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
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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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.
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](http://www.citruscollege.edu/ce/apply)
- Create a NEW user account if you are applying for the first time.
- An email account will be REQUIRED to complete your application. If you do not have a personal email address, free email accounts are available from many sources, such as 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](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.
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.

Application Checklist

- A checklist is provided to help you complete the application.

  - When a section is complete, a red check mark will appear. If all sections are complete, select Application is Complete.
  
  - If a section is incomplete, click on that category to complete the section. Refer to the checklist again, and select Application is Complete once finished.

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

  - Name
  - Permanent Address & Phone
  - Additional Information
  - Planned Course of Study
  - Personal Information
  - Application is Complete
  - Finish Later

Click here to e-mail us.

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

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

Acknowledgement Page

13-APR-2020

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

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

Your Citrus Identification Number (Student ID) is: [Student ID]

You will need your Student ID and your Personal Identification Number (PIN) to register for classes in Wingspan. Your PIN is the password you created when you first applied. When using the PIN for the first time, you need to enter your PIN. Remember to write down the PIN and do not share it with anyone. Write: your Student ID number will be needed for all campus transactions.

Wingspan enables students to add/drop classes, print a schedule and view personal information.

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

For information on how to access your Citrus email address please click here: http://www.citruscollege.edu/ecs/students/email/PAGES/default.aspx

To ensure your experience at Citrus College is a successful one, there are a number of services available to you:
- Registration – Go to the Noncredit Registration website for registration information at: http://www.citruscollege.edu/ce/Pages/NCApplyRegister.aspx
- Parking Permit - Parking permits are required on all vehicles that park on the Citrus College Campus. Visit
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.

- 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.
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.
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 language learners English grammar used in routine life functions. This course can be used to review or prepare for NC 307 ESL Multiskills – Intermediate 1. 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
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, 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

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](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.
## Community Education/Fee-Based Classes Only

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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 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

Community Education/Fee-Based Youth Classes Only

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Please List Each Class You Wish to Enroll Your Youth

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Authorized Signature

__________________________
Name of Card Holder (please print clearly)

CARD USE ONLY

DATE __________ RECEIVED BY ___________________________ CK ______ CA _______
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

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

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.

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

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/
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 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
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, 7/28  
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
ONLINE LEARNING
the solution for today’s busy adult

Convenient - Affordable - Effective

Take a course on topics ranging from A-Z Grant Writing, Photography, to Web Design and more all from the comfort of your home or office at times that are convenient for you.

Each course comes equipped with a knowledgable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.

For more information visit our website!

www.ed2go.com/citrus
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.
- 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.

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
- For 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.

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

https://www.ed2go.com/citrus/
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 Hurell

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”)
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!
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
Fee: $395
7226 6/7-7/30

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

Spanish for Health Professionals Certificate: 7221
Fee: $290
7221 6/7-7/30

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

Visit https://citruscollege.augusoft.net (click "Browse," "On The Net")
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 7/7-7/30

Advanced Six Sigma Green Belt
Fee: $195
7246 8/2-8/27

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! Visit https://citruscollege.augusoft.net (click “Browse,” “On The Net”)
Online Career Training Programs Now Available

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

- Medical Coding
- Medical Assistant
- Pharmacy Technician

CareerStep

Citrus College

Visit partner.careerstep.com/citrus or call us directly at (877) 225-7151
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
- Homescooling 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

626-852-8022 • www.citruscollege.edu/ce
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
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 at any time without prior notice.

Cambio 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.

Drug Free Schools and Communities Act of 1986
All courses, 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 may be established. Enrollments are 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.

Materiales y Denegaciones
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. No se puede hacer cambios en el horario de clases, en cualquier momento, sin permiso.

Sexual Harassment and Sexual Violence Information
Community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual violence which occur on campuses, as well as, providing these educational institutions with the tools and resources necessary to prevent the threat 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.

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

Schedule Changes
Every attempt is made to ensure the accuracy of the information found in this schedule. Citrus College, however, reserves the right to make corrections at any time without prior notice.
Hostile Sexual and Other Information on Violence Sexual

Violence in the Campus Community

SRTK Rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Education Data System-Graduate 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” maintained by the Chancellor’s Office, California Community Colleges at http://srtk.cccco.edu/index.asp

Secretarial Hotline: 800-799-7233

The Student Right-to-Know Act (SRTK) refers to a Federally-mandated public disclosure of a college’s student retention and graduation rates. The SRTK Act requires that all public postsecondary institutions make available to the public the following information:

• The number of students enrolled in the college,
• The number of students who are full-time students, and
• The number of full-time students who successfully completed the college.

The SRTK Act also requires that all public postsecondary institutions make available to the public the following information:

• The number of students who entered the college for the first time in the current academic year, and
• The number of students who completed the program or degree for which they entered the college.

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 provide its students with opportunities to be informed about the policies and procedures that the college has adopted to protect their safety and security.

The college’s policies and procedures are designed to provide a safe and secure environment for all students, employees, and visitors. The college’s policies and procedures are based on the following principles:

• Respect for the rights and dignity of all students, employees, and visitors.
• Compliance with all applicable laws and regulations.
• Transparency and openness in the dissemination of information.

The college’s policies and procedures are available on the college’s website at http://www.citruscollege.edu/student-life/safety-security.

The college’s policies and procedures are reviewed and updated on a regular basis to ensure that they are effective in protecting the safety and security of all students, employees, and visitors.

The college’s policies and procedures are designed to be consistent with all applicable laws and regulations, and are subject to review and approval by the college’s Board of Trustees.

The college’s policies and procedures are available on the college’s website at http://www.citruscollege.edu/student-life/safety-security.
Noncredit Certificates Offered

- Business Information Worker
- Customer Service
- Customer Service Call Center
- Customer Service Retail
- English as a Second Language Beginning
- English as a Second Language Intermediate
- English as a Second Language Program Completion
- English as a Second Language Beginning Grammar
- English as a Second Language Intermediate Grammar
- English as a Second Language Computer Literacy
- English as a Second Language Pronunciation
- English as a Second Language Speaking