

The logo for Citrus College, featuring the word "Citrus" in white on a blue background and "College" in white on an orange background, all enclosed in a white double-line border.

Citrus College

COMMUNITY AND NONCREDIT EDUCATION CLASS SCHEDULE 2021 SUMMER

ESL AND CITIZENSHIP

SOFT SKILLS FOR THE WORKPLACE

When Life
gives you lemons,
enroll at

Citrus College

Enroll Now
Register Online:
citruscollege.edu/ce

Citrus College Continuing Education

Summer 2021

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

NEW! Using Amazon's Kindle Direct to Self-Publish Your Book for FREE! 14

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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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Dr. Anthony Contreras

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Superintendent/President

Create a Class

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

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

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

Or email your ideas to conted@citruscollege.edu.



Noncredit Courses

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

Registering

You must pre-register for noncredit courses. Pre-registering secures your space in a class you want to take (some classes have limited enrollment). It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department. **Classes may be canceled up to three days before the class start date if the minimum enrollment is not met.** You can register any time after you receive this schedule. You don't need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office. Application and registration information can be found on pages 4-7.

Who Teaches The Courses?

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

Who May Attend?

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

Fee-Based Classes

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

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

Registering

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

Who Teaches The Classes?

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

Who Can Enroll?

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

When Are Classes/Courses Offered?

Summer 2021 session begins June 21, 2021.

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, July 4 and July 5.
The summer session ends Aug. 13, 2021.*

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.

Citrus College CITRUS COLLEGE ENTERPRISE RESOURCE SYSTEM powered by WingSpan

Welcome to Citrus College Online Noncredit Application

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

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

Login ID:

PIN:

Login

First time user account creation

[Return to Homepage](#)

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ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

- Once the login has been created, select the Noncredit application type, and proceed through the application, answering all questions.
- The Application Checklist will assist you in completing all sections of application.
- Once all sections of the checklist are complete (red check marks on all sections), select *Application is Complete*

- 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.

ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

Step 2: Registering for Noncredit Classes

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

PLEASE USE THE INTERNET EXPLORER BROWSER.
Please follow the instructions below.

1. Your User ID Number is your nine-digit Citrus ID Number (example: CC1234567 or A60123456)
Please note: **ID is Case Sensitive.**
2. On your **very first login** to this area, you will use your birth date - MMDDYY (example: April 30, 1988, enter 043088) - as the six-digit Personal Identification Number (PIN).
Note: If you have previously logged in to the secure area, please use the NEW 6 DIGIT PIN number you created.
Noncredit Students: On your very first login to this area, you will use the six-digit personal identification number (PIN) created at the time you submitted your Online Noncredit Application.
3. When finished, click on the Login button 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:

[Login](#) [Forgot PIN?](#)

An arrow points to the User ID input field.

- 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

Summer 2021 – June 21-Aug. 13

Applications for Summer 2021 Session Available	Jan. 1, 2021
Registration for Summer 2021 Session Begins	May 10, 2021
Registration for Summer 2021 Session Ends	July 16, 2021

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 2021

English as a Second Language

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

Registration: your placement is determined at the time you register. See “Important Dates and Deadlines” on page 7.

NC 310 ESL: Grammar – Beginning 1

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

Instructor: Kinder, R.

42178 TWR, 6/22-8/10
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.

Instructor: Bowers, R.

42179 TWR, 6/22-8/10
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.

Instructor: Wilson, R.

42180 TWR, 6/22-8/10
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.

Instructor: Rosales Fernandez, D.

42181 TWR, 6/22-8/10
9:00am-12:05pm Online

NC 325 ESL: Speaking – Beginning

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

Instructor: Zabayle, Z.

42182 TR, 6/22-8/5
12:30pm-2:50pm Online

NC 326 ESL: Speaking – Intermediate

ESL: Speaking – Intermediate is designed for English language learners at low- and high-intermediate levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, conversations, formal presentations and pronunciation. 42 lecture hours.

Instructor: Zabayle, Z.

42183 TWR, 6/22-8/5
12:30pm-2:20pm Online

NC 400 ESL and Citizenship

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

ESL and Citizenship teaches high-beginning English language skills through U.S. civics and preparation to complete the U.S. Citizenship and Immigration Services interview and exams. 54 lecture hours.

Instructor: Deangelo, M.

42188 TR, 6/22-8/12
5:30pm-8:40pm Online



NONCREDIT SUMMER 2021

Basic Skills

NC 265A Stat Prep: Basic Skills for Introductory Statistics A

This course provides an introduction to topics and concepts needed in statistics, and it is designed to prepare students for Introductory Statistics. Topics include a review of basic skills, expressions, formulas and functions, organizing data using tables and graphs, and describing data. Additional emphasis is placed on growth mindset, productive struggle and a just-in-time approach to help students transition into a credit-level course. 36 lecture hours.

Instructor: Jacinto, C.

42251 MTWR, 6/21-7/15
9:30am-11:40am Online

NC 265B Stat Prep: Basic Skills for Introductory Statistics B

This course provides an introduction to topics and concepts needed in statistics, and it is designed to prepare students for Introductory Statistics. Topics include sets and counting principles, probability, tables, graphs and lines, the normal curve, and hypothesis testing. Additional emphasis is placed on growth mindset, productive struggle and a just-in-time approach to help students transition into a credit-level course. 36 lecture hours.

Instructor: Jacinto, C.

42252 MTWR, 7/19-8/11
9:30am-11:40am Online

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.

Instructor: Kowalchuk, C.

42186 TWR, 6/22-7/15
12:30pm-3:20pm 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.

Instructor: Kowalchuk, C.

42187 TWR, 7/20-8/12
12:30pm-3:20pm Online

NONCREDIT SUMMER 2021

Career

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.

Instructor: Rodriguez, N.

42185 MW, 6/21-8/9
5:30pm-7:50pm Online

NC 686 Soft Skills for the Workplace

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

Instructor: Pablico-Kobayashi, V.

42189 TR, 6/22-7/1
5:00pm-7:00pm Online

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 \$ _____

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

330007 Online 24/7

How to 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 on TV for more tips, 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.*

010030 Thursday, 8/5
6:00pm-9:00pm Online



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

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

Instructor: LeeAnne Krusemark
Fee: \$29

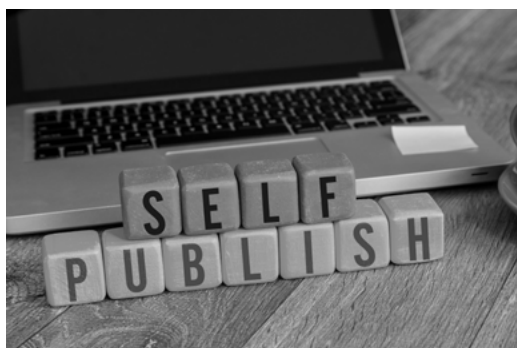
010033 Thursday, 6/24
7:00pm-8:00pm Online

Explore 50 Different Self-Publishing Options

Self-publishing is all the rage, but is it the best option for YOU? You will discover the pros and cons of all the 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. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark
Fee: \$29

010032 Tuesday, 6/22
5:00pm-6:00pm 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")

ONLINE COURSES

**Learn from
the comfort
of home!**

- 24-Hour Access
- 6 Week Format
- Affordable
- Instructor-Led



Over 300 Online Courses Available!

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



CAREER

New Career

Writing for Online Blogs, Magazines and Websites

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine or website. Some opportunities offer exposure, while many pay well – \$1 a word and more. In this fast-paced session, you will learn how to find ideas, sources and more than 1,000 opportunities that pay; conduct interviews and create interesting content; protect your copyright; write query letters; and then use this credibility to sell other articles or even your self-published novel. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnn Krusemark
Fee: \$29

010034 Wednesday, 6/23
3:00pm-4:00pm Online

Beginner's Guide to Getting Published

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

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

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

Instructor: LeeAnne Krusemark
Fee: \$39

010031 Tuesday, 6/22
7:00pm-9:00pm Online

Beginner's Guide to Starting a FREE Blog

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

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

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

Instructor: LeeAnn Krusemark
Fee: \$39

010025 Wednesday, 6/23
7:00pm-9:00pm Online



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

How to Start a Home-Based Business

If sheltering in place due to COVID-19 has taught us anything, it's that a home-based business can thrive even in desperate times.

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 eBay, having a small consumer business or becoming a consultant, this seminar is for you.

You'll be shown the different entities of a business structure, as well as the tax and licensing requirements, bookkeeping and tax record keeping, and different ideas for starting a business.

Instructor: Nancy Miller
Fee: \$39*
**Materials fee may apply.*

330014 Tuesday, 8/3
6:00pm-9:00pm Online

How to Create a Website for FREE!

In today's technology-driven world, people start by looking for anything and everything on the web.

Having your own website that you can create, change and control by yourself gives you the ability to tell people about you, 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 and payment information
- Be listed with major search engines

Instructor: Mike Rounds
Fee: \$39*
**Materials fee may apply.*

330013 Thursday, 7/29
6:00pm-9:00pm Online

How to Be afor FREE!

Have you dreamed of being published? Are you ready to be published now? Do you want to see your book on Amazon.com?

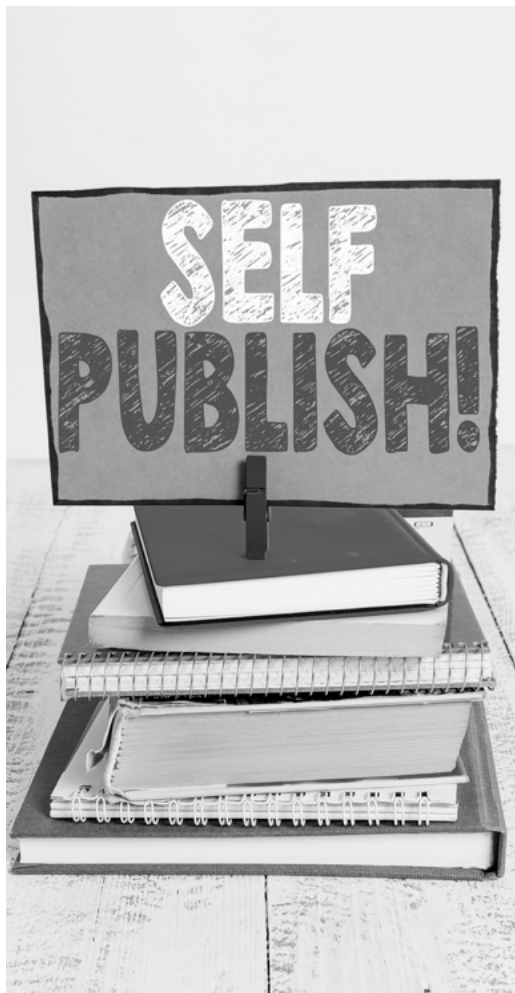
It just takes know-how to put it together into a finished piece. You'll learn how to:

- Be quickly and easily published
- Offer pay-per-download from your website
- Convert your manuscript to Kindle for FREE
- Protect your work with copyrights

Instructor: Mike Rounds
Fee: \$39*

**Materials fee may apply.*

330012 Thursday, 7/28
6:00pm-9:00pm Online



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

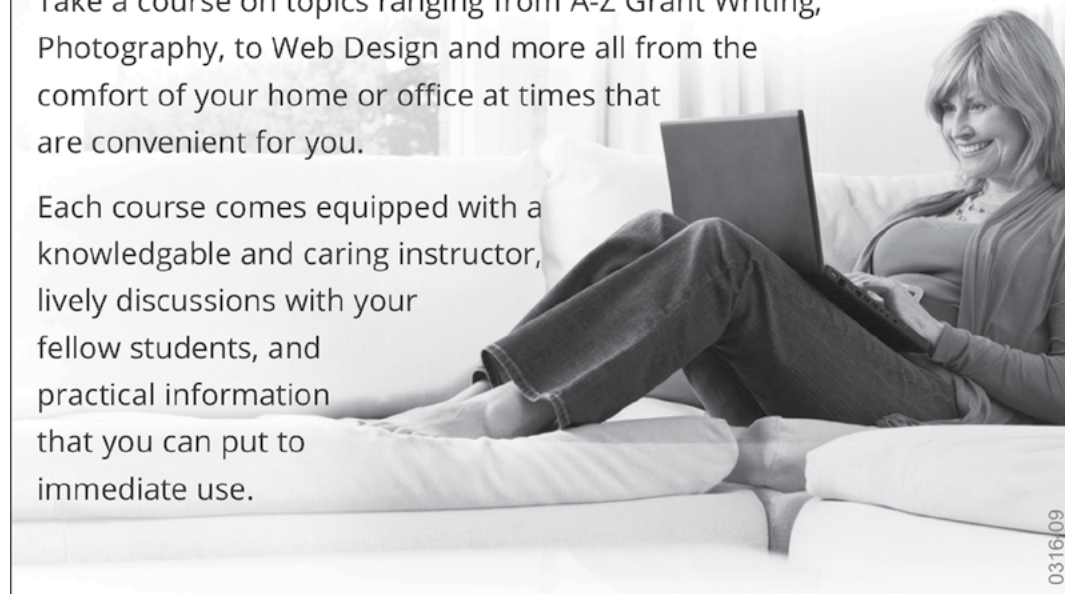
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- Counselors help match your interests

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

ONLINE CAREER TRAINING COURSES

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

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

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

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

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

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

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

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

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

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

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

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

CAREER

Professional Development Offered Online in Partnership with UGotClass

Data Analysis Certificate: 7118

Fee: \$495 for all three courses and certificate



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

Instructors: John Rutledge, Mary Dereshiwsky and Jeff Kritzer

Introduction to Data Analysis

Fee: \$195

7176 6/7-7/2

Intermediate Data Analysis

Fee: \$195

7172 7/6-7/30

Advanced Data Analysis

Fee: \$195

7101 8/2-8/27



Digital Marketing Certificate: 7143

Fee: \$495 for all three courses and certificate



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

Instructor: Dan Belhassen and Susan Hurrell

Improving Email Promotions

Fee: \$195

7167 6/7-7/2

Boosting Your Website Traffic

Fee: \$195

7108 7/6-7/30

Online Advertising

Fee: \$195

7206 8/2-8/27



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

Social Media for Business Certificate: 7220



Fee: \$495 for all three courses and certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government and other organizations. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. From Facebook to Twitter, YouTube, LinkedIn and more, discover the new principles of communication, how these social networks work, and the uses for your organization. Whether you are new to social networks or already involved, you will come away with practical, how-to techniques to integrate social networks into your organization.

Instructors: Nicole Siscaretti and Jennifer Selke

Introduction to Social Media

Fee: \$195

7181 6/7-7/2

Marketing Using Social Media

Fee: \$195

7197 7/6-7/30

Integrating Social Media into Your Organization

Fee: \$195

7171 8/2-8/27



Accounting and Finance for Non-Financial Managers Certificate: 7114



Fee: \$495 for all three courses and certificate

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

Instructors: Sharon deFonteny and Jodie Trana

Accounting and Finance for Non-Financial Managers

Fee: \$195

7100 6/7-7/2

Cash is King

Fee: \$195

7112 7/6-7/30

Financial Analysis and Planning for Non-Financial Managers

Fee: \$195

7156 8/2-8/27



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

Management Certificate: 7192



Fee: \$595 for all three courses and certificate

Enhance your management skills with this program for supervisors, managers and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then explore the principles of collaborative management and gain insight on how to expand your collaborative skills for the success of your team or organization. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to and what messages they value.

Instructors: Sally Klauss, Joyce Oddison and Kassia Dellabough

Management Boot Camp

Fee: \$295

7191 6/7-7/2

Collaborative Management

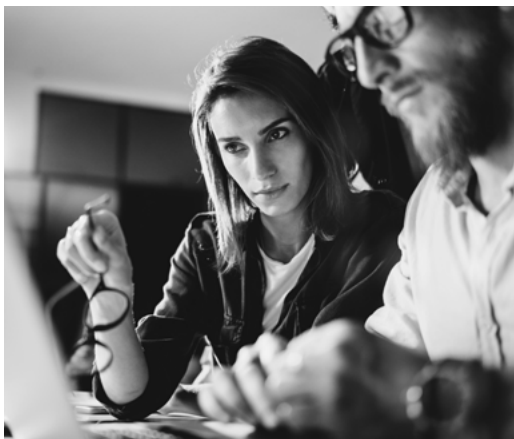
Fee: \$245

7263 7/6-7/30

Managing Generations in the Workplace

Fee: \$175

7194 8/2-8/27



Supervisory and Leadership Certificate: 7226



Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

Instructor: Sally Klauss

Fee: \$395

7226 6/7-7/30

Spanish for Health Professionals Certificate: 7221



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

Instructor: Cristina Sempé

Fee: \$290

7221 6/7-7/30



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

Six Sigma Green Belt Certificate: 7252



Fee: \$495 for all three courses and certificate

Six Sigma professionals are in high demand by organizations around the world. On the front lines of Six Sigma efforts are Green Belts. This Green Belt training teaches participants problem-solving skills using the DMAIC (define, measure, analyze, improve and control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course.

Instructor: Scott Follett

Introduction to Six Sigma Green Belt

Fee: \$195

7273 6/7-7/2

Intermediate Six Sigma Green Belt

Fee: \$195

7271 7/6-7/30

Advanced Six Sigma Green Belt

Fee: \$195

7246 8/2-8/27

Business Writing Certificate: 7116



Fee: \$495 for all three courses and certificate

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

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

Business Writing

Fee: \$195

7111 6/7-7/2

Effective Copywriting

Fee: \$195

7142 7/6-7/30

Writing News and Press Releases

Fee: \$195

7236 8/2-8/27



Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!
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Online Career Training Programs Now Available

Train 100% online and learn the skills employers are looking for:



Medical Coding



Medical Assistant



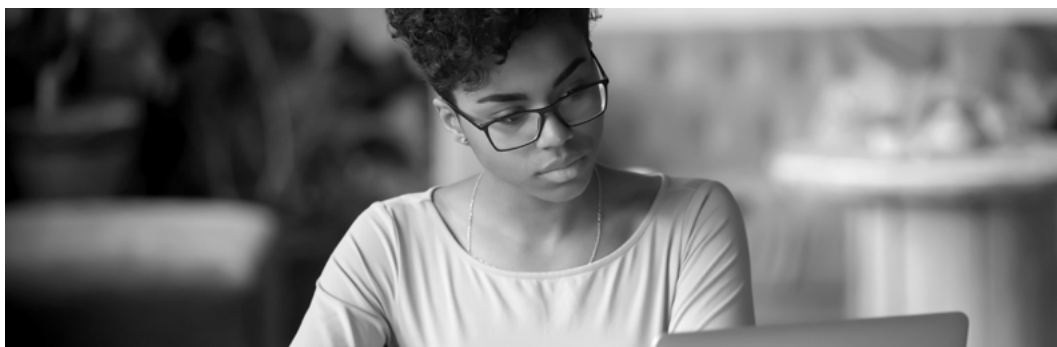
Pharmacy Technician

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Citrus College



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

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

Online Career training programs for today's hottest careers!

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

Looking for shorter Enrichment courses?

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

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

PERSONAL ENRICHMENT

Hobbies & Interests

Earn Extra Money Mystery Shopping

Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. You will also learn how to sign up with many legitimate mystery shopping companies WITHOUT FEES, avoid the pitfalls and scams, create a required mystery shopping resume and profile, and take care of legalities and taxes regarding this income. You will leave with a list of 25 legitimate companies to work for. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark
Fee: \$29

350054 Monday, 6/21
3:00pm-4:00pm Online

Introduction to Screenwriting

In this comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters and execute your work in the proper screenwriting format. You will discover the difference between a treatment, a spec script and a shooting script, and when to do each. And you'll get an inside look into the business of selling your script to agents and producers. The instructor is a journalist, author, screenwriter, agent, publisher and adjunct online professor of publishing for Harvard. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnn Krusemark
Fee: \$29

350055 Tuesday, 6/22
2:00pm-3:00pm Online



POPULAR ONLINE COURSES

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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



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 Vice-presidente 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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