



**COMMUNITY AND
NONCREDIT EDUCATION
CLASS SCHEDULE
2024 FALL**

***Entry-Level
Health Skills
Certificate***

***Medical Front
Office Clerk
Certificate***

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

Citrus College Continuing Education

Fall 2023

Welcome to Continuing Education

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

SPOTLIGHT: COMMUNITY EDUCATION CLASSES

fee-based

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FOLLOW US



@CitrusContED

Noncredit and Continuing Education Courses



TUITION-FREE CLASSES

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Continuing Education Department

Located in the Lifelong Learning Center
Website: www.citruscollege.edu/ce
Phone: 626-852-8022
Hours*: Mon. to Thurs. 8:00am-7:00pm
Closed Fridays during the summer

**Hours subject to change*

Dr. Dana Hester Vice President of Academic Affairs
Ivon McCraven Director
Julie Tunno Administrative Secretary
Samantha Rangel Clerk
Saundra Fernandez 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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Azusa and portions of Duarte Representative

Ms. Cheryl Alexander, *Vice President*
Duarte and portions of Azusa, Monrovia, Arcadia, Covina and Irwindale Representative

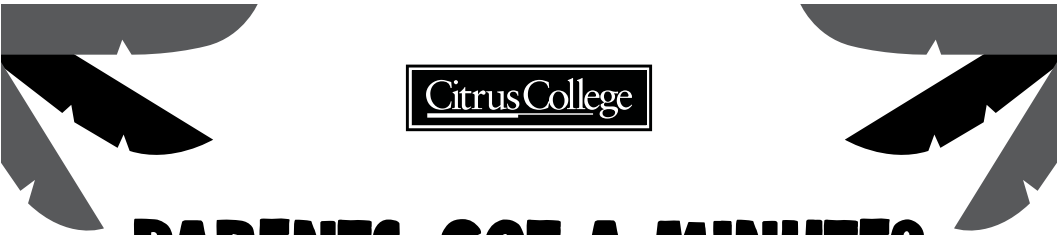
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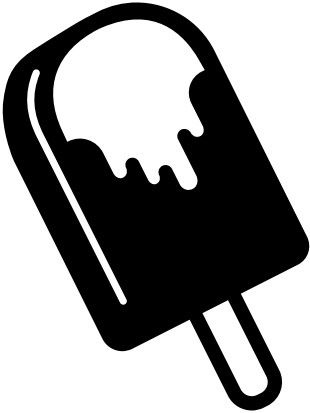
Ms. Laura J. Bollinger, *Member*
Claremont and portions of Pomona and La Verne Representative

Mr. Jonathan Johnson, *Student Trustee*

Dr. Greg Schulz, *Superintendent/President*



PARENTS, GOT A MINUTE?



The Continuing Education Department is looking to start a Summer Kids Program!

We need your vote for which courses you and your child would like to see offered.



Scan QR code to vote! You can leave course suggestions too!

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 continuing education office. Application and registration information can be found on pages 4-10 (now featuring Spanish and Chinese translations!).

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 continuing 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?

Fall 2024 semester begins Aug. 23, 2024.

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

Fall holidays - classes will not meet on the following dates: Aug. 23, Aug. 31-Sept. 2, Nov. 9-11 and Nov. 28-30, 2024.

The fall semester ends Dec. 14, 2024.

Where Do Classes/Courses Meet?

Classes will be held both in person and online.

Want to Know More?

Visit www.citruscollege.edu/ce or call 626-852-8022.

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

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

Registration Forms: See page 26 and 27. Online Registration Instructions: See page 25.

ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

Steps to Apply and Register for Noncredit Courses

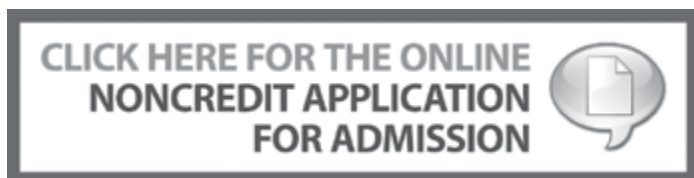
STEP 1: Apply for Noncredit

1. Visit the **"Noncredit Admission and Class Registration"** website at www.citruscollege.edu/ce/apply.

To complete the application, you will need a physical address in California, an email address and a phone number.

2. Click on **"STEP 1. Applying for Noncredit Admission."**

Click on the application button or scan the QR code to access the application (see below).



3. Click on **"First time user account creation"** if you are applying for the first time.

**It's important to write down and save your login ID and PIN!*

4. Once a login is created, proceed through the application and answer all questions.
5. Once all sections of the checklist are completed (red check marks on all sections), select **"Application is Complete."**
6. After your application is submitted, you will receive an **"Acknowledgement Page"** with your student ID number. Be sure to record your student ID number if it is listed on this page.

Once submitted, your application can take up to three business days to process by the Citrus College Admissions and Records Department.

STEP 2: Welcome Letter

Once your application is submitted, a welcome letter from admissions and records will be sent to your personal email account within one to three business days. If you do not receive the email within this time, check your spam folder.

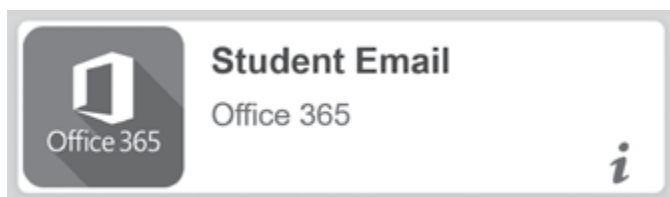
The welcome letter will provide you with Citrus College student login information. You'll need this information in order to log in to <https://my.citruscollege.edu> – this is the "student portal" that serves as the college's official online platform to disseminate information to students.

ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

STEP 3: Student Email Account

1. To setup and access your Citrus College student email account, visit <https://my.citruscollege.edu>.
2. You want to look for this icon below:



3. Use the Citrus College student email that was assigned to you in the welcome letter along with the password:
"Cc" followed by your birthday, in this format: Ccmmddyy (example: "Cc020991")
4. You must complete one authentication option then click **"Finish."**

Visit this website for more information on setting up and accessing your student email account:

www.citruscollege.edu/tecs/studentemail

Also, download the free **CitrusMobile app** to stay up-to-date with your daily schedule, assignment due dates, Canvas notifications, campus map, alerts and more.

STEP 4: Registration

On your registration date, visit <https://my.citruscollege.edu> and select **"Plan and Register."**

To sign in to <https://my.citruscollege.edu>, you must use the first part of your Citrus College email address up to the @ symbol (example: **"Johsmith244"**) and your password: "Cc" followed by your birthday, in this format: Ccmmddyy (example: **"Cc020991"**).

New ESL students must meet with a noncredit counselor for orientation, assessment and placement. To schedule an appointment, call the continuing education office at 626-852-8022.

PARKING PERMITS are REQUIRED for all Campus Visits



Students and visitors may purchase daily parking permits for \$5 from an automated pay station (APS) machine located in lots S1, S2, S3, S4, S5, S6, S8 and S9. Once you purchase a pass, you can park in any unmarked stall. Be sure to park FACING INTO A STALL (head in parking ONLY), otherwise a citation will be issued.

Term parking permits are available for registered students. Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for the session and/or semester.

Scan QR code for permit store

REGISTRACIÓN O MATRICULACIÓN EN LÍNEA

Admisión sin crédito y matriculación para las clases (Clases con matrícula gratuita)

Pasos para solicitar y matricularse a los cursos sin necesidad de créditos

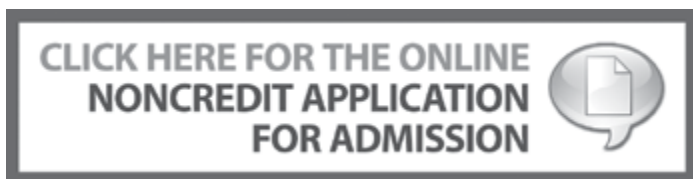
PASO 1: Para solicitar clases sin créditos

1. Visite el sitio Web: www.citruscollege.edu/ce/apply bajo "Admisión sin crédito y regístrese para la clase" (en inglés "Noncredit Admission and Class Registration").

Para completar la aplicación, necesitará una dirección en California, un correo electrónico y un número de teléfono.

2. Haga click o presione en el "PASO 1. Para solicitar la admisión sin crédito" (en inglés "STEP 1. Applying for Noncredit Admission").

*Haga click o presione en el botón de la aplicación o escanee el Código QR para acceder al mismo
(Ver a continuación)*



Presione aquí para ver la aplicación de admisión en línea sin crédito

3. Haga click o presione bajo el título (en inglés "First time user account creation") si está solicitando admisión por primera vez.

**Es muy importante anotar y guardar su identificación de inicio de sesión y su número de identificación personal.*

4. Una vez creado el inicio de sesión, continúe con la aplicación, y responda todas las preguntas.
5. Una vez que se completan todas las secciones (las marcadas en rojo), seleccione la "Aplicación ha sido completada" (en inglés "Application is Complete").
6. Después de enviar su aplicación, recibirá la confirmación con su número de identificación de estudiante. Asegúrese de guardar su número de identificación de estudiante si aparece en esta página.

Una vez enviada, su aplicación puede tardar hasta tres días en ser procesada por el departamento de Admisión y Registros de Citrus College

PASO 2: Carta de bienvenida

Una vez que envíe su aplicación, recibirá una carta de bienvenida de parte de Admisión y Registros, a su cuenta de correo electrónico personal, dentro de uno a tres días, si no recibe el correo electrónico dentro de este tiempo, revise su carpeta de correo no deseado o spam.

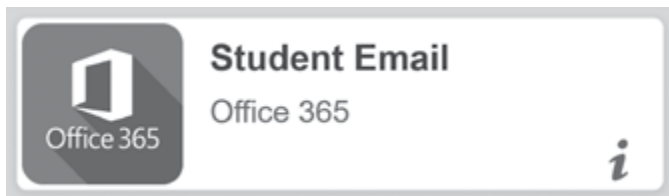
La carta de bienvenida le proporcionará la información de inicio de sesión del estudiante de Citrus College. Necesitará esta información para iniciar sesión en <https://my.citruscollege.edu>, este es el "portal para estudiantes" que sirve como la plataforma en línea oficial del colegio para difundir información a los estudiantes.

REGISTRACIÓN O MATRICULACIÓN EN LÍNEA

Admisión sin crédito y matriculación para las clases (Clases con matrícula gratuita)

PASO 3: Cuenta de correo electrónico del estudiante

1. Para configurar y acceder a su cuenta de correo electrónico de estudiante de Citrus College, visite <https://my.citruscollege.edu>.
2. Localize o busque el icono que se encuentra debajo:



3. Utilice el correo electrónico de estudiante de Citrus College que se le asignó en la carta de bienvenida junto con la contraseña:

"Cc" seguido de su fecha de nacimiento, en este formato: CcMesDíaAño (ejemplo: "Cc020991")

4. Debe completar una opción de autenticidad y luego hacer clic en **"Finalizar"** (en inglés **"Finish"**).

Visite el sitio web para obtener más información sobre cómo configurar y acceder a su cuenta de correo electrónico de estudiante en:

www.citruscollege.edu/tecs/studentemail

También, descargue la aplicación gratuita de **CitrusMobile app** para mantenerse actualizado con su horario diario, fechas de entrega de tareas o asignaciones, listas de actividades para sus clases, mapa del colegio, alertas y más.

PASO 4: Matriculación o registración

En su fecha de matriculación o registración, visite <https://my.citruscollege.edu> y seleccione **"Planifica y registrate"** (en inglés **"Plan and Register"**).

Para iniciar sesión en <https://my.citruscollege.edu>, debe usar la primera parte de su dirección de correo electrónico de Citrus College hasta el símbolo @ o arroba (ejemplo: **"Johsmith244"**) y su contraseña: **"Cc"** seguido de su fecha de nacimiento, en este formato: CcMesDíaAño (ejemplo: **"Cc020991"**).

Los estudiantes nuevos de ESL, deben reunirse con un consejero u orientador escolar sin crédito, para orientación, evaluación y ubicación del mismo. Para hacer una cita, llame a la oficina de Educación, al número 626-852-8022.

Se requieren permisos de estacionamiento para todas las visitas al colegio



Escanee el código QR para
obtener el mapa del campus

Los estudiantes y visitantes pueden comprar permisos de estacionamiento permitido, por cinco dólares diarios en las máquinas de estación de pago (APS) ubicadas en los lotes S1, S2, S3, S4, S5, S6, S8 y S9. Una vez adquirido el pase, puede estacionarse en cualquier espacio que no esté previamente asignado. Asegúrese de estacionarse solamente de frente, de lo contrario se emitirá o recibirá una citación.

Los plazos de estacionamiento están disponibles para los estudiantes registrados. Visite <https://citruscollege.thepermitstore.com/purchase.php> para comprar o adquirir un permiso de estacionamiento para las clases y/o semestre.

网路报名

非大学学分班注册报名 (免费课程)

非学分班注册申请步骤:

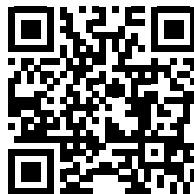
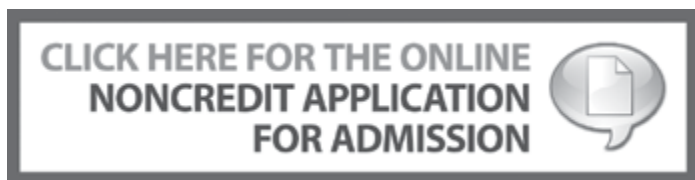
步骤一. 申请非学分班

1. 请到 **"Noncredit Admission and Class Registration"** 网页注册
www.citruscollege.edu/ce/apply.

要能完成申请, 您必须提供美国加州的居住地址, 电子邮箱地址 (e-mail), 及电话号码.

2. 请点入 **"STEP 1. Applying for Noncredit Admission."**

您可以点击下方的图示, 或扫码 (QR code) 进入申请 (请看下方图示).



3. 如果您是第一次申请, 请点击 **"First time user account creation."**

*请一定要写下並儲存您的 login ID (登入名称) 和 PIN (密码)!

4. 一旦您设定了登入名称 (login ID) 和密码 (PIN), 请开始填写报名表並回答问题.
5. 勾选清单上, 所有的项目都勾选完成后 (红色V号), 请点 **"Application is Complete."**
6. 您提交申请表后, 会收到 **"Acknowledgement Page"** 上面有您的学生证号码 (student ID number). 请务必记录您的学生证号码.

您提交申请后, Citrus College 的 注册组需要3个工作日来处理您的申请.

步骤二. 欢迎信

您报名后, 一至三个工作天内, 注册组会寄一封欢迎信到您的私人电子邮箱 (e-mail). 如果三天内您没有收到这封电子邮件, 请检查您的垃圾信件夹.

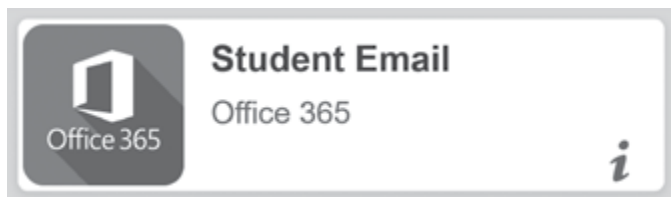
这封欢迎信会提供您如何以学生身份来登入学校网路系统. 您将需要这个讯息来登入 "student portal" <https://my.citruscollege.edu>. 这是大学提供给学生讯息的官方网路平台.

网路报名

非大学学分班注册报名 (免费课程)

步骤三: 学生电子邮件帐户

1. 请到网页 <https://my.citruscollege.edu> 设定及使用你的 Citrus College 学生电子邮件帐号.
2. 在网页上, 你可以找下面这个图示:



3. 请使用欢迎信上提供给您的 Citrus College 学生电子邮件帐号, 並输入密码:

密码: "Cc" 之后紧接 生日: Ccmmddyy (例如: "Cc020991")

4. 你必须完成一个验证选项, 然后点 "Finish."

有关于何如设立及进入学生电子邮箱的资讯请参考以下网站:

www.citruscollege.edu/tecs/studentemail

还有, 您可以下载免费的 **Citrus** 手机软件. 这个软件会提醒您每天的上课时间, 交功课的日期, Canvas 上的通知, 学校的地图, 学校的警报等讯息.

步骤四: 注册

在注册的期间, 请到 <https://my.citruscollege.edu> 点选 "Plan and Register."

要登入 <https://my.citruscollege.edu>, 你必须用你 Citrus College 的邮箱地址@符号前的帐号登入 (例如 "Johsmith244"). 你的密码开头是 "Cc" 接着你的生日, 格式如下: Ccmmddyy (例如: "Cc020991").

新进的 ESL 学生一定要和非学分班课程顾问见面並参加学前简介, 考试及分班. 预约时间请拨社区大学教育中心电话: 626-852-8022.

进入校区停车, 皆需要购买停车证



学生和访客可以在自动付款机 (APS) 购买一日停车证, 每日美金五元. 机器位于 S1, S2, S3, S4, S5, S6, S8, S9 停车场内. 您可以停在任何一个未标示员工停车的停车位上. 停车时请确定车头朝前, 不然您会收到违规停车的通知及罚款.

只有已注册的学生可以购买学期停车证. 冬季班和春季班请到 <https://citruscollege.thepermitstore.com/purchase.php> 购买停车证.

请扫码 QR code 进入校区地图

ONLINE REGISTRATION

Noncredit Admission and Class Registration

(Tuition-Free Classes)

IMPORTANT DATES AND DEADLINES

Fall 2024 – Aug. 23-Dec. 14

Applications for Fall 2024 Semester Available	Jan. 1, 2024
Registration for Fall 2024 Semester Begins	May 13, 2024
Registration for Fall 2024 Semester Ends	Nov. 1, 2024

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 FALL 2024

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

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

Registration


Your placement is determined at the time you register. See "Important Dates and Deadlines" on page 10.

NC 305 ESL: Multiskills – Beginning 1

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

Instructors: Kinder, R. and Jauregui, E.

24458 MTWR, 8/26-12/12
9:00am-11:50am LL 101


24459 MTWR, 8/26-12/12
6:00pm-8:50pm  Online

NC 306 ESL: Multiskills – Beginning 2

ESL: Multiskills – Beginning 2 expands on life and language skills learned in ESL: Multiskills – Beginning 1 and is intended for high-beginning English language learners. This course teaches routine life skills and basic personal expression through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

Instructors: Watts, L. and Deangelo, M.

24460 MTWR, 8/26-12/12
9:00am-11:50am LL 102


24600 MTWR, 8/26-12/12
6:00pm-8:55pm  Online

NC 307 ESL: Multiskills – Intermediate 1

ESL: Multiskills – Intermediate 1 expands on life and language skills learned in ESL: Multiskills – Beginning 2 and is designed for low-intermediate English language learners. This course teaches basic skills needed to succeed in American society through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

Instructors: Peters, A. and Staff

24461 MTWR, 8/26-12/12
9:00am-11:50am LL 113

24625 MTWR, 8/26-12/12
6:00pm-8:55pm  Online

NC 308 ESL: Multiskills – Intermediate 2

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

Instructor: Rosales Fernandez, D.

24462 MTWR, 8/26-12/12
9:00am-11:50am LL 114

NC 309 ESL Multiskills – Advanced

ESL: Multiskills – Advanced is designed for English language learners at the low-advanced level. This course prepares students for college-level coursework, to find or improve a career, and to engage with native English speakers at a comparable level. Open entry/exit. 192 lecture hours.

Instructor: Rodriguez, N.

24463 MTWR, 8/26-12/12
9:00am-11:50am LL 103


NC 318 ESL: American English Pronunciation I

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

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

Instructors: Zabayle, Z. and Schutz, A.

24464 TWR, 8/27-10/17
12:30pm-3:20pm LL 101

24465 TWR, 8/27-10/17
6:00pm-8:50pm  Online

NONCREDIT FALL 2024

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


NC 319 ESL: American English Pronunciation II

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

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

Instructors: Zabayle, Z. and Yu, M.

24466 MTW, 10/21-12/11
12:30pm-3:20pm LL 101

24467 TWR, 10/22-12/12
12:45pm-3:50pm  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.

Instructors: Rodriguez, N. and Kinder, R.


24469 MTW, 8/26-10/16
4:00pm-6:20pm LL 102


24470 TWR, 8/27-10/17
6:00pm-8:30pm  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. Open entry /exit. 63 lecture hours.

Instructors: Schutz, A. and Kinder, R.


24473 MTW, 10/21-12/11
6:00pm-8:30pm  Online

24471 TWR, 10/22-12/12
6:00pm-8:10pm  Online

NC 327 ESL: Speaking - Advanced

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

Instructor: Bowers, R.

24474 TWR, 10/22-12/12
6:00pm-8:30pm  Online



Learn English Today!

**FREE ESL
Noncredit Certificates**

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

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

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


NONCREDIT FALL 2024

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

NC 330 ESL: College Readiness - Reading and Writing

Strongly recommended: NC 307 or demonstrate a high-intermediate (Intermediate 2) level of English fluency. This course is designed for students at the high-intermediate level of English acquisition. The course places a special emphasis on college-level reading skills and academic writing skills. Students will acquire academic vocabulary through context and word stem study, improve reading comprehension through language learning strategies, and practice paraphrasing and summarizing skills. Students will also study complex grammatical structures, as well as connectives, and incorporate these structures into writing. This course aims to develop students' writing skills, from paragraph writing to multi-paragraph essays. Open entry/exit. 90 lecture hours.

Instructor: Kristin Sipper-Denlinger


24468 MTW, 8/26-12/11
6:00pm-7:35pm  Online

NC 400 Citizenship

Strongly recommended: NC 307.

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

Instructor: Moo Lucero, T.

24477 TR, 10/22-12/12
5:30pm-7:20pm  Online

Do you have an idea for a class?

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

Get paid to teach!



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

Email proposal to: conted@citruscollege.edu

NONCREDIT FALL 2024

Career

NC 107 Drone Pilot License

This course is an introduction to drones/sUAVs (small unmanned aerial vehicles) and prepares students to take the Federal Aviation Administration (FAA) Part-107 drone pilot license exam to work as a commercial pilot in the United States. Students will learn flight theory and work hands-on to become familiar with basic drone systems. Students will develop an understanding of local, state and federal regulations, weather reports, proper radio communication terminology, NOTAMs (Notice to Air Missions), METARs (Aviation Routine Weather Report), and airport sectional charts, as well as demonstrate their knowledge/skills in drone piloting. The course will prepare students to succeed in the competitive job market of drone piloting and develop career opportunities in the UAV industry. 24 lecture hours.

Instructor: Woolford, R.

24603 F, 8/30-10/18
9:00am-11:45am TE 102

NC 112 Environmental Science Applications in Drones

Introduction to the scientific, environmental, nonprofit and research applications of drone technology in solving global issues and environmental problems. Instructions includes how drones assist with the field surveying of animals and plants, study of pollution and toxic sites, measuring and mapping of research locations, and field data collection of thermal images, 3D models and aerial photos/videos. Students will acquire knowledge in current global environmental issues and the solutions drones can provide, as well as drone mapping, flight skills, advanced hands-on drone flight training and flight operations specific to environmental sciences. 24 lecture hours.

Instructor: Woolford, R.

24482 F, 10/25-12/13
9:00am-12:05pm TE 102



NC 140 Esthetician I

Strongly recommended: intermediate to advanced English language skills.


An introduction to skin care treatments, hair removal, make-up application, anatomy and physiology. This course also includes massage techniques, sanitation and disinfecting, diseases and disorders of the skin, cosmetic chemistry, electrical current, and modalities for skin care. The course focuses on the basic skills required to achieve a state board license. 72 lecture hours, 216 lab hours.


Instructor: Everett, A.


24503 MTW, 8/24-10/19
7:30am-9:05am TC 104

MTW, 8/24-10/19
9:15am-1:40pm TC 104

R, 8/24-10/19
7:30am-11:20am TC 104

8/24-10/19
Hours Arranged  Online

8/24-10/19
Hours Arranged  Online

8/24-10/19
Hours Arranged  Online



NONCREDIT FALL 2024

Career

NC AU140 Vehicle Maintenance

Strongly recommended: ENGL 101, Integrated Math 3 or Algebra 1.

Intended for the incumbent worker, reentry person or person seeking a career change into the automotive service industry, this is intended to be the beginning course in the maintenance and light repair (MLR) curriculum. It is focused on developing workplace skills that will allow a student to competently perform a detailed multi-point inspection and conduct fluid maintenance on select vehicle subsystems. Appropriate lab activities are included.

Instructor: Spencer Boldt

24627	TR, 9/10-12/12 6:30pm-8:05pm	TE 102
	TR, 9/10-12/12 8:15pm-10:05pm	AA 101

NC AU144 Automotive Chassis MLR

Strongly recommended: ENGL 101, MATH 144, AUTO 140A, NC AU140 or one year of employment as an automotive technician.

Intended for the incumbent worker, reentry person or person seeking a career change into the automotive service industry, this course is part of the maintenance and light repair (MLR) curriculum. It covers essential chassis system theory and inspection, diagnosis, service and repair of the following undercar systems: steering, suspension, alignment, wheels and tires. This course prepares students for Automotive Service Excellence (ASE) Suspension and Steering (A4) certification.

Instructor: Jose Reyes

24628	TR, 8/27-12/12 6:30pm-7:55pm	TE 105
	TR, 8/27-12/12 8:05pm-9:35pm	TD 134



NC AU296 Cylinder Head Development

Strongly recommended: ENGL 101 and NC AU141, AUTO 141 or AUTO 151.

This course is designed to teach the skills necessary to develop a cylinder head for total performance. Emphasis will be placed on cylinder head development and reconditioning, head cc'ing (cubic centimeters), and basic flowbench operation. This course is the noncredit equivalent of the credit course AUTO 296.

Instructor: Jeremy Clark

24629	MW, 8/26-12/11 6:00pm-7:25pm	TE 115
	MW, 8/26-12/11 7:35pm-9:35pm	TD 121

NC 631 Smog Check Repair Technician Update Course

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

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

Instructor: Davis, V.

24493	S, 10/26-11/2 8:00am-4:50pm	TE 103
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FREE BUSINESS CERTIFICATES

ENROLL TODAY!

1

Small Business Management

NC 665 Principles of Business

NC 661 Business Mathematics

NC 664 Business Communications

NC 663 Principles of Small Business Management

NC 656 Marketing and Social Media for Small Business

2

Human Resources Management

NC 660 Principles of Human Resource Management

NC 661 Business Mathematics

NC 664 Business Communications

NC 665 Principles of Business

3

Business Entrepreneurship

NC 654 Principles of Accounting

NC 655 Small Business Operations

NC 656 Marketing and Social Media for Small Business

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Visit www.citruscollege.edu/ce and click
"Noncredit Apply and Register"

For more information, contact
conted@citruscollege.edu or 626-852-8022

NONCREDIT FALL 2024

Career

NC 602 Basic Life Support (BLS) - American Heart Association

This course provides the professional rescuer with the knowledge and skills to provide basic life support (BLS) to a victim in an emergency. It follows the guidelines of the American Heart Association. 2 lecture hours, 2 lab hours.

Instructor: Staff

- 24488** S, 9/7
8:00am-10:05pm TC 229
- S, 9/7
10:15am-12:05pm TC 229
- 24489** F, 9/27
8:00am-10:05pm TC 230
- F, 9/27
10:15am-12:05pm TC 230
- 24490** S, 10/19
8:00am-10:05pm TC 229
- S, 10/19
10:15am-12:05pm TC 229
- 24491** S, 11/2
8:00am-10:05pm TC 229
- S, 11/2
10:15am-12:05pm TC 229
- 24492** S, 11/16
8:00am-10:05pm TC 229
- S, 11/16
10:15am-12:05pm TC 229

NC 504 Social Skills for Success

This course is designed for adults with disabilities. It supports students who desire to achieve success in personal, academic and professional settings. Emphasis is on development of effective skills related to communication, self-advocacy, appropriate social interaction, adaptation and problem-solving. 24 lecture hours.

Instructor: Thania Moo Lucero

- 24619** MW, 9/16-10/23
10:00am-11:50am SS 165

NC 505 Skills for Career Success Units

This course is designed for adults with disabilities. It supports students by providing the knowledge, skills and guidance to find the job that best matches their personality. Emphasis is on identifying individual strengths, interests and values, and developing a person-centered, individualized vocational plan. Topics include exploring careers, community job resources, and building the self-confidence, attitudes and professional skills needed to find, secure, and maintain employment. 24 lecture hours.

Instructor: Thania Moo Lucero


- 24620** MW, 10/28-12/4
10:00am-12:05pm SS 165

NC 604 Life Skills

Strongly recommended: intermediate English language skills.

This course will introduce students to the behaviors, personality traits, and verbal and non-verbal communication skills that impact interpersonal relationships. Skills students will be exposed to include, but are not limited to, effective communication, professionalism, collaboration, team building and diversity. This course will prepare students entering the health care profession, as well as entry into other programs of study. 36 lecture hours.

Instructor: Maria Davia

- 24486** TR, 8/27-10/17
5:30pm-7:40pm  Online




NONCREDIT FALL 2024

Career

NC 621 ASL - Insights into the Deaf Community

This course offers insights from the deaf community pertaining to their lifestyle and cultural perspectives. Students will explore multiple roles within the deaf community and how to best support its members. 24 lecture hours.


Instructor: De La O, J.

24483 TR, 8/27-9/19
5:00pm-7:40pm  Online

NC 622 ASL - Fundamentals of ASL

A basic skills course intended to introduce students to the key linguistic features of American Sign Language. Students will be introduced to the signed manual alphabet, facial grammar and a modest collection of signed vocabulary items. Provides the framework for communicating basic sentences and requests. 42 lecture hours.


Instructor: De La O, J.

24484 TWR, 9/24-11/14
5:00pm-6:30pm  Online

NC 623 ASL - Careers in ASL

This course introduces various ASL-related professions. A brief overview of the demands, expected qualifications and salary of each career will be covered. Students will explore local job openings for ASL, discuss the role each career plays in the ASL/deaf community and how to begin preparing for such careers. 24 lecture hours.

Instructor: De La O, J.

24485 MW, 11/18-12/11
5:00pm-7:35pm  Online



NC 650 Introduction to Microsoft Office Applications

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


Instructor: Praeger, K.

24475 TR, 8/27-12/12
5:45pm-7:15pm LL 103

NC 654 Introduction to Accounting Principles and QuickBooks

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


Instructor: Baldo, M.

24480 TWR, 10/22-12/12
3:30pm-5:50pm  Online

NC 656 Marketing and Social Media for Small Business

Strongly recommended: intermediate to advanced English language skills; basic understanding of Microsoft Word. This course focuses on understanding and developing a marketing plan and the use of social media to promote a small business. Skills include customer valuation, market determination, insights about competitors, market research and hands-on use of various social media platforms. Open entry/exit. 20 lecture hours.

Instructor: Castillo, L.

24478 TR, 8/27-9/19
2:30pm-4:40pm  Online

NONCREDIT FALL 2024


Career

NC 605 Introduction to Health Occupations

Strongly recommended: intermediate English language skills.

This course will introduce students to health care occupations. The focus will be on careers that require two years or less of education for certification or licensure. Some of the careers this course will explore include certified nursing assistant (CNA), licensed vocational nurse (LVN), dental assistant, registered nurse (RN) and emergency medical technician (EMT). 12 lecture hours.

Instructor: Davia, M.


24487 TR, 10/15-10/31
6:00pm-7:35pm  Online

NC 657 Medical Front Office Clerk Procedures

Strongly recommended: intermediate English language skills.

This course will introduce students to the medical front office clerk procedures in preparation for entry-level positions in a medical front office setting. It includes interpersonal communications, the Health Insurance Portability and Accountability Act (HIPAA), phone techniques related to medical front office management, appointment scheduling, data entry using electronic health records (EHR), authorization processing of private and managed care patients, and patient accounts. 16 lecture hours.

Instructor: Maria Davia


24502 TR, 8/27-9/19
6:00pm-8:05pm  Online

NC 658 Medical Terminology I: Fundamentals

Strongly recommended: high intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentations.

This course will introduce students to the proper use and understanding of medical terminology. Students will learn about prefixes, suffixes and word roots common to the medical field, as well as the medical terms for direction, parts of the body, procedures, etc. This course will prepare students for entry-level jobs in the medical field and other medical programs of study. 24 lecture hours.

Instructor: Dominguez, A.


24495 TR, 8/27-9/19
6:00pm-8:50pm  Online

NC 659 Medical Terminology II: Advanced Terminology

Prerequisite: NC 658. Strongly recommended: high intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentations.

This course will build upon the medical terminology studies in Medical Terminology I. Students will move beyond the basics and into more advanced understanding of body systems, pathophysiology, testing and procedures. 24 lecture hours.

Instructor: Dominguez, A.


24498 TR, 11/5-12/3
6:00pm-8:50pm  Online

NC 690 Bloodborne Pathogens

Strongly recommended: high intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentations.

This training is mandated by the Occupational Safety and Health Administration (OSHA). It includes training in the most common bloodborne pathogens, control methods and follow up from occupational exposure to blood and other potentially infectious materials (OPIM). After completing this class, the student will receive the recognition of completion of the course. 4 lecture hours.

Instructor: Sawires, A.


24617 M, 10/14
6:00pm-10:00pm  Online

NC 691 HIPAA and Introduction to Electronic Health Records

Strongly recommended: high intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentations.

This course focuses on the Health Insurance Portability and Accountability Act (HIPAA) for the health care worker and the professional and ethical responsibilities in maintaining privacy when handling electronic health records (EHR). Real-life scenarios will be used when practicing how to input patient information in the EHR and reviewing the privacy and security rules of HIPAA. 18 lecture hours.

Instructor: Sawires, A.

24618 MW, 10/21-11/6
6:00pm-9:00pm  Online



Citrus College

COMPLETE A MEDICAL TERMINOLOGY CERTIFICATE IN 8 WEEKS!

APPLY & REGISTER TODAY!

NC 658 Medical Terminology I: Fundamentals

**NC 659 Medical Terminology II: Advanced
Terminology**



To register, visit www.citruscollege.edu/ce
and click "Noncredit Apply and Register."

For more information, contact
conted@citruscollege.edu or 626-852-8022.

NONCREDIT FALL 2024


Career

NC 660 Principles of Human Resources Management

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

This course provides a complete, concise introduction to human resources management (HRM) for small business or for a general manager who wants to learn more about how HRM is used in a typical work environment. This adaptive learning program is engaging and focused. It uses applied content to make it easy to understand and maintain student interest. 30 lecture hours.

Instructor: Salehi, M.


24494 TWR, 9/3-10/3
4:00pm-5:35pm  Online

NC 664 Business Communications

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

This course focuses on strategies for developing effective written and oral communication skills for use in the workplace and in business. A variety of written and oral forms of business communication will be covered, including email, memos, letters, resumes and presentations. There will be a review of basic business etiquette, as well as job interview preparation. 20 lecture hours.

Instructor: Castillo, L.

24501 TR, 10/22-12/12
4:00pm-5:10pm  Online



MEDICAL FRONT OFFICE CLERK CERTIFICATE

NC 652 Computer Keyboarding & Document Processing

NC 657 Medical Front Office Clerk Procedures

NC 658 Medical Terminology I

NC 659 Medical Terminology II

ALL COURSES ARE FREE

Classes can be taken individually or towards a certificate

NONCREDIT FALL 2024

Older Adults

NC 705 Art – Still-Life Drawing for Older Adults

This art course is designed especially for older adults who wish to develop or enhance their drawing skills. The focus will be on direct observation of still-life compositions and application of the building blocks used by artists to create a work of art. Students will develop perceptual skills and apply them to create original still-life drawings from direct observation. Drawings will be created by understanding the elements of art, then applying them to create an original still-life drawing. 16 lab hours.

Instructor: Akin, A.

24610 MW, 8/26-10/2
10:30am-11:40am Glendora Gardens

NC 709 Flexibility Training for Older Adults

An exercise course designed especially for older adults who wish to maintain physical fitness without undo exertion. Exercises begin with elementary movements and gradually increase to the individual's level of desired range of motion, flexibility and strength. 36 lab hours.

Instructor: Staff and McCraven, A.

24606 TR, 8/27-11/21
10:30am-11:40am Glendora Gardens

24611 TRF, 8/27-10/18
8:15am-9:30am La Fetra Center

24613 MTW, 8/26-10/16
1:00pm-2:20pm Joslyn Senior Center

24614 MTW, 10/21-12/11
1:00pm-2:20pm Joslyn Senior Center



NC 711 Cardio and Strength Training for Older Adults

This training course is specifically designed for the active older adult (55+). Exercises are designed to improve or maintain flexibility, strength, endurance, and cardiovascular and respiratory functions. Emphasis will be placed on motor movements, eye-hand coordination, body space awareness, balance training, reaction time, joint protection and relaxation techniques. 36 lab hours.

Instructor: Staff and McCraven, A.

24607 TRF, 10/22-12/13
8:15am-9:35am La Fetra Center

24615 MTW, 8/26-10/16
2:30pm-3:50pm Joslyn Senior Center

24616 MTW, 10/21-12/11
2:30pm-3:50pm Joslyn Senior Center



Fee-Based Classes

Three Easy Ways to Register



1 Online

The most convenient way to register is online using your Visa, Mastercard or Discover card. Login to <https://citruscollege.augusoft.net> and have the class information and your credit card ready. Place one or more classes in your shopping cart and check out. For detailed online instructions, see page 25.



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 26 (page 27 for youth classes) and email it to conted@citruscollege.edu.



3 In Person

Register in person throughout the term at the continuing education office, located in the Lifelong Learning Center, Monday through Thursday from 8:00am-7:00pm (*closed Fridays during the summer*).

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 "follow us" on our Instagram page at www.instagram.com/citrusconted.

Online Registration for Community Education

(Fee-Based Classes)

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

The quick and convenient way to register for
community education (fee-based) classes

Online Instructions

(recommended browser: Firefox)

Step 1: Sign In

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

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

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

Step 2: Select Courses

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

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

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

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

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

Step 3: Checkout

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

That's it!

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

Three Easy Ways to Register

1. ONLINE

Have the class information and your credit card ready, and login to <https://citruscollege.augusoft.net>. For detailed online instructions, see page 25.

2. EMAIL

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

3. IN PERSON

Register in person throughout the term at the continuing education office, located in the Lifelong Learning Center, Monday through Thursday from 8:00am-7:00pm (*closed Fridays during the summer*).

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

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

Signature of Parent/Guardian

Print Name

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

Signature of Parent/Guardian

Date

Registration Form for Youth

Community Education/Fee-Based Youth Classes Only

Please Print

Youth Name (Last)

(First)

Date of Birth

Address

City

State, ZIP Code

Parent or Guardian

Daytime Phone

Evening Phone

Emergency Contact Person

Daytime Phone

Evening Phone

Email

Please List Each Class You Wish to Enroll Your Youth

Course Number

Course Title

Start Date

Fee

\$

\$

\$

\$

Visa () Mastercard () Discover ()

Total

\$

Card Number

Expiration Date

CCV

Authorized Signature

Name of Card Holder (please print clearly)

OFFICE USE ONLY

DATE

RECEIVED BY

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CA

CAREER

Be Your Own Boss

Notary Public Test Preparation Class

This course will give you the most updated notary information and the knowledge you need to perform the duties of the notary public correctly and to pass the state exam. The class fee includes a valuable 70-page manual, sample forms notaries use every day, certificate of completion, state examination applications and a state exam schedule (the notary exam is not part of the class). The instructor will provide information about how to sign up for the state exam.

Before signing up for this class, check to see that you meet the eligibility requirements for becoming a notary at www.sos.ca.gov/notary/qualifications.

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

Instructor: Rosie Reed, 1st CNS, Inc.

Fee: \$85*

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

020006 Saturday, 11/16
8:00am-4:00pm LB 102

Notary Loan Signing Seminar

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

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

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

Instructor: Rosie Reed, 1st CNS, Inc.

Fee: \$85*

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

330017 Saturday, 11/23
9:30am-3:30pm LB 105




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

010036 8/24-12/14  Online

Basic Level Bartending

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


Instructor: Kellie Nicholson
Fee: \$49

010007 8/24-12/14  Online

Master Level Bar Management

Created for the serious professional who wants to know the mechanics without the high cost of long-term hospitality programs, this course is for anyone who wants to enter the field of management. The online format includes a more in-depth look at mixology and management of the bar, including inventory, pricing and staff issues. This training is vital for bartenders, bar managers and bar owners.

Instructor: Kellie Nicholson
Fee \$219*
**\$70 materials fee payable to instructor on day of class (cash only please).*

010008 8/24-12/14  Online

How to Start a Mobile Bar Service

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


Instructor: Kellie Nicholson
Fee: \$49

010006 8/24-12/14  Online

Introduction to Voiceovers

"Wow, you have a great voice!" How many times have you heard that? Or maybe you listen to your favorite audiobooks, commercials or cartoon characters and think, "I could do that!" Explore the voiceover industry with your instructor, a professional working voice actor from Voices for All. Discover the current trends in the industry and how they make it easy and affordable for just about anyone to get involved. In this one-time, two-hour introductory class, you'll also learn about the different types of voiceovers and the tools you'll need to find success. Your instructor will take notes as you read a real script and offer some coaching to improve your delivery. You'll receive a professional voiceover evaluation later. 18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding job! Each student will receive a 90-minute one-on-one live video chat.

Instructor: Voices for All
Fee: \$49

010027 8/24-12/14  Online



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

Bookkeeping Certificate: 040004

Fee: \$495 for all three courses and certificate



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

Instructor: Sharon deFonteny

NOTE: The classes for this certificate must be taken in the order below (the classes build off each other):

Understanding Debits and Credits

Fee: \$195

040003 9/3-9/28

General Ledger and Month End Procedures

Fee: \$195

040002 10/7-11/1

Closing Procedures and Financial Statements

Fee: \$195

040001 11/4-11/29

Accounting and Finance for Non-Financial Managers Certificate: 7114

Fee: \$495 for all three courses and certificate



Every successful person in the workplace utilizes financial information to aid effective decision making. The financial concepts and accounting processes used in most businesses will provide practical techniques that will increase your effectiveness and career. First, get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Learn the importance of cash and maximize cash flow. Acquire advanced knowledge on the financial information that drives your organization. See how business reports are assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals and assessing performance within your own area of influence.

Instructors: Sharon deFonteny and Jodie Trana

Accounting and Finance for Non-Financial Managers

Fee: \$195

7100 9/3-9/28

Cash is King

Fee: \$195

7112 10/7-11/1

Financial Analysis and Planning for Non-Financial Managers

Fee: \$195

7156 11/4-11/29



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

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. Students need to have Microsoft Excel to complete this certificate.

Instructors: John Rutledge, Mary Dereshiwsky and Jeff Kritzer

Introduction to Data Analysis

Fee: \$195

7176 9/3-9/28

Intermediate Data Analysis

Fee: \$195

7172 10/7-11/1

Advanced Data Analysis

Fee: \$195

7101 11/4-11/29

Digital Marketing Certificate: 7143

Fee: \$495 for all three courses and certificate



Get a fundamental yet advanced introduction to eMarketing, 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 eMarketing 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.

Instructors: Susan Hurrell

Improving Email Promotions

Fee: \$195

7167 9/3-9/28

Boosting Your Website Traffic

Fee: \$195

7108 10/7-11/1

Online Advertising

Fee: \$195

7206 11/4-11/29



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

Online Teaching Certificate: 7113

Fee: \$495 for all three courses and certificate



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

Instructors: William A. Draves, Dionne Felix and Mary Dereshiowsky

Advanced Teaching Online

Fee: \$195

7106 9/3-9/28

Designing Online Instruction

Fee: \$195

7137 10/7-11/1

Fostering Online Discussion

Fee: \$195

7157 11/4-11/29



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

PERSONAL ENRICHMENT

Hobbies & Interests

Candle Making

Have you ever wondered how candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or your friends? In this dynamic workshop, students will learn how to create unique candles that they can admire and share for far less than what they cost in stores. Students will complete several candles and learn skills enabling them to continue on progress on their own. Topics include:

- Introduction to candle making
- Types of candles
- Candle molds
- Different types of fragrances and colors
- Materials and supply sources

Class is hands-on and requires interaction with wax; please dress accordingly.

Instructor: Abdul, Q.

Fee: \$39*

**\$35 materials fee payable to instructor on day of class (cash only please).*

350018 Saturday, 10/5
11:00am-2:00pm LB 102

Soap Making

Bathing can become an at-home getaway when you add beautiful and fragrant handmade glycerin soaps. Making soap is not only easy and enjoyable, but it can also be a fun way to express one's creativity. In this course, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oils, extracts, herbs and other novelties. There will be a discussion on how to make organic, natural or medicinal soap. Custom-made soaps are perfect for those with sensitive skin, and they can also be unique gifts and bathroom decorations.

Class is hands on and requires interaction with essential oils; please dress accordingly.

Instructor: Abdul, Q.

Fee: \$39*

**\$35 materials fee payable to instructor on day of class (cash only please).*

350042 Saturday, 10/5
4:00pm-7:00pm LB 102

How to Make Your Own Bath Products

In this fun, hands-on class, students will discover simple techniques for making one-of-a-kind bath products, including shampoo, shower gel, bubble bath, bath salt and exfoliates. Topics include:

- Ingredients and equipment
- Where to obtain supplies
- Tips for making bath gels
- How to add herbs, glycerin and extracts
- Therapeutic effects of oils

Why purchase expensive commercial bath products when you can delight in making your own?

Class is hands on; please dress accordingly.

Instructor: Abdul, Q.

Fee: \$39*

**\$35 materials fee payable to instructor on day of class (cash only please).*

350064 Saturday, 12/7
11:00am-2:00pm LB 102

Cold Process Soap Making from Scratch

Want to create beautiful handmade soaps right in your own kitchen? In this class, you will learn how to make soap using the all-natural cold process method from scratch.

This class is for the beginner to advanced. Whether you are a complete novice or a soap-making-pro, you'll have fun and learn something new about making soap at home.

Class is hands on and requires interaction with powder and liquid ingredients; please dress accordingly.

Instructor: Abdul, Q.

Fee: \$39*

**\$35 materials fee payable to instructor on day of class (cash only please).*

350065 Saturday, 12/7
4:00pm-7:00pm LB 102

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

Citrus College

ENTRY-LEVEL HEALTH SKILLS CERTIFICATE

Classes are FREE!

APPLY TODAY!

NC 602 Basic Life Support (BLS) - American Heart Association

NC 690 Bloodborne Pathogens

NC 691 HIPAA and Introduction to Electronic Health Records (EHR)

To register, visit www.citruscollege.edu/ce and click "Noncredit Apply and Register."

For more information, contact conted@citruscollege.edu or 626-852-8022.




PERSONAL ENRICHMENT

Hobbies & Interests

Don't Throw it Away - Sell it Online!

Get rid of your stuff and get paid! There are several apps and platforms that provide an excellent way for you to generate revenue by selling your unwanted used items or by creating a new e-commerce business. This class presents the most popular yet easy-to-use apps for each of the top categories, including furniture, electronics, clothing, books, art and more. Learn which used items sell best and what can't be sold. Includes photography tips, pros and cons, do's and don'ts, tips and strategies, costs, and how to get paid. Determine which apps are the best match for the items you want to sell.

Instructor: Boyd, K.
Fee: \$69

350066 Thursday, 10/31
6:00pm-9:00pm  Online



Paranormal Personal History

Have you ever seen a ghost? Have you known something was going to happen before it happened? Have you experienced something that cannot be explained?

This community education course will explore personal experiences of paranormal events, including telepathy, precognition, clairvoyance, psychokinesis, near-death experiences, reincarnation, apparitions, angels and demons, and alien contact.

With the premise that experience rather than belief in the paranormal is the best teacher, students will share their own paranormal experiences, and the instructor will guide them through some of the literature and theories behind these phenomena. Students will read a course book together, and speakers (psychologists, philosophers, clergy, psychics and other surprise guests) will enhance the classroom experience. Students will be able to freely discuss and analyze their experiences within the context of other well-documented paranormal phenomena and prevailing theoretical frameworks. The course will provide a friendly and affirming environment in which students can share their experiences and gain personal insights.

Instructor: Solheim, B.
Fee: \$79

350004 Tuesdays, 10/1-11/12
6:30pm-8:30pm LB 105



PERSONAL ENRICHMENT

Fitness

NEW! Community Education Fitness

Build muscle, increase strength and improve cardiovascular health by using weight training machines, cable machines, dumbbells and cardiovascular machines. Improve overall cardiovascular health by slowly progressing to different levels of cardiovascular activities like walking, jogging and cycling.

New students are required to check in with the fitness attendant on the first day of attendance for a tutorial on how to safely use the exercise equipment.

No previous experience is required to attend.

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

Aug. 26-Oct. 17

080023 Fee: \$39*

080025 Fee: \$35* Forever Young (55+)

**Register for the first 8 weeks of fall by Aug. 14 to receive \$5 discount.*

Oct. 21-Dec. 12

080024 Fee: \$39*

080026 Fee: \$35* Forever Young (55+)

**Register for the second 8 weeks of fall by Oct. 9 to receive \$5 discount.*

Mat Pilates I and II

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

Instructor: George, I.

060068 Thursdays, 8/29-10/17
5:00pm-6:00pm AP 110
Fee: \$39

060071 Thursdays, 10/24-12/12
5:00pm-6:00pm AP 110
Fee: \$35



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

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 Libres 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 Libres de Drogas Enmienda de 1989 y que se cumpla con otros requisitos del Acta. Aprobado el 28 de abril del 2004.

Sexual Harassment and Sexual Violence Information

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

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

1. Contact Campus Safety 24 hours a day, 7 days a week at 626-914-8611, extension 8611, when calling from a college phone, or by dialing *11 on any of the campus pay phones

and/or the Student Health Center at 626-914-8671 during normal business hours, located in the Student Services Building.

2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:

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

- National Sexual Assault Hotline: 800-656-HOPE (4673)

- National Domestic Violence Hotline: 800-799-7233

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

Hostigamiento Sexual e Información sobre Violencia Sexual

Ninguna comunidad hoy día en nuestra sociedad puede estar completamente libre de riesgos. Sin embargo, si trabajan juntos los estudiantes, la facultad, el personal y los visitantes, pueden crear una atmósfera que sea segura y libre de crimen 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/a 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 reuniones en la corte. La línea telefónica de 24 horas es: 909-626-HELP (4357) o 626-966-4155

- House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospeda de transición, ayuda legal y grupos de apoyo y de consejería. La línea telefónica de 24 horas es: 909-988-5559

- National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques Sexual: 800-656-HOPE (4673)

- National Domestic Violence Hotline/Línea Nacional de Violencia Doméstica: 800-799-7233

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

Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Education Code, Title 5, California Civil Code, and the U.S. Patriot Act. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College AP 5040. A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record. Questions concerning student's rights under the privacy act should be directed to the Admissions and Records Office, 626-914-8511.

Reglas de Derechos & Privacidad

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

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

Student Right-to-Know

In compliance with the Student Right-To-Know and Campus Security Act of 1990, it is the policy of the Citrus Community College District and Citrus College to make available its completion and transfer rates for 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://srtk.cccco.edu/index.asp>.

Derecho de los Estudiantes a la Información

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

El Derecho de los Estudiantes a la Información (Student Right-To-Know, SRTK por sus siglas en inglés) se refiere al mandato federal que requiere que se haga pública la tasa del porcentaje de estudiantes que se transfieren y que terminan los requisitos. La intención de SRTK es ofrecer al consumidor estadísticas comparativas para que puedan determinar cualquier colegio seleccionan. 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 logran 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://srtk.cccco.edu/index.asp>.

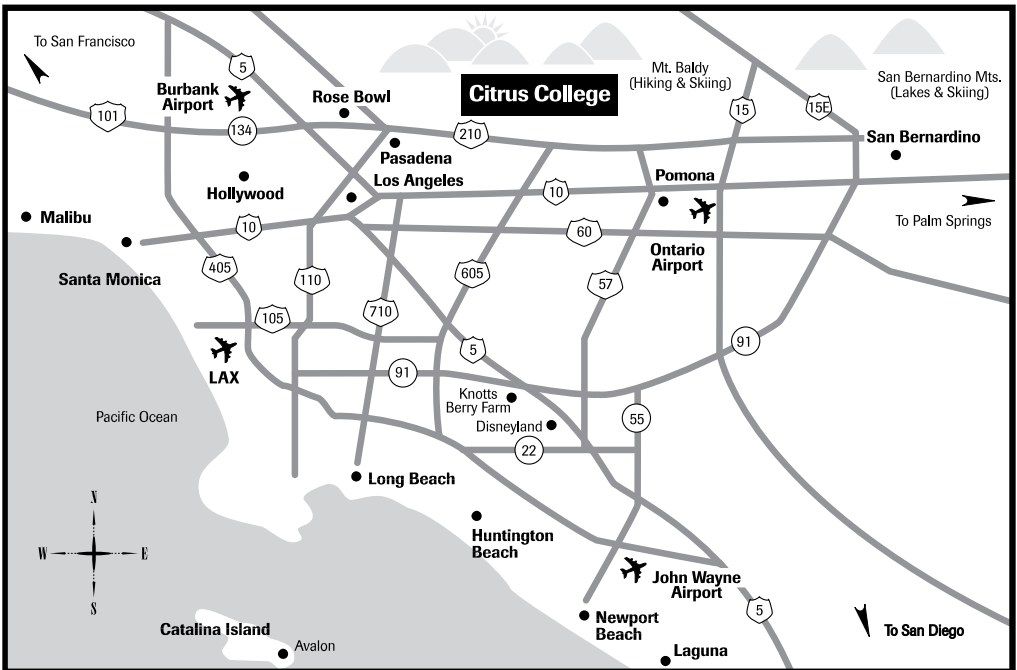
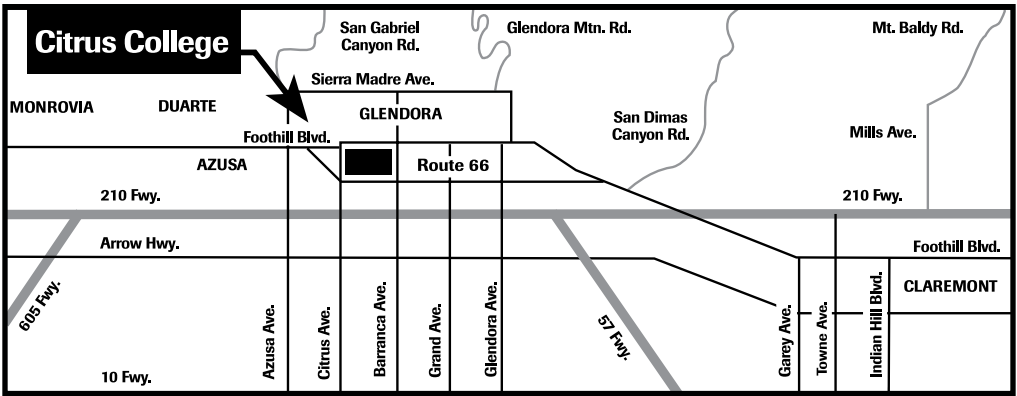
Parking Regulations/Maps

Get a Citrus College Parking Permit - At Your Fingertips

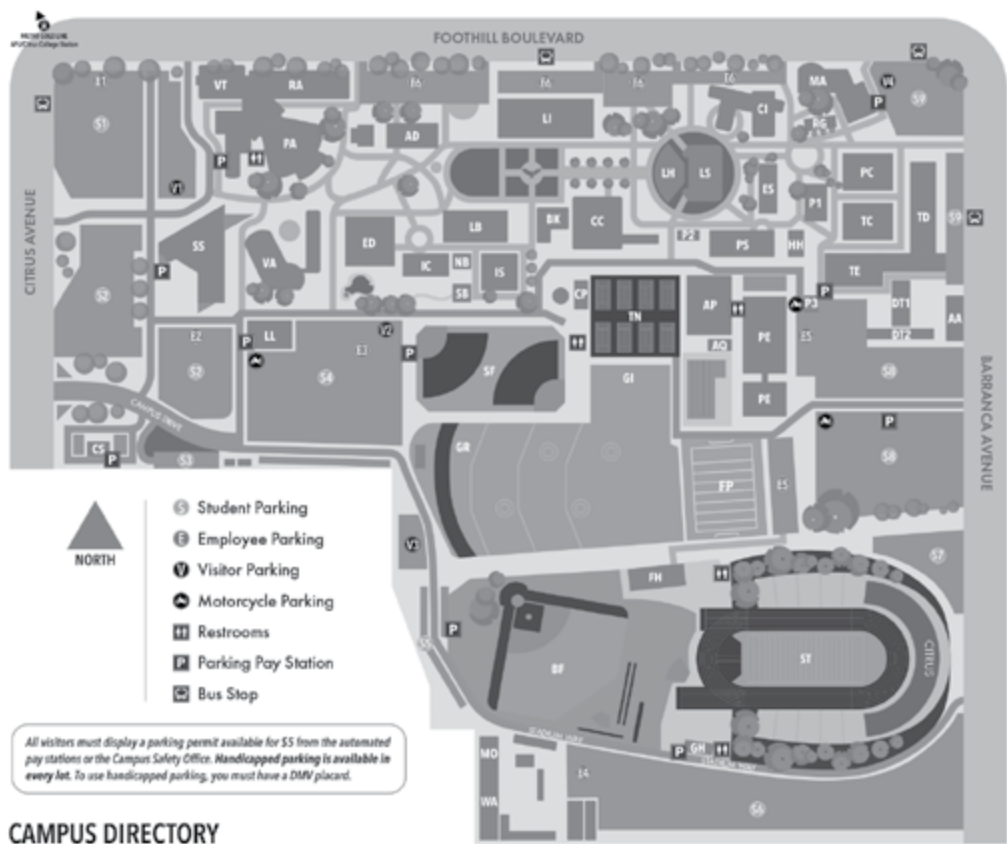
Citrus College offers an easy and convenient online method for purchasing parking permits.



- Fall semester parking permits are \$70.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for fall semester.
- You can print a temporary parking permit for immediate use until you receive your parking permit in the mail.
- A daily parking permit for \$5 is available for purchase at the Campus Safety Building, located at the main campus entrance off Citrus Avenue, or from one of the automated pay station (APS) machines located in lots S1, S2, S3, S4, S5, S6, S8 and S9.
- Daily and semester parking permits are **not available** in the continuing education office.



Citrus College Campus Directory



NORTH

- Student Parking
- Employee Parking
- Visitor Parking
- Motorcycle Parking
- Restrooms
- Parking Pay Station
- Bus Stop

All visitors must display a parking permit available for \$5 from the automated pay stations or the Campus Safety Office. Handicapped parking is available in every lot. To use handicapped parking, you must have a DMV placard.

CAMPUS DIRECTORY

BUILDINGS

- | | | |
|-----------------------------------|---------------------------------|-------------------------------|
| AA AUTOMOTIVE ANNEX | GI GOLF INSTRUCTION | PC PROFESSIONAL CENTER |
| AD ADMINISTRATION | GR GOLF DRIVING RANGE | PE PHYSICAL EDUCATION |
| AP ADAPTED PHYSICAL EDUCATION | HH HAYDEN HALL | PS PHYSICAL SCIENCE |
| AQ AQUATICS | IC INTEGRATED SUCCESS CENTER | RA RECORDING TECHNOLOGY |
| AR BASEBALL FIELD | IS INFORMATION SYSTEMS | RG REPROGRAPHICS (PRINT SHOP) |
| AS OWL BOOKSHOP | LB LIBERAL ARTS/BUSINESS | SB SOUTH BUNGALOW |
| CC CAMPUS CENTER | LH LECTURE HALL | SF SOFTBALL FIELD |
| CD CENTER FOR INNOVATION | LI LAYDEN LIBRARY | SS STUDENT SERVICES |
| CF CENTRAL PLANT | LL LIFE LONG LEARNING CENTER | ST STADIUM |
| CS CAMPUS SAFETY | LS LIFE SCIENCE | TC TECHNOLOGY CENTER |
| DT1 DIESEL TECHNOLOGY 1 | MA MATHEMATICS/SCIENCES | TD TECHNICIAN DEVELOPMENT |
| DT2 DIESEL TECHNOLOGY 2 | MO MAINTENANCE/OPERATIONS | TE TECHNOLOGY ENGINEERING |
| ED EDUCATIONAL DEVELOPMENT CENTER | NO NORTH BUNGALOW | TN TENNIS COURTS |
| ES EARTH SCIENCE | P1 PORTABLE #1 | VA VISUAL ARTS |
| FN FIELD HOUSE | P2 PORTABLE #2 | VT VIDEO TECHNOLOGY |
| FP FOOTBALL PRACTICE FIELD | P3 PORTABLE #3 | WA WAREHOUSE/PURCHASING |
| GH GATE HOUSE | PA HAUGH PERFORMING ARTS CENTER | |

SERVICES

- | | | |
|-----------------------------------|---------------------------------|--------------------------------------|
| Academic Affairs | AD Dental Assisting | PC Noncredit Matriculation |
| Admissions and Records | SS Disabled Students Center | SS Nursing |
| Associated Students | CC Ethnics | TC Outreach |
| Athletics/Kinesiology | PE EOPBS | SS Pride Center |
| Art & Coffee Bar | SS External Relations | AD Printing, Reprographics |
| Auditorium | UI Facilities Rental | AD Promise Program |
| Board Room | PA Financial Aid | SS Public Information |
| Bookstore | AD Fitness Center | AP Receiving |
| Box Office | BE PLS Language Center | P2 Receiving, Bookstore |
| Bursar | PA Food Service | CC Safety Office |
| Business Services | AD Foster Kinship Office | IC STEM Center |
| Cafeteria - Owl Cafe & Grill | CC Foundation | AD Student Affairs |
| CalWORKS | SS Wellness Center | GR Student Employment Services |
| Career Technical Education Office | TE Health Sciences | SS Student Newspaper - Clarion |
| Career/Transfer Center | SS Human Resources | PC Student Services Office |
| Cashier | SS Information | AD Superintendent/President's Office |
| College Advancement | AD International Student Center | SS Swimming Pool |
| Community Education | UI I-Wild Complete College | SS Testing Center |
| Computer Center | IS Learning Center | ED The SPA at Citrus |
| Counseling | PC Little Theatre | PA Transfer Center |
| Counseling and Advancement Center | SS Noncredit Education | LL Veterans Success Center |

Campus Safety 626-914-8611 Student Wellness Center 626-914-8671

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NC 400 Citizenship

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NC 650 Introduction to Microsoft Office Applications

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NC 691 HIPAA and Introduction to Electronic Health Records

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