 Customer Service II: Essentials
NC 684 Call Center Training

Customer Service for Retail

NC 682 Customer Service I: Fundamentals
NC 683 Customer Service II: Essentials
NC 685 Customer Service for Retail

Applying for Your Certificate

Start the Process:

**Make an appointment with a noncredit counselor today!
To make an appointment with a counselor visit
the Lifelong Learning Center front desk staff**



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 acoso queda estrictamente prohibido, y que no se les negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de "Fair Employment and Housing Act." Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de "Fair Employment and Housing Act," el Código 12900 et seq. del Gobierno del Estado de California, y la ley de "Americans with Disabilities" de 1990. Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

Student Grievances

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

Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con una manera rápida y justa de buscar una solución apropiada a cualquier supuesta violación de sus derechos.

Los derechos protegidos bajo este procedimiento incluyen, pero no se limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes.

Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o malintencionadas por parte de cualquier empleado de Citrus College. Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del edificio de Administración, 626-914-8534.

Drug Free Environment and Drug Prevention Program

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

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

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

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

Any student or employee who violates this policy will be subject to disciplinary action, which

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

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

Programa Libre de Drogas y de Prevención del Consumo de Drogas

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

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

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

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

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

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

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

Sexual Harassment and Sexual Violence Information

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

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.

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

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

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

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

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un concubino, violencia doméstica, acoso, violencia entre novios, forzar a una persona a ver o a participar en pornografía, hostigamiento, a mostrar sus partes privadas, o a tocar a otras personas indebidamente. Cualquier violencia sexual o abuso físico, tal y como lo define la Ley de California, ya sea cometido por un empleado, estudiante o alguien más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de las políticas del Distrito y de sus reglamentos, y esta sujeta a todos los castigos, incluyendo cargos criminales o civiles y procedimientos disciplinarios para estudiantes o empleados.

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

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

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

Rights & Privacy Policy

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

law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record.

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

Reglas de Derechos & Privacidad

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

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

Student Right-to-Know

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

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

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

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

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

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

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

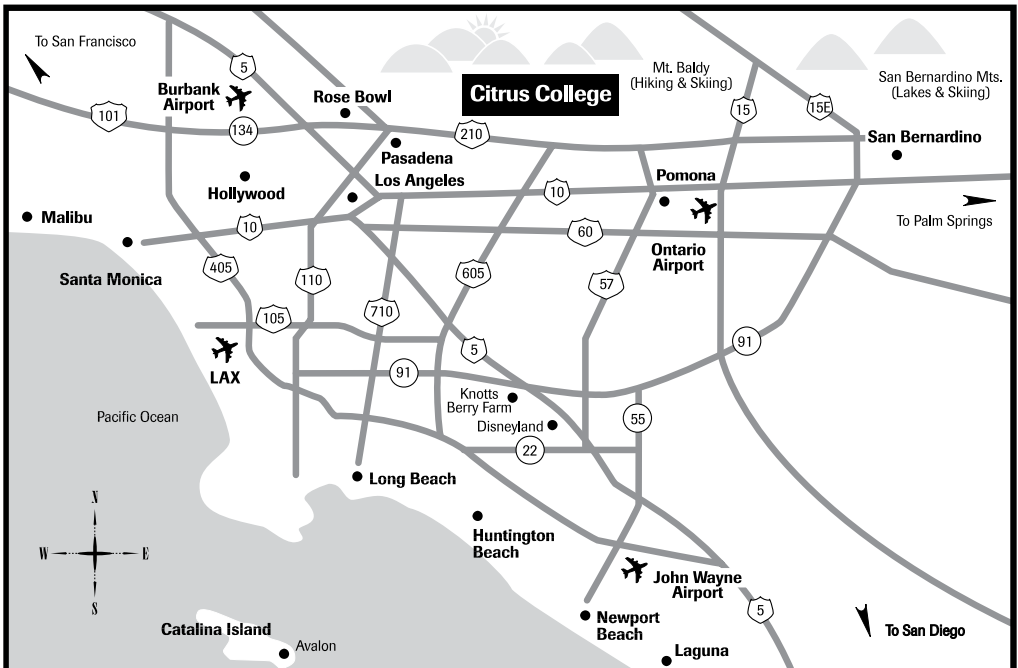
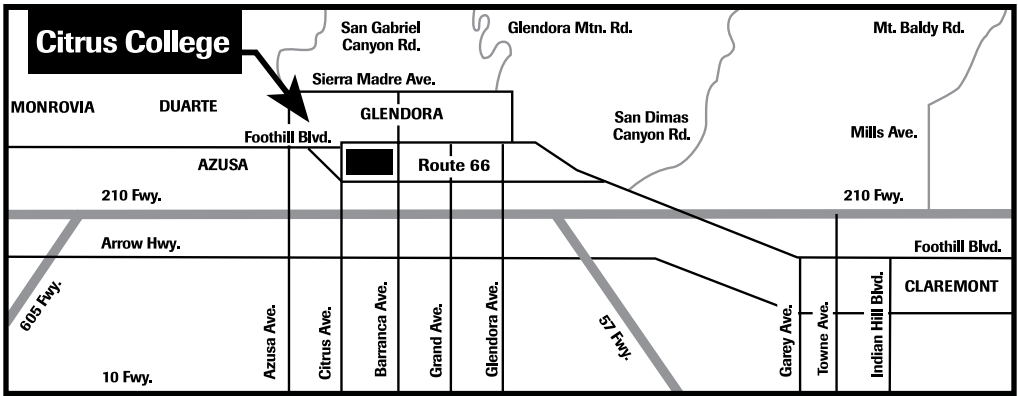
Parking Regulations/Maps

Get a Citrus College Parking Permit – At Your Fingertips

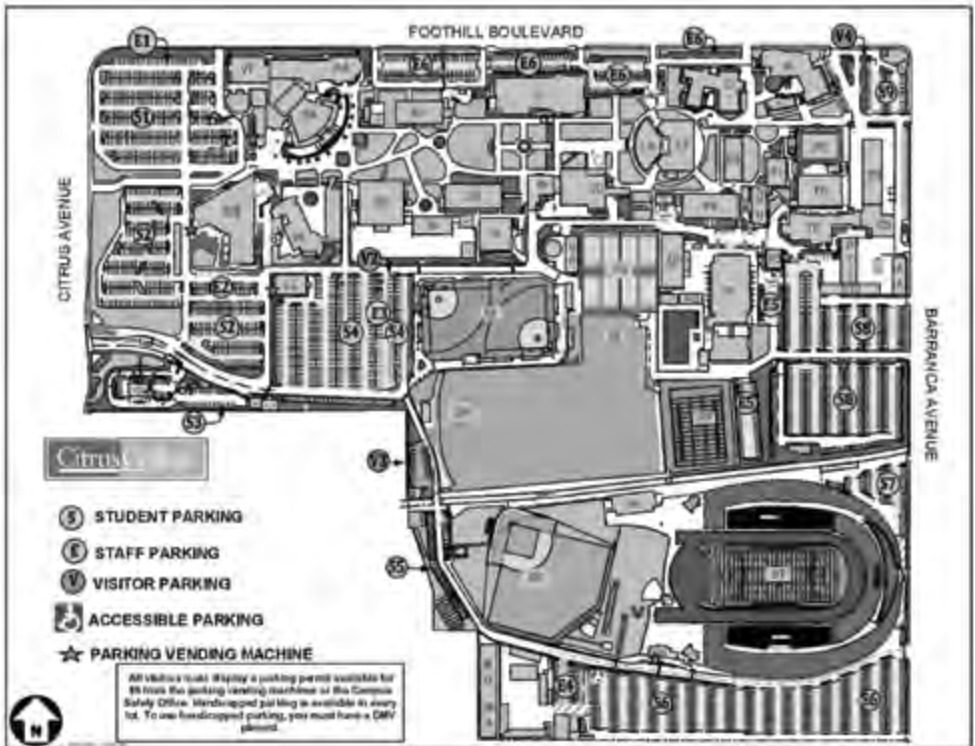
Citrus College offers an easy and convenient online method for purchasing parking permits.



- Winter session parking permits are \$29.
Spring semester parking permits are \$59.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for winter session/spring semester.
- You can print a temporary parking permit for immediate use until you receive your parking permit in the mail.
- A daily parking permit for \$5 is available for purchase at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from one of the automated pay station (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester parking permits are **not available** in the Continuing Education Office.



Citrus College Campus Directory



Buildings

AA	Automotive Annex	LH	Lecture Hall
AD	Administration	LI	Hayden Library
AN	Annex	LL	Likking Learning Center
AP	Adaptive Physical Education	LS	Life Science
AQ	Aquatics	MA	Mathematics/Sciences
BF	Baseball Field (FLD 2)	MO	Maintenance/Operations
BK	Book Shop	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 (formerly Main Gym)
ED	Educational Development Center	PS	Physical Science
ES	Earth Science	RA	Recording Technology
FH	Field House	RG	Reprographics (Print shop)
FP	Football Practice Field (FLD 5)	SB	South Bungalow
GH	Gale House	SF	Softball Field (FLD 3)
GI	Golf Instruction (FLD 1)	SS	Student Services
GR	Golf Driving Range	ST	Stadium (FLD 4)
HH	Hayden Hall	TC	Technology Center
IC	Innovated Success Center	TD	Technician Development
IS	Information Systems	TE	Technology Engineering
LB	Liberal Arts/Business	TN	Tennis Courts
		VA	Visual Arts
		VT	Video Technology
		WA	Warehouse / Purchasing

Services

Academic Affairs	AD	FLS Language Center	PZ
Admissions and Records	SS	Food Service	CC
Assessment	SS	Foster Kinship Office	IO
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	FA
Business Services	AD	Noncredit Education	LI
Caltrans - Owl Cafe	CC	Noncredit Matriculation	LI
CaWORKs	SS	Nursing	PC
Career/Transfer Center	SS	Outreach	SS
Cashier	SS	Printing, Reprographics	RG
Clan, Student Newspaper	VA	Public Information	AD
Colleges Advancement	AD	Receiving	WA
Community Education	LI	Receiving Bookstore	BK
Computer Center	IS	Safety Office	CS
Commissary	PC	Student Affairs	CC
Counseling and Assessment Center	SS	Student Employment Services	AD
Dental Assisting	PC	Student Services Office	SS
Disabled Students Center	SS	Superintendent/President's Office	AD
Esthetician	TC	Swimming Pool	AQ
EO/RS	SS	Testing Center	BO
External Relations	AD	Transfer Center	SS
Facilities Rental	AD	Waterski Center	IC
Faculty / Staff Lounge	CC	Vocational Education Office	TE
Financial Aid	SS		
Fitness Center	AP		

Revised 5/2/2015



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S e r v i c e s P r o v i d e d :

Academic Counseling

- College transition counseling
- Course selection
- Educational planning
- ESL classes

Vocational Counseling

- Career change
- Individual assessment of skill
- Noncredit vocational certificates
- Vocational and career exploration

Personal Counseling

- Community resources
- Maximize individual potential
- Personal growth

Transition to Credit Courses

- California Dream Act students
- Campus tours of Citrus College
 - Certificates and degrees
 - College application
 - Financial aid
- Orientation and placement
- Referrals to credit counselors

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



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