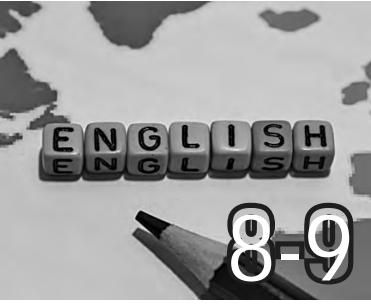


Noncredit and Continuing Education Courses



TUITION-FREE CLASSES

NONCREDIT COURSES

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Continuing Education Office

Located in the Lifelong Learning Center

Website: www.citruscollege.edu/ce

Phone: 626-852-8022

Hours*: Mon. to Thurs. 8:00am-9:00pm

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

**Hours subject to change*

Michael Wangler Dean

Ivon McCraven Director

Julie Tunno Administrative Secretary

Lilianna Verduzco Clerk

Citrus College Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Citrus Community College District Board of Trustees

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Create a Class

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

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

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

Or email your ideas to conted@citruscollege.edu.



Noncredit Courses

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

Registering

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

Who Teaches The Courses?

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

Who May Attend?

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

When Are Classes/Courses Offered?

Fall 2021 semester begins Aug. 21, 2021.

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

Fall holidays – classes will not meet on the following dates: : Sept. 4-6, Nov. 11-13 and Nov. 25-28.

The fall semester ends Dec. 11, 2021.

Where Do Classes/Courses Meet?

Due to the COVID-19 pandemic, all fall semester classes will be held online.

Want To Know More?

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

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

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

Registration Forms: See page 12 and 13. Online Registration Instructions: See page 11.

Fee-Based Classes

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

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

Registering

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

Who Teaches The Classes?

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

Who Can Enroll?

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

ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

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

Step 1: Applying for Noncredit Admission

Step 2: Registering for Noncredit Classes

Applying for Noncredit Admission

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

Registering for Noncredit Classes

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

Step 1: Applying for Noncredit Admission

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

Citrus College CITRUS COLLEGE DISTANCE RESOURCE SYSTEM powered by WingSpan

Welcome to Citrus College Online Noncredit Application

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

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

Login ID: _____

PIN: _____

Login

First time user account creation

Return to Homepage

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ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

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

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

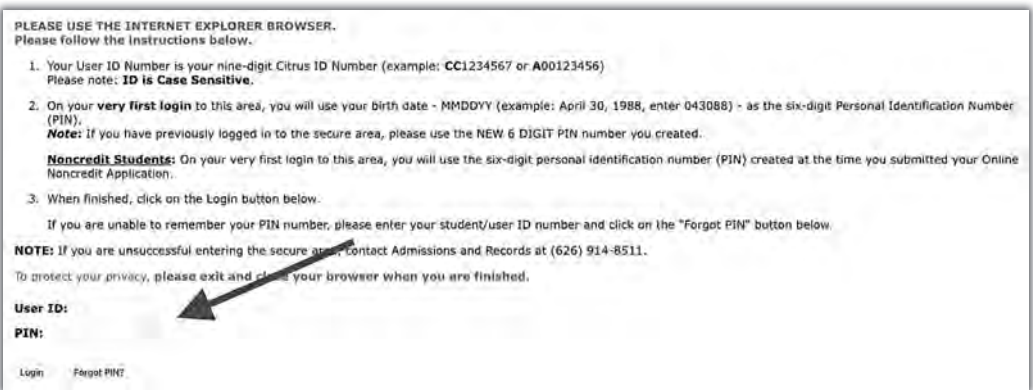
ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

Step 2: Registering for Noncredit Classes

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



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

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

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

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

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

User ID:

PIN:

Login Forgot PIN?

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

ONLINE REGISTRATION

Noncredit Admission and Class Registration

IMPORTANT DATES AND DEADLINES

Fall 2021 – Aug. 21-Dec. 11

Applications for Fall 2021 Semester Available	Jan. 1, 2021
Registration for Fall 2021 Semester Begins	May 10, 2021
Registration for Fall 2021 Semester Ends	Oct. 15, 2021

NONCREDIT Counseling



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

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

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

NONCREDIT FALL 2021

English as a Second Language

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

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

NC 305 ESL: Multiskills – Beginning 1

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

Instructor: Watts, L.

24051 MTWR, 8/23-12/2
9:00am-12:10pm 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.

Instructor: Bowers, R.

24052 MTWR, 8/23-12/2
9:00am-12:10pm 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.

Instructor: Kinder, R.

24053 MTWR, 8/23-12/2
9:00am-12:10pm 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.

24054 MTWR, 8/23-12/2
9:00am-12:10pm Online

NC 309 ESL Multiskills – Advanced

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

Instructor: Wilson, R.

24055 MTWR, 8/23-12/2
9:00am-12:10pm Online

NC 318 ESL: American English Pronunciation I

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

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

Instructor: Zabayle, Z.

24056 MTWR, 8/23-10/14
12:30pm-2:35pm Online

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

NONCREDIT FALL 2021

English as a Second Language

NC 319 ESL: American English Pronunciation II

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

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

Instructor: Kowalchuk, C.

24057 MTWR, 10/18-12/09
12:30pm-2:40pm Online

NC 400 Citizenship

Strongly recommended: NC 307.

Citizenship 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. The course includes instruction in the history and government of the United States, as well as 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: Deangelo, M.

24067 F, 8/27-10/29
9:00am-12:00pm Online

NONCREDIT FALL 2021

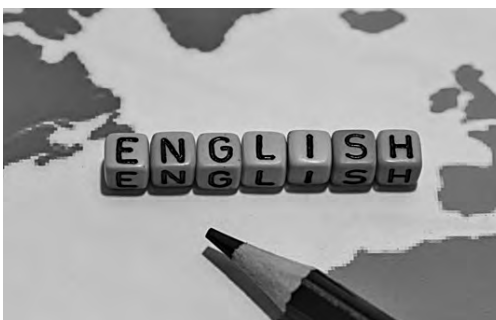
Basic Skills

NC 402 ESL: English for Employment and Academics

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

Instructor: Pablico-Kobayashi, V.

24061 TWR, 10/19-12/09
12:30pm-2:45pm Online



NC 260A Algebra Review: Elementary and Intermediate Algebra A

Properties of real numbers and expressions; linear equations and inequalities in one and two variables; systems of linear equations; proportion and variation; exponents; polynomials; factoring; graphs; and applications. Additional emphasis is placed on study skills, such as growth mindset, productive struggle and a just-in-time approach to help the student transition into a credit-level course. 36 lecture hours.

Instructor: Bautista-Hayashi, R.

24274 TR, 8/24-10/14
12:00pm-2:05pm Online

NC 260B Algebra Review: Elementary and Intermediate Algebra B

Rational, radical, quadratic, exponential and logarithmic expressions, functions and equations; complex numbers; inverse functions; and conic sections. Additional emphasis is placed on study skills, such as growth mindset, productive struggle and a just-in-time approach to help the student transition into a credit-level course. 36 lecture hours.

Instructor: Bautista-Hayashi, R.

24275 TR, 10/19-12/09
12:00pm-2:20pm Online

NONCREDIT FALL 2021

Career

NC 201 Career Self-Assessment

In this course, students will learn to appraise their self-esteem, values, skills and personality, and understand the implication of these factors in the selection of a vocational/educational goal. 18 lecture hours.

Instructor: Green, J.

24275 MW, 10/18-11/3
5:00pm-8:00pm Online

Instructor: Garner, J.

24287 TR, 8/24-9/9
5:00pm-8:00pm 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: Deangelo, M.

24058 MTWR, 8/23-10/14
12:30pm-2:00pm Online

NC 652 Computer Keyboarding and Document Processing

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

Instructor: Deangelo, M.

24059 MTW, 10/18-12/9
12:30pm-2:35pm Online

Instructor: Deangelo, M.

24059 R, 10/18-12/9
12:30pm-3:05pm Online

NC 654 Introduction to Accounting Principles

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

Instructor: Baldo, M.

24304 MTW, 10/19-12/8
1:30pm-3:50pm Online

NC 655 Small Business Operations

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

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

Instructor: Fischella, J.

24302 MW, 8/23-9/27
9:00am-12:00pm Online



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

NONCREDIT FALL 2021

Career

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.

24303 TR, 8/24-9/16
2:30pm-4:45pm Online

NC 680 Writing in the Workplace

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

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

Instructor: Rodriguez, N.

24060 TR, 8/24-10/14
6:00pm-8:05pm Online

NC 682 Customer Service I: Fundamentals

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

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

Instructor: Lucero, T.

24062 TWR, 8/24-9/16
5:00pm-7:00pm Online

NC 683 Customer Service II: Essentials

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

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

Instructor: Lucero, T.

24063 MW, 9/20-10/13
5:00pm-8:00pm Online

NC 684 Call Center Training

This course introduces learners to the basics of call center etiquette and effective communication. Students will learn how to conduct themselves professionally in a call center work setting and develop skills necessary to hold successful phone conversations with a diverse customer base. Open entry/exit. 24 lecture hours.

Instructor: Lucero, T.

24064 MW, 10/18-11/10
5:00pm-8:00pm Online

NC 685 Customer Service for Retail

This course introduces learners to the basics of customer service and communication in retail work environments. Students will learn how to communicate effectively and maintain positive interactions with customers in a variety of service formats. They will also learn the importance of product knowledge, sales trends and customer needs. Open entry/exit. 24 lecture hours.

Instructor: Staff

24065 TR, 10/19-11/10
5:00pm-8:10pm Online

NONCREDIT FALL 2021

Career

NC 686 Soft Skills for the Workplace

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

Instructor: Alba, R.

24066 TW, 9/21-9/29
5:30pm-7:30pm Online



NC 688 Preparation for the California Basic Educational Skills Test (CBEST) – Reading and Writing

This course is intended for students preparing for the California Basic Educational Skills Test (CBEST). It will assist in preparing students to meet test specifications in the areas of critical analysis, evaluation, comprehension and research. It will also assist in preparing students to meet test specifications in the areas of narrative writing (expressive aim), expository prose (referential aim), demonstration of analytic skills and use of conventions of standard written English. Open entry/exit. 16 lecture hours.

Instructor: Hertenstein, K.

24305 S, 8/21-9/18
8:30am-12:30pm Online

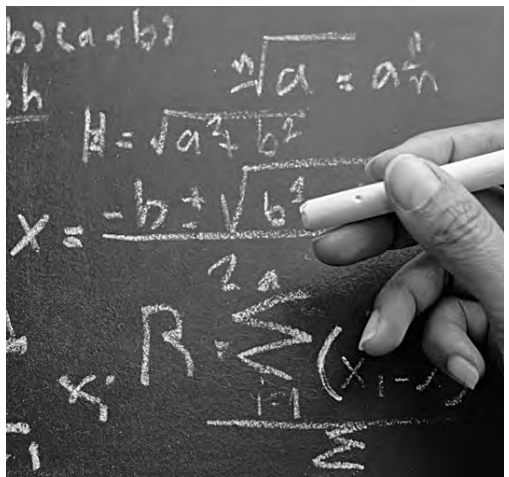


NC 689 Preparation for the California Basic Educational Skills Test (CBEST) – Mathematics

This course is intended for students preparing for the California Basic Educational Skills Test (CBEST). It will assist in preparing students to meet mathematics test specifications in the areas of estimation, measurement, statistical principles, computation, problem-solving, and numerical and graphic relationships. Open entry/exit. 12 lecture hours.

Instructor: Jacinto, C.

24307 F, 9/3-9/17
2:00pm-6:00pm Online



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



**From the Classroom to a Career!
Learn Office Technology Skills you
Need to Succeed in the Workplace**

**Enroll in a FREE ONLINE
Business Information Worker Certificate**



SELECT FROM TWO PATHS

NC402 ESL
**English for Employment
and Academics**
For Advanced English Learners

OR

NC 680
Writing in the Workplace
For English Proficient Students

NC650
**Introduction to
Microsoft Office Applications**

AND

NC 652
**Computer Keyboarding
and Document Processing**

**APPLY TODAY!
REGISTRATION BEGINS MAY 10TH**

For Further Details:
conted@citruscollege.edu or 626-852-8022

www.citruscollege.edu/ce

Fee-Based Classes

Four Easy Ways to Register



1 Online

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



2 Email

You can also email your registration form any time using your Visa, Mastercard or Discover card. Complete the registration form found on page 12 (page 13 for youth classes) and email it to conted@citruscollege.edu.

Don't Miss Out

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

Getting a Refund

Full Refund

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

Partial Refund

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

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

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

Want to Know More?

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

Online Registration for Community Education

(Fee-Based Classes)

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

The quick and convenient way to register for
Community Education (fee-based) classes

Online Instructions

(recommended browser: Firefox)

Step 1: Sign In

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

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

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

Step 2: Select Courses

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

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

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

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

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

Step 3: Checkout

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

That's it!

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

Four Easy Ways to Register

1. ONLINE

Have the class information and your credit card ready, and login to <https://citruscollege.augusoft.net>. For detailed online instructions, see page 11.

2. EMAIL

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

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
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total			\$ _____

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

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

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

CAREER

New Career

The Basics of Wine Service

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

Instructor: Kellie Nicholson
Fee: \$49

330007 Open enrollment 8/21-12/11
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

010011 Open enrollment 8/21-12/11
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 Open enrollment 8/21-12/11
Online

Master Level Bar Management

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

Instructor: Kellie Nicholson
Fee \$219

010008 Open enrollment 8/21-12/11
Online



**ONLINE
CLASS**

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

CAREER

New Career

Podcasting for Profit

Have you ever wanted to be a DJ or host a radio show? Would you like to be paid to host your own show? Would you like to promote your business, hobby or passion on radio? **ALL FOR FREE?** Now you can, by setting up your own podcasting program! This course explains and demonstrates how to set up an audio podcast and monetize it, including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts – all for FREE! Materials include instruction, references and resources, as well as the software necessary to set up and operate a podcasting program for free. Mike Rounds has been a speaker/trainer for 31 years. He has done infomercials, radio talk shows and over 5,000 paid presentations. His podcast, “Publishers Haven,” has a large audience and continually generates active interest in his products and services. The materials fee of \$30 is for “Podcasting for the Clueless.”

Instructor: Mike Rounds

Fee: \$39*

**Materials fee may apply.*

010022 Monday, 9/20
6:00pm-9:00pm Online

How to Become a Professional Organizer

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

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

Instructor: Nancy Miller

Fee: \$39*

**Materials fee may apply.*

010030 Thursday, 9/23
6:00pm-9:00pm Online

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

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

Instructor: LeeAnne Krusemark

Fee: \$29

010033 Wednesday, 10/27
3:00pm-4:00pm Online

Explore 50 Different Self-Publishing Options

Self-publishing is all the rage, but is it the best option for YOU? You will discover the pros and cons of all the self-publishing options, including print-on-demand and e-book publishing, as well as Amazon options. You will leave with a rated description of 50 self-publishing companies. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark

Fee: \$29

010032 Tuesday, 10/26
6:00pm-7:00pm Online



CAREER

New Career

Writing for Online Blogs, Magazines and Websites

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

Instructor: LeeAnn Krusemark
Fee: \$29

010034 Wednesday, 10/20
6:00pm-7:00pm Online

Beginner's Guide to Getting Published

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

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

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

Instructor: LeeAnne Krusemark
Fee: \$39

010031 Tuesday, 10/19
7:00pm-9:00pm Online

Beginner's Guide to Starting a FREE Blog

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

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

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

Instructor: LeeAnn Krusemark
Fee: \$39

010025 Wednesday, 10/27
5:00pm-7:00pm Online

Make Money with a Virtual Assistant/ Word Processing Business

If you can type, you can make money at home using your computer. Having already learned all about home-based business success (participants must attend Explore 250 Legitimate Home-Based Business Ideas), you will then discover:

- How and where to find clients
- 50 ways to advertise/market your services
- Effective home office equipment choices
- 100 ways to make money with a computer
- FREE national networking information

There really is a need for your services, so learn to be your own boss, set your own hours and make more money. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark
Fee: \$29*

**Materials fee may apply.*

010026 Monday, 10/25
6:00pm-7:00pm Online



ONLINE
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Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!
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Certificate can be completed in one semester

NC 654 Introduction to Accounting Principles

Introduction to basic accounting principles.

NC 655 Small Business Operations

Learn to start and maintain a small business in California.

NC 656 Marketing and Social Media for Small Business:

*Learn to understand and develop a marketing plan an
social media to promote a business.*

SEMESTER BEGINS AUGUST 23, 2021

For Further Details:

conted@citruscollege.edu or 626-852-8022

www.citruscollege.edu/ce

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(3 Courses)

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(3 Courses)

Classes begin August 24, 2021

APPLY REGISTER TODAY!

For Further Details:
conted@citruscollege.edu or 626-852-8022
www.citruscollege.edu/ce

CAREER

Be Your Own Boss

Explore 250 Legitimate Home-Based Business Ideas

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

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

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

Instructor: LeeAnne Krusemark

Fee: \$39*

**Materials fee may apply.*

330015 Monday, 10/18
7:00pm-9:00pm Online

How to Start a Profitable Home-Based Business

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

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

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

Instructor: Nancy Miller

Fee: \$39*

**Materials fee may apply.*

330014 Tuesday, 9/21
6:00pm-9:00pm Online

How to Create a Website for FREE!

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

Having your own website that you can create, change and control by yourself gives you the ability to tell people about you, your business and how to do business with you. You'll be shown how to create your site in minutes for FREE, including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it. You'll learn how to:

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

Instructor: Mike Rounds

Fee: \$39*

**Materials fee may apply.*

330013 Wednesday, 9/22
6:00pm-9:00pm Online

How to Be Self-Published for FREE!

Have you dreamed of being published? Are you ready to be published now? Do you want to see your book on Amazon.com? It just takes know-how to put it together into a finished piece. You'll learn how to:

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

Instructor: Mike Rounds

Fee: \$39*

**Materials fee may apply.*

330012 Saturday, 9/25
9:00am-12:00pm Online



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

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0316/09

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

Professional Development Offered Online in Partnership with UGotClass

Data Analysis Certificate: 7118

Fee: \$495 for all three courses and certificate



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

Instructors: John Rutledge, Mary Dereshiwsky and Jeff Kritzer

Introduction to Data Analysis

Fee: \$195

7176 9/7-10/1

Intermediate Data Analysis

Fee: \$195

7172 10/4-10/29

Advanced Data Analysis

Fee: \$195

7101 11/1-11/26



Digital Marketing Certificate: 7143

Fee: \$495 for all three courses and certificate



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

Instructor: Dan Belhassen and Susan Hurrell

Improving Email Promotions

Fee: \$195

7167 9/7-10/1

Boosting Your Website Traffic

Fee: \$195

7108 10/4-10/29

Online Advertising

Fee: \$195

7206 11/1-11/26



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

Social Media for Business Certificate: 7220

Fee: \$495 for all three courses and certificate



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

Instructors: Nicole Siscaretti and Jennifer Selke

Introduction to Social Media

Fee: \$195

7181 9/7-10/1

Marketing Using Social Media

Fee: \$195

7197 10/4-10/29

Integrating Social Media into Your Organization

Fee: \$195

7171 11/1-11/26



Accounting and Finance for Non-Financial Managers Certificate: 7114

Fee: \$495 for all three courses and certificate



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

Instructors: Sharon deFonteny and Jodie Trana

Accounting and Finance for Non-Financial Managers

Fee: \$195

7100 9/7-10/1

Cash is King

Fee: \$195

7112 10/4-10/29

Financial Analysis and Planning for Non-Financial Managers

Fee: \$195

7156 11/1-11/26



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

CAREER

Professional Development Offered Online in Partnership with UGotClass

Management Certificate: 7192



Fee: \$595 for all three courses and certificate

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

Instructors: Sally Klaus, Joyce Oddison and Kassia Dellabough

Management Boot Camp

Fee: \$295

7191 9/7-10/1

Collaborative Management

Fee: \$245

7263 10/4-10/29

Managing Generations in the Workplace

Fee: \$175

7194 11/1-11/26



Supervisory and Leadership Certificate: 7226



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

Instructor: Sally Klaus

Fee: \$395

7226 9/7-10/29

Spanish for Health Professionals Certificate: 7221



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

Instructor: Cristina Sempé

Fee: \$290

7221 9/7-10/29



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

Six Sigma Green Belt Certificate: 7252

Fee: \$495 for all three courses and certificate



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

Instructor: Scott Follett

Introduction to Six Sigma Green Belt

Fee: \$195

7273 9/7-10/1

Intermediate Six Sigma Green Belt

Fee: \$195

7271 10/4-10/29

Advanced Six Sigma Green Belt

Fee: \$195

7246 11/1-11/26



Business Writing Certificate: 7116

Fee: \$495 for all three courses and certificate



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

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

Business Writing

Fee: \$195

7111 9/7-10/1

Effective Copywriting

Fee: \$195

7142 10/4-10/29

Writing News and Press Releases

Fee: \$195

7236 11/1-11/26



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- Human Resource Management
- Interior Decorating & Design
- Life Skills Coaching
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- Nutritional Consultant
- Personal Fitness Trainer
- Physical Therapy Aide
- Professional Catering
- Professional Photography
- Project Management
- Sports Nutrition
- Stress Management Coaching
- Wedding Consultant

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

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

PERSONAL ENRICHMENT

Life Improvement

Clutterology – Getting Rid of Clutter and Getting Organized

Are you tired of searching for lost things and stumbling over stuff? You CAN change your surroundings to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized. Attend this fun and interactive seminar, where you'll learn:

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

PDF manual included: "Clutterology® Getting Rid of Clutter and Getting Organized" (978-1-891440-62-5)

Instructor: Nancy Miller

Fee: \$39*

*\$20 materials fee payable to instructor.

070005, Saturday, 9/25, 1:00pm-4:00pm, Online



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Introduction to SQL

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Project Management Fundamentals

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

Speed Spanish

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

Grammar Refresher

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

Beginning Writer's Workshop

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

Effective Business Writing

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

A to Z Grant Writing

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

Introduction to Microsoft Excel

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

Computer Skills for the Workplace

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

Intermediate Microsoft Excel

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

Creating WordPress Websites

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

Human Anatomy and Physiology

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

SAT/ACT Prep Course

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

Explore a Career in Medical Coding

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

Medical Terminology:

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

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

www.ed2go.com/citrus

08/16/17

PERSONAL ENRICHMENT

Hobbies & Interests

Earn Extra Money Mystery Shopping

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

Instructor: LeeAnne Krusemark
Fee: \$29

350054 Monday, 10/25
3:00pm-4:00pm Online

Introduction to Screenwriting

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

Instructor: LeeAnn Krusemark
Fee: \$29

350055 Tuesday, 10/26
3:00pm-4:00pm Online



Monetize Your Website, Blog or Social Media Site with Affiliate Marketing

Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1,000+ free and low-cost opportunities and how to avoid scams or links that won't offer a beneficial ROI (return on investment).

Learn how to find high, recurring and second-tier commissions. You'll also learn SEO secrets to increase your site's ranking and visibility on search engines like Google. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark
Fee: \$29

350053 Thursday, 10/21
5:00pm-6:00pm Online

Save Money with Extreme Couponing!

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

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

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

Instructor: LeeAnne Krusemark
Fee: \$29

350058 Thursday, 10/28
3:00pm-4:00pm Online

PERSONAL ENRICHMENT

Hobbies & Interests

Meet the Publisher/Get Your Manuscript Critiqued

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Email one page of your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book or children's book. Optional: You can then send your manuscript for a professional critique (for a critique fee of \$50 for up to 25 double-spaced pages + \$1/page thereafter, and a list of publishers/agents who are interested in your type of work). The instructor is a journalist, author, screenwriter, agent, publisher and adjunct online professor of publishing for Harvard. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

Instructor: LeeAnne Krusemark
Fee: \$29

350059, Thursday, 10/28, 5:00pm-6:00pm, Online

YOUTH

Teens & Youth

Study Skills

Developing effective study skills is the key to becoming successful in school. This class will teach students important time-management skills, organizational skills and how to improve reading comprehension. Students will learn how to study for tests, create memory trick and take notes efficiently. These lessons will help students in the upcoming school year through high school and beyond! **This course is designed for youth ages 9 to 15 years old.**

Instructor: Brian Clough
Fee: \$43

170036 Saturday, 9/11
9:00am-11:30am Online

170037 Saturday, 10/23
9:00am-11:30am Online

Math Trix

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

Instructor: Brian Clough
Fee: \$39

170040 Saturday, 9/11
1:00pm-3:00pm Online

170041 Saturday, 10/23
1:00pm-3:00pm Online



**From the Classroom to a Career!
Learn Office Technology Skills you
Need to Succeed in the Workplace**

**Enroll in a FREE ONLINE
Business Information Worker Certificate**



SELECT FROM TWO PATHS

NC402 ESL

**English for Employment
and Academics**

For Advanced English Learners

OR

NC 680

Writing in the Workplace
For English Proficient Students

NC650

**Introduction to
Microsoft Office Applications**

AND

NC 652

**Computer Keyboarding
and Document Processing**

**APPLY TODAY!
REGISTRATION BEGINS MAY 10TH**

For Further Details:

conted@citruscollege.edu or 626-852-8022

www.citruscollege.edu/ce

Disclosures & Disclaimers/ Divulgaciones y Denegaciones

Schedule Changes

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

Cambios en el Horario de Clase

Citrus College hace todo lo necesario para asegurar la exactitud de la información encontrada en este catálogo. Sin embargo, el colegio se reserva el derecho de hacer cambios, en cualquier momento, sin previo aviso.

Open Enrollment Policy

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

Inscripción Abierta

Todas las clases, secciones de clases, y clases del Distrito deben de contar con inscripción abierta para cualquiera persona que haya sido admitida al colegio. La inscripción puede estar sujeta a un sistema de prioridad establecido. La inscripción también puede estar limitada a estudiantes que llenen pre-requisitos o co-requisitos válidos, o debido a otras consideraciones o exenciones que sean.

Nondiscrimination Policy

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS), mental disability, sexual orientation or military status as a Vietnam-era veteran in any policies, procedures or practices. In addition, it is the stated policy of Citrus Community College District that harassment is prohibited and that regular employees shall not be denied family care leave if eligible under the Fair Employment and Housing Act. All of these categories are protected by the following legislation: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, California Government Code 12900 et seq., and the Americans with Disabilities Act of 1990. Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

Ley de No-Discriminación

Citrus Community College District no discrimina a ninguna persona en base a su raza, color, linaje, lugar de origen, sexo, edad (más de 40 años), religión, estado civil, condición médica (incluyendo cáncer), incapacidad mental o física (incluyendo SIDA o "HIV"), orientación sexual, o estado militar como veterano de la guerra de Vietnam en ninguna de sus reglas, procedimientos o prácticas. Está también estipulado en los reglamentos del distrito que el acoso queda estrictamente prohibido, y que no se les negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de "Fair Employment and Housing Act." Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de "Fair Employment and Housing Act" el Código 12900 et seq. del Gobierno del Estado de California, y la ley de "Americans with Disabilities" de 1990. Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

Student Grievances

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

Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con una manera rápida y justa de buscar una solución apropiada a cualquier supuesta violación de sus derechos. Los derechos protegidos bajo este procedimiento incluyen, pero no se limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes. Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o malintencionadas por parte de cualquier empleado de Citrus College. Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del edificio de Administración, 626-914-8534.

Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702
The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees.

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

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

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

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

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

Programa Libre de Drogas y de Prevención del Consumo de Drogas

Referencias: Acta de Escuelas y Comunidades Libre de Drogas 20 U.S.C. Sección 1145g y 34 C.F.R. Sección 861 et seq.; Acta de Área de Trabajo Libre de Drogas 1988, 41 U.S.C. Sección 702

El Colegio estará libre del uso legal de drogas y de la posesión legal 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 que el Colegio distribuya anualmente a cada estudiante la información que requiere el Acta de Escuelas y Comunidades Libre de Drogas Enmienda de 1989 y que se cumpla con otros requisitos del Acta. Aprobado el 28 de abril del 2004.

Sexual Harassment and Sexual Violence Information

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

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

Sexual assault is defined as any kind of unwanted sexual contact. This includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault and related conduct that threatens the health and safety of another person. Sexual violence may include sexual assault, rape, date rape, acquaintance rape, domestic violence, stalking, dating violence, forcing a person to watch/engage in pornography, harassment, exposing/flashing, voyeurism and/or fondling. Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on College-owned or controlled property, at College-sponsored or supervised functions, or related to or arising from College attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

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

1. Contact Campus Safety 24 hours a day, 7 days a week at 626-914-8611, extension 8611, when calling from a college phone, or by dialing *11 on any of the campus pay phones and/or the Student Health Center at 626-914-8671 during normal business hours, located in the Student Services Building.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:

- Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and