



Citrus College

**COMMUNITY AND
NONCREDIT EDUCATION**

**SUMMER
2020**

Kick Back, Move Forward

New Online Youth Classes:

- NEW** ▶ Math Tricks
- NEW** ▶ Study Skills
- NEW** ▶ Money Math for Kids
- NEW** ▶ Brain Fitness

**Look inside for online classes available from
CareerStep, UgotClass, Ed2Go
and many more!**



Enroll Now
Register Online: citruscollege.edu/ce

Citrus College Continuing Education

Summer 2020

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.

SPOTLIGHT: COMMUNITY EDUCATION CLASSES

fee-based

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FOLLOW US



@CitrusCE / @NoncredESL



@CitrusContED

Noncredit and Continuing Education Courses



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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-9:00pm

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

**Hours subject to change*

Michael Wangler 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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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?

Summer 2020 session begins June 22, 2020.

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

Summer holidays – classes will not meet on the following dates: July 3 and July 4.

The summer session ends Aug. 14, 2020.

Where Do Classes/Courses Meet?

Due to the COVID-19 pandemic, all summer session classes will be held 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 12 and 13. Online Registration Instructions: See page 11.

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.



HELP EXIT

Welcome to Citrus College Online Noncredit Application

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

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

Login ID:

PIN:

[First time user account creation](#) ←

[Return to Homepage](#)

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ONLINE REGISTRATION

Noncredit Admission and Class Registration

at 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*



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.



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

- Once the application is submitted, you will receive an Acknowledgement Page that includes your Citrus College ID number.
- It is **VERY IMPORTANT** you **PRINT** this page or **WRITE DOWN** the ID number **BEFORE** closing the screen.

Acknowledgement Page

27-APR-2014

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Greetings,

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

Your Citrus Identification Number (Student ID) is

██████████

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

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

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

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

- Registration – Go to the Noncredit Registration website for registration information at <http://www.citruscollege.edu/ce>
- Parking Permit – Parking permits are required on all vehicles that park on the Citrus College Campus. Visit <https://citruscollege.edu/ce/parking>
- Photo ID – Once you have registered for a noncredit class, you may obtain a Citrus College photo identification card. Please wait at least 48 hours from the time of registration before visiting the library to take your photo. Computer and
- Counseling/Advisement – A noncredit counselor can provide the guidance you need for setting your goals, planning your course of study, and scheduling classes. For more information or to schedule an appointment, please call (626) 852-6445 or visit Continuing Education Office located at the

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

ONLINE REGISTRATION

Noncredit Admission and Class Registration

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.

HELP | EXIT
Please follow the instructions below.

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

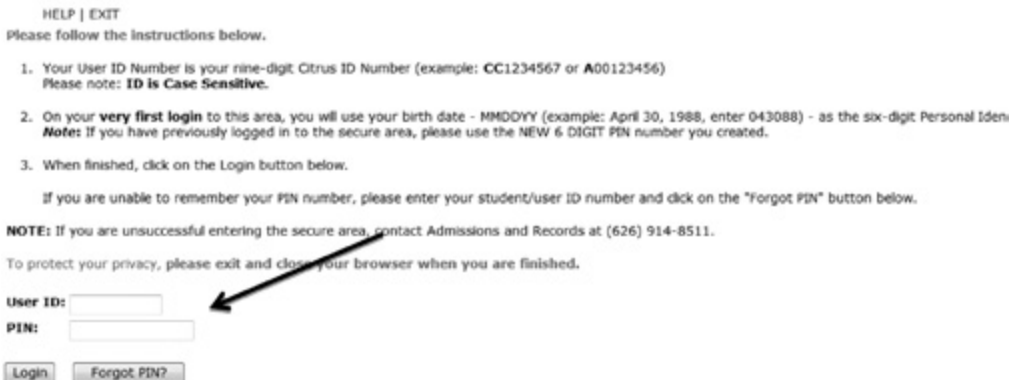
If you are unable to remember your PIN number, please enter your student/user ID number and click on the "Forgot PIN" button below.

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

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

User ID:

PIN:



- Follow the prompts to change your PIN number. It is important you **WRITE DOWN** and save your user ID and PIN number. This information will be used each time you access WingSpan. It is **VERY** important.
- At the Welcome screen, you should see your name at the top of the screen.
- Click on the link to Admissions & Records.
- **Click on the link to Registration.**
- Select the appropriate term (fall, winter, spring, summer). Once completed, select *Register or Add/Drop Classes*.
- If you know the CRN for the class you want to enroll in, enter the numbers in the boxes on the worksheet.
- If you do not know the CRN for the class you want to enroll in, click the Class Search button to search for your class. Once you 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 2020 – June 22-Aug. 14

Applications for Summer 2020 Session Available	Jan. 1, 2020
Registration for Summer 2020 Session Begins	May 11, 2020

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 SUMMER 2020

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.

42009 TWR, 6/23-8/11
9:00am-12:05pm Online

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.

42010 TWR, 6/23-8/11
9:00am-12:05pm Online

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.

42012 TWR, 6/23-8/11
9:00am-12:05pm Online

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.

42014 TWR, 6/23-8/11
9:00am-12:05pm Online

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.

42016 TWR, 6/23-8/1
12:30pm-3:25pm Online

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.

42017 TWR, 6/23-8/11
9:00am-12:05pm Online

NC 331 ESL: Preparation for Academics

ESL: Preparation for Academics is designed for advanced English language learners who seek to matriculate into academic, credit instruction. Students will learn and apply academic success skills, such as writing for college courses, comprehending lectures and readings, and using essential technology skills. Open entry/exit. 72 lecture hours.

42022 TWR, 6/23-8/11
5:30pm-8:35pm Online

NONCREDIT SUMMER 2020

Basic Skills

NC 298A Composition Fundamentals: Reading and Study Skills

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.

42020 TWR, 6/23-7/15
12:30pm-3:35pm Online

NC 298B Composition Fundamentals: Critical Thinking and Writing

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.

42021 TWR, 7/21-8/12
12:30pm-3:35pm Online

NONCREDIT SUMMER 2020

Career

NC 332 ESL: Preparation for the Workplace

ESL: Preparation for the Workplace is designed for advanced English language learners who seek to enter or improve their position in the American workforce. Students will learn and apply job and language skills that will promote success in the workplace, such as completing common written tasks, performing in job interviews, and participating in activities to improve teamwork, negotiation, decision making and problem-solving skills. Open entry/exit. 72 lecture hours.

42018 TWR, 6/23-8/11
9:00am-12:05pm 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 California state standards for English for high school graduation and/or meet the English requirements for an adult school 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 writing etiquette for effective workplace communication. It will also introduce students to the different forms of technical media for written workplace communications. 36 lecture hours.

42019 TWR, 6/23-8/5
12:30pm-2:00pm Online



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

Fee-Based Classes

Four 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 12 (page 13 for youth classes) and email it to conted@citruscollege.edu.

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.

Four 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 11.

2. EMAIL

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

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

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*

**Plus \$10 materials fee payable to instructor.*

9567 6/22-8/14, 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

010006 6/22-8/14, 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 6/22-8/14, 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*

**Plus \$70 optional materials fee payable to instructor. Optional materials include "The Master Code of Mixology" and "Professional Bar Management" manuals, two pour spouts, a jigger, and cocktail recipe flash cards.*

010015 6/22-8/14, 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")

Get In, Get Out Get Working!

Payment Plans Available

Citrus College has partnered with Career Step to help students like you train for a rewarding new career. Career Step is a Leader in online allied health education and job training, offering preparation for national certification & employment. Founded in 1992, Career Step has trained over 100,000 students for rewarding careers in healthcare. You'll receive career focused education and job training that includes real world practicum and software used in the workplace from instructors with industry experience and certifications.

Upon completion of your course, CareerStep will provide graduate services that include access to job opportunities within their network of employees.

**Start today by visiting partner.careerstep.com/citrus
877-225-7151**

CAREER

New Career

Podcasting for Profit

Have you ever wanted to be a DJ or host a radio show? Would you like to be paid to host your own show? Would you like to promote your business, hobby or passion on radio? **ALL FOR FREE?**

Now you can, by setting up your own podcasting program!

This course explains and demonstrates how to set up an audio podcast and monetize it, including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts – all for FREE!

Materials include instruction, references and resources, as well as the software necessary to set up and operate a podcasting program for free.

Instructor: Mike Rounds

Fee: \$39*

**Materials fee may apply.*

010022 Tuesday, 6/23
6:30pm-9:30pm Online via Zoom

How to Start a Profitable Home-Based Business

Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you're operating illegally?

If you're thinking about starting a home-based business, online business, selling on E-Bay, having a small consumer business or becoming a consultant, this program is for you. You'll be shown:

- The different entities to business structures
- Federal, state and local tax rules
- Licensing requirement
- Bookkeeping and tax records
- Ideas for starting a business

Instructor: Nancy Miller

Fee: \$39*

**Materials fee may apply.*

010023 Tuesday, 7/7
6:30pm-9:30pm Online via Zoom

Beginner's Guide to Getting Published: Traditional vs. Self-Publishing

Become a published freelance writer by selling a magazine article, short story, poem or even a novel to a traditional publisher, or attempt self-publishing or both! This comprehensive workshop will help you discover how to:

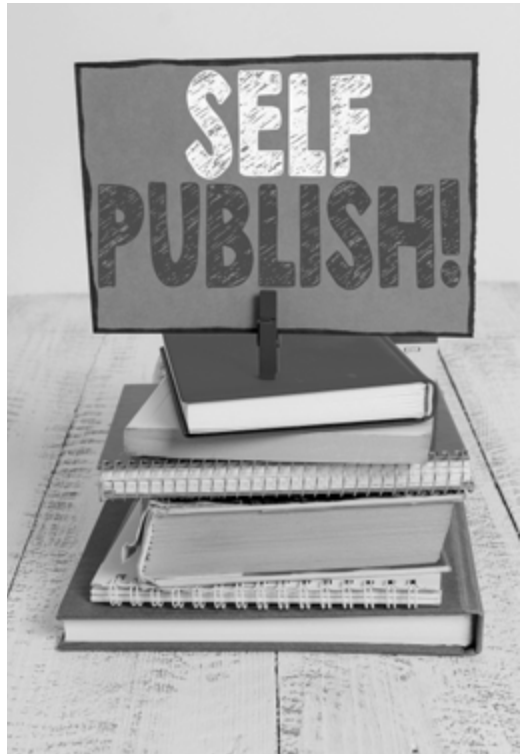
- Find 100 ways to make money as a freelance writer
- Find 50 self-publishing opportunities
- Submit manuscripts the correct way
- Find the right publisher for your work
- Write irresistible query letters
- Determine when and how to get an agent

Discover the pros and cons of traditional publishing vs. self-publishing options, including print on-demand and e-book publishing, as well as Amazon options. You will leave with a rated description of 50 self-publishing companies. The instructor is a journalist, author, agent and publisher.

Instructor: LeeAnn Krusemark

Fee: \$39

350050 Wednesday, 7/15
7:15pm-9:00pm Online via Zoom



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

CAREER

Be Your Own Boss

Become a Professional Organizer

Do label makers and putting things into three-ring binders make you happy? If you like organizing and enjoy watching organizing seminars that have become popular on television, you're a good candidate to become a professional organizer! This course will discuss:

- Different organizing specialties
- Using the clutter-hoarding scale
- How to get experience before your first paying client

Instructor: Nancy Miller

Fee: \$39*

*Materials fee may apply.

330010 Sunday, 6/28

1:00pm-4:00pm

Online via Zoom

How to Create Your Website for FREE in an Hour

In today's technology-driven world, people start by looking for anything and everything on the web. Creating your own website that you can change and control gives you the ability to tell people about your business and how to do business with you. You'll be shown how to create your site in minutes for FREE, including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it. You'll learn how to:

- Get your domain name
- Choose a web host and sign up for an account
- Design your web pages
- Collect credit card information
- Be listed with major search engines

Instructor: Mike Rounds

Fee: \$39*

*Materials fee may apply.

330011 Wednesday, 7/29

6:30pm-9:30pm

Online via Zoom



POPULAR ONLINE COURSES

Learn from the comfort of home!

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- Discussion Areas
- 6 Week Format

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

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

Prices start as low as: **\$99**

Accounting Fundamentals

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

Introduction to SQL

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

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Speed Spanish

Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Beginning Writer's Workshop

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

Effective Business Writing

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

A to Z Grant Writing

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

Introduction to Microsoft Excel

Become proficient in using Microsoft Excel and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Computer Skills for the Workplace

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

Intermediate Microsoft Excel

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

Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

Human Anatomy and Physiology

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

SAT/ACT Prep Course

Master the reading, writing, English, and science questions on the ACT and new SAT.

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Visit our website for more courses and view start dates for the courses that interest you!

www.ed2go.com/citrus

0816-07

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

CAREER

Career Programs Offered Online in Partnership with Career Step

Enroll in any of these Career Step courses by June 15 and receive a 10% discount!

Professional Medical Coding and Billing



The Professional Medical Coding and Billing program prepares individuals for the Certified Coding Associate (CCA), Certified Professional Coder (CPC) and Certified Outpatient Coder (COC) certifications. Topics covered include reimbursement methodologies, biomedical sciences and current code sets. Training includes codebooks and a voucher for one of the certification exams. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step
Fee: \$3,699*

**Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

Medical Transcription Editor



Approved by the Association for Healthcare Documentation Integrity (AHD), the Medical Transcription Editor program prepares individuals for medical transcription and editing careers. Topics studied include documentation, biomedical sciences and editing theory. Training includes a transcription foot pedal, an AHD membership and a voucher to take the RHDS exam. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step
Fee: \$3,199*

**Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

Pharmacy Technician (ASHP/ACPE)



The Pharmacy Technician (ASHP/ACPE) program prepares individuals for the Pharmacy Technician Certification Board (PTCB) exam and is accredited by the American Society of Health-Systems Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE). An externship is required to complete the program. Training also includes a laboratory kit and an exam voucher. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step
Fee: \$2,999*

**Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

Medical Assistant with Clinical Externship



The Medical Assistant with Clinical Externship program is designed to teach individuals the skills needed to earn a Certified Clinical Medical Assistant (CCMA) credential. Curriculum includes interactive simulations, and covers healthcare reimbursement, basic anatomy, medical terminology, clinical patient care, EKG testing and phlebotomy. Training also includes a clinical externship and a CCMA exam voucher. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step
Fee: \$3,599*

**Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

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



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

Career Programs Offered Online in Partnership with Career Step

Enroll in any of these Career Step courses by June 15 and receive a 10% discount!

Medical Administrative Assistant with EHR



The Medical Administrative Assistant with EHR program prepares individuals to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Topics covered include ezEMRx EHR software, Microsoft Office, healthcare documentation and office procedures. Training also includes exam vouchers for the two national certifications upon completion. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$3,199*

**Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

Medical Office Manager



The Medical Office Manager program prepares individuals for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Topics covered include Microsoft Office basics, medical terminology, healthcare documentation, practice finances, billing and collections, and special considerations, like ICD-10 and X12 5010. Training includes two certification exam vouchers. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$3,899*

**Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

Healthcare IT



The Healthcare IT program prepares individuals for the CompTIA A+, Certified Electronic Health Records Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA) certifications. Topics covered include computer hardware/software, troubleshooting, healthcare documentation and electronic health records. Training includes study guides, a repair toolkit and power supply tester, and four certification exam vouchers. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$3,999*

**Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

Medical Billing



The Medical Billing program helps individuals develop the knowledge and skills they need to work in healthcare reimbursement. Topics covered include bundled payments, the impact of the Affordable Care Act and experience with current billing forms. Training also includes a Certified Billing and Coding Specialist (CBCS) exam voucher upon completion. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$2,999*

**Includes all necessary materials and software, personalized student support, and job placement assistance.*

Online

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



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

Certificate in Bookkeeping



040004 Certificate (completion of all classes below)

Fee: \$495

Understanding Debits and Credits

Instructor: Sharon DeFonteny

Fee: \$195

040003 Start date: 6/1 End date: 6/26
Last day to register: 6/5

General Ledger and Month End Procedures

Instructor: Sharon DeFonteny

Fee: \$195

040002 Start date: 7/6 End date: 7/31
Last day to register: 7/10

Closing Procedures and Financial Statements

Instructor: Sharon DeFonteny

Fee: \$195

040001 Start date: 8/3 End date: 8/28
Last day to register: 8/7

Certificate in Accounting and Finance for Non-Financial Managers



7114 Certificate (completion of all classes below)

Fee: \$495

Accounting and Finance for Non-Financial Managers

Instructor: Sharon DeFonteny

Fee: \$195

7100 Start date: 6/1 End date: 6/26
Last day to register: 6/5

Cash is King

Instructor: Jodie Trana

Fee: \$195

7112 Start date: 7/6 End date: 7/31
Last day to register: 7/10

Financial Analysis and Planning for Non-Financial Managers

Instructor: Jodie Trana

Fee: \$195

7156 Start date: 8/3 End date: 8/28
Last day to register: 8/7

Certificate in Data Analysis



7118 Certificate (completion of all classes below)

Fee: \$495

Introduction to Data Analysis

Instructor: John Rutledge

Fee: \$195

7176 Start date: 6/1 End date: 6/26
Last day to register: 6/5

Intermediate Data Analysis

Instructor: Mary Dereshiwsky

Fee: \$195

7172 Start date: 7/6 End date: 7/31
Last day to register: 7/10

Advanced Data Analysis

Instructor: Jeff Kritzer

Fee: \$195

7101 Start date: 8/3 End date: 8/28
Last day to register: 8/7

Certificate in Project Management



7241 Certificate (completion of all classes below)

Fee: \$495

Introduction to Project Management

Instructor: Andy Stanhope

Fee: \$195

7180 Start date: 6/1 End date: 6/26
Last day to register: 6/5

Project Management Processes

Instructor: Christina Mitchell

Fee: \$195

7215 Start date: 7/6 End date: 7/31
Last day to register: 7/10

Project Management Knowledge Areas

Instructor: Andy Stanhope

Fee: \$195

7214 Start date: 8/3 End date: 8/28
Last day to register: 8/7



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

Certificate in Management



7192 Certificate (completion of all classes below)

Fee: \$595

Management Boot Camp

Instructor: Sally Klaus

Fee: \$295

7191 Start date: 6/1 End date: 6/26
Last day to register: 6/5

Collaborative Management

Instructor: Joyce Odidison

Fee: \$245

7263 Start date: 7/6 End date: 7/31
Last day to register: 7/10

Managing Generations in the Workplace

Instructor: Kassia Dellabough

Fee: \$175

7194 Start date: 8/3 End date: 8/28
Last day to register: 8/7

Certificate in Managing Social Change



320008 Certificate (completion of all classes below)

Fee: \$495

Change Management Skills

Instructor: Sally Schmall

Fee: \$195

7128 Start date: 6/1 End date: 6/26
Last day to register: 6/5

Change in the Workplace

Instructor: Brenton Rolle

Fee: \$195

7262 Start date: 7/6 End date: 7/31
Last day to register: 7/10

Creating Community & Social Change

Instructor: Lisa Barrow

Fee: \$195

320003 Start date: 8/3 End date: 8/28
Last day to register: 8/7

Certificate in Online Teaching



7113 Certificate (completion of all classes below)

Fee: \$495

Advanced Teaching Online

Instructor: William A. Draves

Fee: \$195

7106 Start date: 6/1 End date: 6/26
Last day to register: 6/5

Designing Online Instruction

Instructor: Dionne Felix

Fee: \$195

7137 Start date: 7/6 End date: 7/31
Last day to register: 7/10

Fostering Online Discussion

Instructor: Mary Dereshiwsky

Fee: \$195

7157 Start date: 8/3 End date: 8/28
Last day to register: 8/7



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Visit <https://citruscollege.augusoft.net> (click "Browse," "On The Net")

PERSONAL ENRICHMENT

Health & Self

Eliminate Clutter in Your Home and Office

Tired of searching for lost things and stumbling over stuff?

You CAN change your surroundings to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized. Attend this fun and interactive seminar where you'll learn:

- How to stop junk mail
- How to remove clutter
- Distinguish between organized and neat and the cost of your stuff

Instructor: Nancy Miller

Fee: \$39*

**Materials fee may apply.*

080015 Saturday, 7/25
1:00pm-4:00pm Online via Zoom



Hobbies & Interests

Writing for Online Blogs, Magazines and Websites

You don't need a journalism school degree, newspaper reporting experience or previously published articles to write for online blogs, magazines and websites. Some online opportunities offer exposure and networking, and many pay well – \$1 a word and more. In this fast-paced session, you will learn how to:

- Find opportunities that pay
- Find story ideas
- Conduct interviews
- Find sources, locate and study your target market
- Create pitches, queries and LOIs (letters of intent)

The instructor is a journalist, author, agent and publisher.

Instructor: LeeAnn Krusemark

Fee: \$39

350049 Wednesday, 7/15
5:30pm-7:00pm Online via Zoom



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

FINANCE

Retirement & Real Estate

Home Buying Simplified

Discover how to successfully purchase a home in today's changing market. You will learn about the new loan qualifying guidelines for Federal Housing Administrative (FHA) and conventional mortgages. Topics include down payment, personal financial preparation, current housing market trends, financial qualifying guidelines and real estate contract review.

Instructor: Kyle George
Fee: \$49

130004 Saturday, 6/27, 9:30am-2:00pm, Online via Zoom

Citrus College Continuing Education

Use Your Time to Learn Online



Learn from the Comfort of Home.

Our **Fundamentals** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

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Prices start as low as: \$149.00

Enroll Now!

INSTRUCTOR LED AND SELF-PACED COURSES ONLINE COURSES

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. **LC** **ST**

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students. **LC**

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. **LC**

Creating a Classroom Website

Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher. **LC**

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. **LC** **ST**

Creating Web Pages

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

Creating WordPress Websites

Learn how to create websites with WordPress, the world's most popular website building platform. **LC** **ST**

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning people send when communicating with others. **LC** **ST**

Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. **LC**

Integrating Technology in the Classroom

In this professional development course for teachers, you will learn about technology integration in the classroom and gain the skills needed to use tools like apps, assistive technology, and blogs effectively. **LC** **ST**

Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time. **LC** **ST**

Leadership

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

LC Instructor-Led Courses - Monthly sessions

ST Self-Paced Tutorials - Start today and study on your own schedule

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These and many other online courses to choose from

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 9 to 15 years old.**

Instructor: Brian Clough
Fee: \$49

170034 Saturday, 6/27
9:00am-11:00am Online via Zoom

160011 Saturday, 7/18
12:00pm-2:00pm Online via Zoom

Brain Fitness

Sharpen your critical thinking skills in this exciting and fun-filled workout for your brain. Students will use games, puzzles and logical reasoning to challenge their minds and develop problem-solving abilities. Topics include reasoning, number patterns, deduction and decision making. **This course is designed for youth ages 9 to 15 years old.**

Instructor: Brian Clough
Fee: \$49

170035 Saturday, 6/27
12:00pm-2:00pm Online via Zoom

Word Problems – Unlocking the Secrets

Take the mystery out of word problems with this three-hour workshop. Students will identify key phrases, recognize crucial concepts and learn strategies that will increase their ability to understand what the problem is asking them to do. Students currently taking arithmetic, pre-algebra and algebra classes will be able to develop the critical thinking skills to tackle the most common types of word problems. **This course is designed for youth ages 9 to 16 years old.**

Instructor: Brian Clough
Fee: \$49

160012 Saturday, 7/11
9:00am-11:00am Online via Zoom

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 trick 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 9 to 15 years old.**

Instructor: Brian Clough
Fee: \$49

170036 Saturday, 7/11
12:30pm-3:00pm Online via Zoom

170037 Saturday, 8/8
9:00am-11:30am Online via Zoom

Money Math for Kids – Learn to be Smart with Your Money

Learn how to be a money genius and keep your math skills sharp! This class covers financial topics used in everyday life, including how to manage a savings account, percentages, sales tax, estimating, banking, check writing, simple interest, principal and commission. **This course is designed for youth ages 10 to 15 years old.**

Instructor: Brian Clough
Fee: \$49

160013 Saturday, 7/18
9:00am-11:00am Online via Zoom

Test Taking Strategies

Do you have anxiety about tests? Do you know more than you're able to show on a test? This class teaches you tips for reducing test anxiety and improving test performance. Learn to anticipate, recognize and apply strategies to conquer your fears. Topics include time management, test resources and information organization. Students will also learn to recognize absolute words, key words and clue words. **This course is designed for youth ages 9 to 15 years old.**

Instructor: Brian Clough
Fee: \$49

160014 Saturday, 8/8
1:00pm-3:00pm Online via Zoom

SELF-PACED
TUTORIAL
ONLINE COURSES



These **high-quality online courses** let you learn at your own pace and are designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development**. Our online classroom is informative, convenient, and highly interactive.

- Twelve Steps to a Successful Job Search
- Introduction to SQL
- Medical Terminology
- Introduction to Microsoft Excel 2016
- Human Anatomy and Physiology
- Grammar Refresher
- A to Z Grant Writing
- Accounting Fundamentals
- Project Management Fundamentals
- Speed Spanish
- Food, Nutrition, and Health
- Keyboarding
- Explore a Career in Medical Coding
- Introduction to Natural Health and Healing
- Discover Sign Language
- Creating WordPress Websites
- Computer Skills for the Workplace
- Administrative Assistant Fundamentals
- Understanding Adolescents
- Certificate in Gerontology
- Medical Math
- Spanish For Medical Professionals
- Fundamentals of Supervision and Management
- Stocks, Bonds, and Investing
- Achieving Success with Difficult People
- Real Estate Investing
- Write Fiction Like a Pro
- Keys to Effective Communication
- Using Social Media in Business
- Microsoft Excel 2013
- Personal Finance

Many other online Self-Paced Tutorials are available, visit the link below to browse all of our courses. Be sure to look for Self-Paced Tutorial in the name of the course, as many have an instructor-led version.

*24/7 Access • Start course at any time • Certificate of completion
3 Month access • Work at your own speed*

www.ed2go.com/citrus

HIGH SCHOOL SUMMER SCHOOL

Summer 2020

High School Summer School programs are offered through the Noncredit Department in partnership with area high school districts, including Azusa, Claremont and Monrovia. Programs include credit recovery and basic skills courses. Please contact high schools or district offices for information on how to register and enroll in classes. Contact information is provided below.

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

Azusa Unified School District

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

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

Dates: June 15-June 30 (Session I)
July 1-July 17 (Session II)

Days: Monday-Friday

Time: 8:00am-12:50pm

Contact: Frank Chang, Summer School Principal: 626-858-6195

Classes: Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, US History A, US History B, World History A, World History B, Biology A, Biology B, Physical Science A, Physical Science B, Chemistry A, Chemistry B, Integrated Math IA, Integrated Math IB

Claremont Unified School District

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

Dates: June 19-July 10 (Session I)
July 13-July 31 (Session II)

Days: Monday-Friday

Time: 8:00am-11:50am

Contact: Andrea Deligio, Summer School Principal: 909-624-9053, ext. 30406

Classes: Freshman English A, Freshman English B, Junior English A, Economics, American Government, Biology A, Biology B, Chemistry A, Chemistry B, Pre-Calculus A, Pre-Calculus B, Integrated Math IB, Integrated Math IIB, Integrated Math IIIB

Monrovia Unified School District

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

Dates: June 11-June 26 (Session I)
June 29-July 15 (Session II)

Days: Monday-Friday

Time: 7:30am-12:20pm

Contact: Brian Ilharreguy, Summer School Principal: 626-471-2864

Classes: Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, World History A, World History B, Economics, Biology A, Biology B, Integrated Math IA, Integrated Math IB, Integrated Math IIA, Integrated Math IIB, Integrated Math IIIA, Integrated Math IIIB

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Class Descriptions

NC 210A Freshman English A

The following disciplines of English are an integral part of this course: reading, writing, vocabulary and speech. Students will read literature from the genres of poetry, short stories, novels, and plays. The student will be introduced to the process of writing. Spelling and content words will be chosen from the literature. Oral reports, oral readings, and memorized orals are incorporated into this course.

The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 210B Freshman English B

The following disciplines of English are an integral part of this course: reading, writing, vocabulary and speech. Students will read literature from the genres of poetry, short stories, novels, and plays. The student will be introduced to the process of writing. Spelling and content words will be chosen from the literature. Oral reports, oral readings, and memorized orals are incorporated into this course.

The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 211A Sophomore English A

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

NC 211B Sophomore English B

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

NC 212A Junior English A

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

NC 212B Junior English B

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

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Class Descriptions

NC 214A US History

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

NC 214B US History B

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

NC 215A World History A

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

NC 215B World History B

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

NC 216 American Government

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

NC 217 Economics

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

NC 218A Biology A

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

NC 218B Biology B

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

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Class Descriptions

NC 219A Physical Science A

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

NC 219B Physical Science B

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

NC 221A Chemistry A

Principles of chemistry are developed through laboratory observations of physical properties and chemical reactions. The language, formulas, and equations of chemistry are used in interpreting atomic structure and chemical bonding; periodic behavior of elements; rates and energies of chemical and nuclear change; equilibrium of gaseous systems, acids and bases, and oxidation-reduction as well as organic functional groups. This course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 221B Chemistry B

Principles of chemistry are developed through laboratory observations of physical properties and chemical reactions. The language, formulas, and equations of chemistry are used in interpreting atomic structure and chemical bonding; periodic behavior of elements; rates and energies of chemical and nuclear change; equilibrium of gaseous systems, acids and bases, and oxidation-reduction as well as organic functional groups. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 225A Pre-Calculus A

This course covers an in-depth study of higher-level functions from an Algebraic approach. Students will determine intercepts, solutions and behaviors of the following functions: quadratics, natural log, exponential, functions of higher degree and trigonometric functions. In addition, the course will go over the relationship between logarithmic and power equations discussing various properties that apply to each in order to explore the relationship between the two. The course will also cover the unit circle and trigonometry. Students will use trigonometry to solve problems dealing with right triangles, as well as non-right triangles, in order to understand how the trigonometric functions interact with each other. The course format will include investigations with hands-on activities and concepts and applications. Coursework will consist of daily homework and test/quizzes when appropriate.

NC 225B Pre-Calculus B

This course will cover an in-depth instruction on the topics of statistics and probability. Students will need to identify mean, median, and mode from data represented in a variety of ways. In addition, standard deviation and normal curves will be calculated from sample data. Probability will cover experimental and theoretical, as well as compound and conditional probability. In addition, this course will cover two and three dimensional vectors and their interactions as applicable with limited knowledge of calculus.

NC226A Integrated Math IA

This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 226B Integrated Math IB

This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Class Descriptions

NC227A Integrated Math IIA

The focus of the Mathematics II course is on quadratic expressions, equations, and functions; comparing their characteristics and behavior to those of linear and exponential relationships from Mathematics I. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, and Statistics and Probability. Students will be focusing on five key elements: (1) extend the laws of exponents to rational exponents; (2) compare key characteristics of quadratic functions with those of linear and exponential functions; (3) create and solve equations and inequalities involving linear, exponential, and quadratic expressions; (4) extend work with probability; and (5) establish criteria for similarity of triangles based on dilations and proportional reasoning.

NC227B Integrated Math IIB

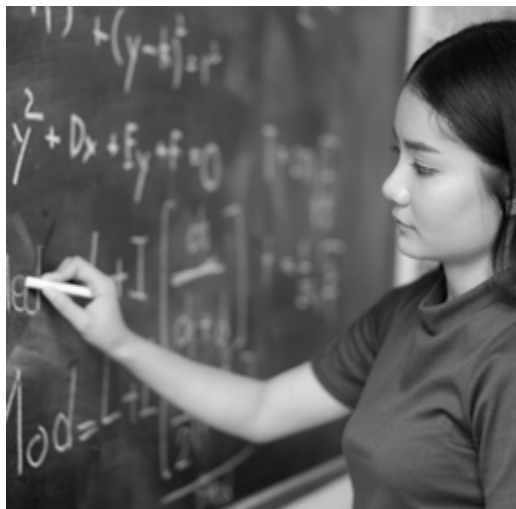
The focus of the Mathematics II course is on quadratic expressions, equations, and functions; comparing their characteristics and behavior to those of linear and exponential relationships from Mathematics I. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, and Statistics and Probability. Students will be focusing on five key elements: (1) extend the laws of exponents to rational exponents; (2) compare key characteristics of quadratic functions with those of linear and exponential functions; (3) create and solve equations and inequalities involving linear, exponential, and quadratic expressions; (4) extend work with probability; and (5) establish criteria for similarity of triangles based on dilations and proportional reasoning.

NC228A Integrated Math IIIA

The focus of the Mathematics II course is on quadratic expressions, equations, and functions; comparing their characteristics and behavior to those of linear and exponential relationships from Mathematics I. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, and Statistics and Probability. Students will be focusing on five key elements: (1) extend the laws of exponents to rational exponents; (2) compare key characteristics of quadratic functions with those of linear and exponential functions; (3) create and solve equations and inequalities involving linear, exponential, and quadratic expressions; (4) extend work with probability; and (5) establish criteria for similarity of triangles based on dilations and proportional reasoning.

NC228B Integrated Math IIIB

It is in the Mathematics 3 course that students integrate and apply the mathematics they have learned from Integrated Math 1 and 2. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, and Statistics and Probability.



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 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 conocido, violencia doméstica, acoso, violencia entre novios, forzar a una persona a ver o a participar en pornografía, hostigamiento, a mostrar sus partes privadas, o a tocar a otras personas indebidamente. Cualquier violencia sexual o abuso físico, tal y como lo define la Ley de California, ya sea cometido por un empleado, estudiante o alguien más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de las políticas del Distrito y de sus reglamentos, y esta sujeta a todos los castigos, incluyendo cargos criminales o civiles y procedimientos disciplinarios para estudiantes o empleados.

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

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

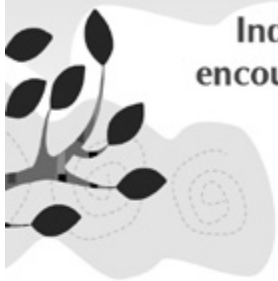
SRTK es un "grupo específico" del cual se adquiere información; lo que quiere decir que un grupo de estudiantes que por primera vez entran al colegio, estudiantes "freshmen" que están inscritos de tiempo completo en busca de un título, se inscriben durante el otoño y el resultado de su estudiantes se 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>

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Citrus College

Community Education

Programs are offered by Community Education, a non-profit organization. Programs are taught by skilled and dedicated teachers from the Institute of Reading Development.

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