

Citrus College

COMMUNITY AND NONCREDIT EDUCATION

*New
Summer,
New You*

Drawing!

Meditation!

**Classes for
Youth!**

**Lean Energy
Management!**

**Healthcare
Finances!**

**Hundreds of
Online
Courses
Available!**

**2018 SUMMER
CLASS SCHEDULE**

Register Online:
www.citruscollege.edu/ce

Citrus College Continuing Education

Summer 2018

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.

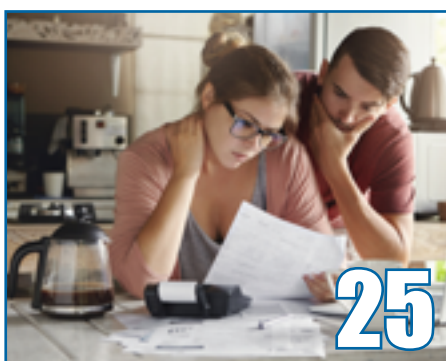
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FOLLOW US



@CitrusCE / @NoncredESL



@CitrusContED

Parking permits are required.
Parking regulations:
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Noncredit and Continuing Education Courses



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Continuing Education Office

Located in the Lifelong Learning Center

Website: www.citruscollege.edu/ce

Phone: 626-852-8022

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

Fri. 8:00am-12:00pm

**Hours subject to change*

Dr. Rocky Cifone..... Dean
Debbie Wong.....Supervisor
Julie Tunno.....Administrative Secretary
Linda Reed.....Clerk
Tatiana Diaz.....Clerk

Citrus College Mission Statement

Citrus College provides innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career technical education and basic skills proficiency. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community. 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.

La Misión de Citrus College

Citrus College ofrece instrucción de alta calidad a los estudiantes dentro y más allá de los límites geográficos tradicionales. Estamos dedicados a promover una comunidad diversa para la educación y un ambiente de aprendizaje a través de ofrecer una cultura abierta y acogedora que apoya el cumplimiento exitoso de estudios de transferencia, carreras y educación técnica, así como el desarrollo de habilidades básicas. Demostramos nuestro compromiso con la excelencia y el éxito estudiantil con el continuo de asesoramiento de aprendizaje estudiantil y de la efectividad de nuestra institución.

Citrus Community College District Board of Trustees

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Student Trustee

Dr. Geraldine M. Perri

Superintendent/President

Create a Class

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

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

Continuing Education Office
Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741-1885

Or email your ideas to conted@citruscollege.edu



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.

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 29-32.

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?

Summer 2018 Session begins June 25, 2018.

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.

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

The summer session ends Aug. 17, 2018.

Where Do Classes/Courses Meet?

Most classes meet on the Citrus College campus. You can find the location of the building where your class meets on the map in the back of this schedule. A few classes are held in local communities. Addresses are given for the classes that meet off campus. Online classes are designated by a special icon.

Want To Know More?

Check out our website at www.citruscollege.edu/ce or call us at 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.

Parking Permits are required. Parking Regulations: See page 47.

Registration Forms: See page 6 and 7. Online Registration Instructions: See page 5.

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 5.



2 By Mail

Fill out the quick and easy registration form on page 6 (page 7 for youth classes). Please print clearly, and provide all of the information requested on the form to ensure quick processing of your registration. Be sure to include your Visa, Mastercard or Discover card information, or mail a check or money order payable to "Citrus College" to the Continuing Education Office, Citrus College, 1000 W. Foothill Blvd., Glendora, CA 91741-1885.



3 By Phone

You can register by phone using your Visa, Mastercard or Discover card. Call 626-852-8022, and have the class information and your credit card ready.



4 By Fax

For 24-hour service, you can fax your registration form any time using your Visa, Mastercard or Discover card. Complete the registration form found on page 6 (page 7 for youth classes), and fax to 626-852-8028.



5 In Person

You can register in person throughout the semester at the Continuing Education Office, located in the Lifelong Learning Center.

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 following 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 5.

2. BY MAIL

Fill out the registration form, and include a check or money order payable to "Citrus College." If you're using a Visa, Mastercard or Discover card, include account information. Mail to:

Continuing Education Office/Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741-1885

3. BY PHONE

Have the class information and your credit card ready. Call **626-852-8022**.

4. BY FAX

Fill out the registration form including credit card account information and fax it to **626-852-8028**.

5. IN PERSON

Register at the Continuing Education Office in the Lifelong Learning Center throughout the semester.

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 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 () _____

Card Number _____ Expiration Date _____ CCV _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

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

CAREER

Be Your Own Boss

How to Create a Website for Business or Personal Use for FREE!

You can create your site in minutes for FREE, including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it.

You'll learn how to:

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

Instructor: Mike Rounds

Fee: \$49*

**Plus \$30 materials fee for "Fishin' With A Net" (978-1-891440-63-2) payable to instructor.*

9565 Saturday, 8/4
9:00am-12:00pm Citrus/LB 105

How to Be Self-Published for FREE!

Want to be published and e-published NOW? Do you dream of seeing your book featured on amazon.com? Do you have useful knowledge or skills that you think others could use? Publishing is easier than you think. If you don't know where to start, this class will give you the know-how to fulfill your dream of creating your own books and e-books. In this cutting-edge class, you'll learn how to:

- Use quick and easy methods to get your work published
- Convert your book to Kindle for FREE
- Upload your finished books and e-books to Amazon and other major chains
- Offer it as a pay-per-download product from your website
- Use copyrights to protect your work

Don't get left out – publish your book now and start profiting from it immediately!

Instructor: Mike Rounds

Fee: \$49*

**Plus \$30 materials fee payable to instructor.*

9552 Saturday, 8/4
1:00pm-4:00pm Citrus/LB 105

Protect Your Property with Patents, Trademarks and Copyrights

Business owners, designers, consultants, graphic artists, authors and inventors, do you know how to protect your work? This program explains the process for protecting your ideas and products using patents for your inventions, trademarks for your logos, and copyrights for your written work or graphic arts, plus typical contracts to use while conducting your business.

This program provides relevant information in plain, easy-to-understand language, along with access to current forms, contracts and instructions. Includes a bonus segment for inventors on locating potential licensees and offering their inventions in a safe method.

Instructor: Nancy Miller

Fee: \$49*

**Plus \$30 materials fee for "How to Sell Your Inventions for Cash" (978-1-891440-27-4) payable to instructor.*

9600 Saturday, 8/4
9:00am-12:00pm Citrus/LB 104

Curious About Starting a Home-Based Business?

This class explains dozens of different home-based businesses that you can run completely from your home, plus how to:

- Legally form your business
- Accept customer's credit cards to maximize sales
- Acquire a sales tax permit and business license to make things official
- Use the web to promote your business
- Find FREE resources that can boost your business

Instructor: Nancy Miller

Fee: \$49*

**Plus \$30 materials fee for "Mechanics of Starting a Home-Based Business" (978-1-891440-64-9) payable to instructor.*

9545 Saturday, 8/4
1:00pm-4:00pm Citrus/LB 104

CAREER

Be Your Own Boss

Get Your Commercial Drone License and Start Making Money

Aerial photography, roofing checks, real estate videos, weddings, GoPro stunts ... just think of all the money you could make if you flew commercially – and without spending the big bucks getting a “real” commercial pilot license! The FAA now allows you to apply for your commercial drone/UAV (unmanned aerial vehicle) license, called a Remote Pilot Certificate, by passing a multiple-choice test and paying a small fee. No experience needed.

If you're flying your drone for fun in your backyard, you do not need a license. If you wish to make money taking pictures, then you must have an FAA 14 CFR part 107 Remote Pilot Certificate.

This 8-hour community education course will help you prepare to take the Remote Pilot/FAA test to receive certification. This course is classroom instruction only. There will not be any drone flying.

You must be at least 16 years old and have valid government-issued identification. The test center fee is \$150 (FAA regulated and NOT included in the price of the class). You will need to pass a TSA background check before receiving your license.

With paid enrollment, all students will receive a discount voucher courtesy of Pacific Skies Aviation at Torrance Airport for a free \$100 VIP upgrade discovery flight. Experience the skies from a real airplane and compare it to what your drone sees.

Instructor: Gerry Koehler

Fee: \$149*

**Plus \$25 materials fee payable to instructor.*

9566 Saturday, 6/30
8:00am-5:00pm Citrus/LB 105

ATTENTION BUSINESS MANAGERS



Customized Training Available

Contract Training from Citrus College provides customized training services for business, industry, government agencies and professional organizations.

We can assist you in the development and implementation of a training program that supports your organization's effort to strengthen and/or develop new skills. We offer world class training utilizing content experts, on our campus or at your location. Training can be credit or noncredit. In addition to traditional classroom delivery methods, training can include online or distance learning strategies.

Please contact the Continuing Education Office at 626-852-8022 or email us at conted@citruscollege.edu to speak with someone regarding your customized training needs.



Career Technical Education

TECHNICAL SKILLS > ACADEMIC SKILLS > EMPLOYABILITY SKILLS
PREPARE FOR JOB OPPORTUNITIES, CAREERS & PROMOTIONS

Most professions and careers require significant technical knowledge and skill, strong academic skills and well-developed employability skills and attributes. Industry and employers need highly trained employees in order to bridge the growing skilled labor gap*. Citrus College Career Technical Education (CTE) programs are rigorous, relevant and worth it. Students completing a CTE program lay the groundwork needed for success: technical skills, academic skills and employability skills.

Citrus College provides opportunities for students to enroll in a CTE program at a reasonable cost. The courses required to complete a program certificate are scheduled so that students can earn a certificate of achievement in a timely manner, whether they attend classes full time or part time.



CTE PROGRAM CERTIFICATES OF ACHIEVEMENTS

- | | |
|---------------------------------------|--|
| Administration of Justice | Emergency Medical Technician |
| Audio Recording Technology | Information Technology/ITIS |
| Automotive Technology | Nursing: ADN/RN |
| Biotechnology/Biomanufacturing | Nursing: Vocational |
| Child Development | Office Technology |
| Cosmetology/Esthetician | Public Works |
| Corrections | Emerging Theatre Technology/(ETT) |
| Dental Assisting | Water Technology |
| Drafting and Design Technology | Wildland Resources/Forestry |

To learn more about above certificates of achievement, the required skills proficiency or upgrading of skills for advancement, use the following link:
www.citruscollege.edu/stdntsrv/counsel/certificates

Schedule an appointment with the CTE counselor online or by phone at 626-914-8530. The Counseling & Advisement Center is located on the second floor of the Student Services (SS) Building.

Counseling hours are:

Monday and Thursday	8:00 a.m. to 5:00 p.m.
Tuesday and Wednesday	8:00 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 4:30 p.m.

PREPARE FOR CAREERS, JOB OPPORTUNITIES AND PROMOTIONS

1. Apply online at www.citruscollege.edu get your Citrus College student ID;
2. Apply for Financial Aid, complete; FAFSA application: <https://fafsa.ed.gov>;
3. Take the Assessment Test and attend an Orientation;
4. Make an appointment with a CTE counselor; build student education plan;
5. Enroll for summer/fall 2018. Courses are offered in the evening and online.
6. Attend the first class — it's required.

Additional information about Career Technical Education is available online:
www.citruscollege.edu/academics/cte

*U.S. Department of Education. Office of Career, Technical and Adult Education. <https://sites.ed.gov/octae>

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 percent or above will receive the Wine Service Certificate.

Instructor: Kellie Nicholson

Fee: \$49

9567 6/25-8/17, online

How to Start a Mobile Bar Service



How to Start a Mobile Bar Service 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

9520 6/25-8/17, online



Basic Level Bartending



The Basic Level Bartending course will teach you how to make 65 industry-standard cocktails, whether for a party or to gain employment in the food and 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

9521 6/25-8/17, 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 ultimate bar management course is for anyone who wants to enter the field of management. The online format includes a more in-depth look at mixology and management of the bar, including inventory, pricing and staff issues. This training is vital for bartenders, bar managers and bar owners.

Instructor: Kellie Nicholson

Fee \$219*

**Plus \$70 materials fee payable to instructor.*

9529 6/25-8/17, 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

New Career

NEW! Introduction to Lean Energy Management

The desire to manage utility energy costs and growing concerns for the environment call for a higher demand of skilled professionals with an understanding of energy management. This introductory course will impart attendees with the knowledge base needed to help businesses manage utility costs and stay competitive in their industry. This course is designed for people interested in exploring “green jobs” in the solar, sustainability, utility and HVAC&R industry. Certificate of completion is available.

Instructor: Ricson Chude, P.E.

Fee: \$249*

**Plus \$40 materials fee payable to instructor.*

010001 Saturday, 7/14, 9:00am-3:00pm, Citrus/LB 101

010002 Saturday, 7/21, 9:00am-3:00pm, Citrus/LB 101

010003 Saturday, 7/28, 9:00am-3:00pm, Citrus/LB 101

CAREER

Career Programs Offered Online in Partnership with Career Step

Computer Technician



Developed by a Computer Technology Industry Association (CompTIA) education partner, the Computer Technician program prepares students for CompTIA A+ certification. Topics studied include hardware, software and troubleshooting, among others. Enrollment includes e-books, exam study guides, a repair toolkit, a power supply tester, a USB drive and CompTIA A+ exam vouchers. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$1,999*

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

Online

Executive Assistant with MS Office 2016



Designed to help students gain the software and business skills needed in the modern office, the Executive Assistant program prepares students to earn the Microsoft Office Specialist (MOS) master certification. Topics studied include Microsoft Word, Excel, Outlook, PowerPoint and Office procedures. Enrollment includes e-books and an MOS exam voucher. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step

Fee: \$1,999*

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

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

Career Programs Offered Online in Partnership with Career Step

Medical Billing



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

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

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

Online

Medical Transcription Editor



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

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

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

Online

Pharmacy Technician (ASHP/ACPE)



The Pharmacy Technician program prepares students for the Pharmacy Technician Certification Board (PTCB) exam. The course, currently pending ASHP/ACPE accreditation, connects students with an externship partner so they can fulfill graduation requirements. In addition to one-on-one instructor support, students will receive a lab kit, e-books and an exam voucher. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

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

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

Online

Professional Medical Coding and Billing with Applied PCS



The Professional Medical Coding and Billing with Applied PCS program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certifications. Students develop a healthcare knowledge base and train on current and advanced code sets. Enrollment includes e-books, codebooks and a certification exam voucher. For more information and to register, email collegeinfo@careerstep.com or call 877-225-7151.

Instructor: Career Step
Fee: \$3,499*

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

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”)

Citrus College Continuing Education ONLINE CAREER TRAINING PROGRAMS

Online Learning Anytime, Anywhere...Just a click away!



Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available
- Student advisors provide you coaching, motivation, and career readiness support

More programs are available in the following areas:

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial
- Sustainable Energy and Going Green
- Career Online High School

Administrative Professional with Microsoft Office Specialist

This program teaches the skills required to become a successful administrative professional and prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

AutoCAD 2015 with AutoCAD 3D

Learn basic and advanced 2D and 3D functionalities for AutoCAD 2015. You will also have all the necessary tools to prepare for the Autodesk AutoCAD 2015 Certified Professional Exam.

Certified Bookkeeper

This online program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Dental Assistant

This online program will provide you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)

The CBCS Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector.

CompTIA™ A+, Network+ and Security+ with vouchers

This program provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

CPC Medical Billing and Coding

This program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

Grant Writing

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Human Resources Professional

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

HVACR Technician

The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration.

Mobile and Desktop Web Developer

Develop a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Payroll Practice and Management

Become knowledgeable in all facets of payroll rules and regulations, and join one of today's fastest-growing career fields.

Pharmacy Technician

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

call us or visit our website for more details
(626) 852-8022 • careertraining.ed2go.com/citrus

CAREER

Professional Development

NEW! “Spark Change” Leadership

“Spark Change,” a two-day workshop, invites millennials to participate as the generation that is at the forefront of redefining 21st-century leadership. We will explore topics that are important to millennials to be reflected upon, debated and brainstormed against the backdrop of a dynamic real-world business model. The workshop format is designed for all participants to be engaged and active contributors, and to offer and identify more in-depth insights and practical applications, such as work-life balance, happiness, empathy and mindfulness as attributes of a leader.

Instructor: Lynn Shook

Fee: \$135*

*Plus \$15 materials fee payable to instructor.

020001 Friday & Saturday, 6/29-6/30, 10:00am-4:30pm, Citrus/LB 101

CAREER

Professional Development Offered Online in Partnership with UGotClass

Certificate in Customer Service



7117 Certificate (completion of all classes below)

Fee: \$245

Keys to Customer Service

Instructor: Nanette Sanders-Cobb

Fee: \$145

7182 Start date: 6/4 End date: 6/29
Last day to register: 6/8

Extraordinary Customer Service

Instructor: Fred Bayley

Fee: \$145

7152 Start date: 7/2 End date: 7/27
Last day to register: 7/6



Certificate in Workplace Communication



7127 Certificate (completion of all classes below)

Fee: \$595

Conflict Management

Instructor: Sally Klauss

Fee: \$245

7129 Start date: 6/4 End date: 6/29
Last day to register: 6/8

Negotiation: Get What You Want

Instructor: Greg Marsello

Fee: \$195

7201 Start date: 7/2 End date: 7/27
Last day to register: 7/6

Using Personality Profiles for Better Work Performance

Instructor: Sally Klauss

Fee: \$295

7232 Start date: 8/6 End date: 8/31
Last day to register: 8/10



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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CAREER

Professional Development Offered Online in Partnership with UGotClass

Certificate in Accounting and Finance for Non-Financial Managers



7114 Certificate (completion of all classes below)
Fee: \$495

Accounting and Finance for Non-Financial Managers

Instructor: Sharon DeFonteny

Fee: \$195

7100 Start date: 6/4 End date: 6/29
Last day to register: 6/8

Cash is King

Instructor: Jodie Trana

Fee: \$195

7112 Start date: 7/2 End date: 7/27
Last day to register: 7/6

Financial Analysis and Planning for Non-Financial Managers

Instructor: Jodie Trana

Fee: \$195

7156 Start date: 8/6 End date: 8/31
Last day to register: 8/10

Certificate in Data Analysis



7118 Certificate (completion of all classes below)
Fee: \$495

Introduction to Data Analysis

Instructor: John Rutledge

Fee: \$195

7176 Start date: 6/4 End date: 6/29
Last day to register: 6/8

Intermediate Data Analysis

Instructor: Mary Dereshiowsky

Fee: \$195

7172 Start date: 7/2 End date: 7/27
Last day to register: 7/6

Advanced Data Analysis

Instructor: Jeff Kritzer

Fee: \$195

7101 Start date: 8/6 End date: 8/31
Last day to register: 8/10

Certificate in Entrepreneurship



7148 Certificate (completion of all classes below)
Fee: \$495

Entrepreneur Boot Camp

Instructor: Conrad Brian Law

Fee: \$195

7145 Start date: 6/4 End date: 6/29
Last day to register: 6/8

The Business Plan

Instructor: Mary Beth IZard

Fee: \$195

7227 Start date: 7/2 End date: 7/27
Last day to register: 7/6

Entrepreneurial Marketing

Instructor: Kathy Nadlman

Fee: \$195

7147 Start date: 8/6 End date: 8/31
Last day to register: 8/10

Certificate in Project Management



7241 Certificate (completion of all classes below)
Fee: \$495

Introduction to Project Management

Instructor: Andy Stanhope

Fee: \$195

7180 Start date: 6/4 End date: 6/29
Last day to register: 6/8

Project Management Processes

Instructor: Christina Mitchell

Fee: \$195

7215 Start date: 7/2 End date: 7/27
Last day to register: 7/6

Project Management Knowledge Areas

Instructor: Andy Stanhope

Fee: \$195

7214 Start date: 8/6 End date: 8/31
Last day to register: 8/10



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CAREER

Professional Development Offered Online in Partnership with UGotClass

Spanish for Medical Professionals Certificate

Instructor: Cristina Sempe

Fee: \$290

7221 Start date: 6/4 End date: 7/27
Last day to register: 6/8



Supervisory and Leadership Certificate

Instructor: Sally Klauss

Fee: \$395

7226 Start date: 6/4 End date: 7/27
Last day to register: 6/8



CAREER

Skills for the 21st Century Offered Online in Partnership with UGotClass

Digital Marketing Certificate

7143 Certificate (completion of all classes below)

Fee: \$495

Improving Email Promotions

Instructor: Dan Belhassen & Susan Hurrell

Fee: \$195

7167 Start date: 6/4 End date: 6/29
Last day to register: 6/8

Boosting Your Website Traffic

Instructor: Dan Belhassen & Susan Hurrell

Fee: \$195

7108 Start date: 7/2 End date: 7/27
Last day to register: 7/6

Online Advertising

Instructor: Dan Belhassen & Susan Hurrell

Fee: \$195

7206 Start date: 8/6 End date: 8/31
Last day to register: 8/10



Social Media for Business Certificate

7220 Certificate (completion of all classes below)

Fee: \$495

Introduction to Social Media

Instructor: Nicole Siscaretti

Fee: \$195

7181 Start date: 6/4 End date: 6/29
Last day to register: 6/8

Marketing Using Social Media

Instructor: Kathryn Will

Fee: \$195

7197 Start date: 7/2 End date: 7/27
Last day to register: 7/6

Integrating Social Media in Your Organization

Instructor: Jennifer Selke

Fee: \$195

7171 Start date: 8/6 End date: 8/31
Last day to register: 8/10



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



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

Citrus College Continuing Education



Career Training Programs

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced **online Career Training Program**. You can begin these programs at any time and learn at your own pace.

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Voucher Included)

This program will train students to handle the increasing complexities of healthcare management and medical billing and coding will give you a competitive edge in the healthcare field.

Certified Information Security Manager (CISM)

CISM is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISM certification exam, includes the exam cost. **(Voucher Included)**

Cisco CCNA

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams. **(Voucher Included)**

Cisco Certified Network Professional (CCNP)

The CCNP Certification is highly regarded in the IT industry as one of the most valuable credentials in the market for IT networking & security. **(Voucher Included)**

CPC Medical Billing and Coding (Voucher Included)

This Medical Billing and Coding program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

Medical Office Manager (CPPM)

This program teaches the skills needed to prepare you for a career as a Medical Office Manager. **(Voucher Included)**

Mobile and Desktop Web Developer

Develop a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Professional Bookkeeping

This program teaches students how to master professional bookkeeping using QuickBooks 2015 software. **Software Included**

Veterinary Assistant

This program will prepare you to become a productive member of a veterinary team.

Video Game Design and Development

This program teaches you how to effectively design and develop games using a comprehensive and analytical approach.

LEARN MORE

ed2go.com/career/citrus

Online Course Bundles

- 6 Week Format
- 24-Hr Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Series and Suite bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our **online courses** are informative, fun, convenient, and highly interactive.

SERIES

Accounting Fundamentals Series

This series is perfect for helping you increase your financial awareness while also gaining a marketable skill.

Java Programming Series

Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

Medical Terminology Series

Prepare for a career in the health services industry by learning medical terminology.

PHP and MySQL Series

Learn how to create interactive websites, including how to create an interactive online store complete with online product catalog.

SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

Supervision and Management Series

Brush up on your leadership and interpersonal communications skills, to help you lead your team to success.

SUITES

Adobe Value Suite

This discounted group of courses teaches you the basics of Adobe's powerful image and graphic design software.

Grant Writing Suite

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

Microsoft Office 2016 Value Suite

Learn to use the basic features of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Real Estate Suite

This suite will help you understand what it takes to build wealth, how to invest in real estate, and legalities surrounding real estate.

Supply Chain Suite

Discover and master the fundamentals of purchasing and supply chain management with this group of online classes.

Writing and Editing Value Suite

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

LEARN MORE

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SAVE!

PERSONAL ENRICHMENT

Fitness

Cardio-Circuit Training

Fast-paced circuit – a total body workout. This cardiovascular training is accomplished by alternating between recumbent bicycles, treadmills, stair climbers, rowers and elliptical machines. The duration at each station is 30 seconds and the approximate time to complete a circuit is 45 minutes. The last circuit begins 45 minutes before closing time.

All students new to the cardio-circuit training class are required to check in with the fitness center attendant on the first day of attendance for a tutorial on how to safely and effectively use the exercise equipment.

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

June 25 – Aug. 16

9231 Fee: \$35*

9232 Fee: \$29* Forever Young (55+)

**Register for summer by June 11 to receive a \$5 discount.*

Multi-Level Yoga

This multi-level yoga class will help you master traditional hatha poses as you improve fitness. The focus is on flexibility, strength and balance while working within your individual ability level.

Instructor: Linda Wright

Fee: \$35

9329 Wednesdays, 6/27-8/15
5:00pm-6:00pm Citrus/AP 110



Strength Training for Seniors

We slowly lose muscle mass as we age, which can lead to reduced strength, balance and coordination. Stay active and fight back! This class will focus on building strength, balance, flexibility and agility using light weights and body weight exercises in a safe manner tailored to your needs.

Instructor: Lynda Razo

Fee: \$35

9571 Thursdays, 6/28-8/16
5:30pm-6:30pm Citrus/AP 110

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: Irene George

Fee: \$35

9326 Tuesdays, 6/26-8/14
5:30pm-6:30pm Citrus/AP 110



PERSONAL ENRICHMENT

Health & Self

NEW! Natural Skincare

In this course, you will gain a complete understanding of natural skin care products and their benefits, as well as which products are best to purchase. In addition, you will learn about the harms of synthetic chemicals in skin formulations and common marketing tactics. You will learn to treat rosacea, age spots, dark under-eye circles and skin discolorations with an understanding of which natural ingredients and techniques are effective in healing common skin issues, including burns, eczema and stretch marks. In this hands-on workshop, learn step-by-step skincare and light makeup application techniques that will enhance your beauty. Find out what to use for fine lines and wrinkles. You will leave this workshop confident and ready to put your best face forward whether you are a stay-at-home mom or a working professional.

Instructor: Michelle Jackson

Fee: \$49*

**Plus \$35 materials fee payable to instructor.*

080002 Saturday, 8/4
10:00am-12:00pm Citrus/LB 103

Makeup 101

Makeup 101 is for people who want to learn the basic steps to be your own makeup artist. This class will educate you in makeup application and foundation selection, including a basic understanding of face shapes, bone structures, hues and what eye shadows to use. The class will cover day and evening looks, plus natural, bold and trendy runway looks. You will learn how to correct and reshape brows, as well as how to apply eye lashes. You will learn blending techniques, shading and contouring to create the most glamorous looks. Step-by-step application designed to get ultimate supervision from the instructor.

Instructor: Michelle Jackson

Fee: \$59*

**Plus \$40 materials fee payable to instructor.*

9348 Saturday, 8/4
1:00pm-3:30pm Citrus/LB 103

NEW! 7 Strategies to Control Your Thoughts

Thinking happens naturally. We think, and we think a lot. However, what happens when our thoughts keep us awake, are negative, fearful, repetitive, distorted and intrusive? Simply put, they are destructive. They affect us, our results and our success.

Learn how to control your thoughts as opposed to your thoughts controlling you. When you apply the 7 Strategies to interrupt this obsessive behavior, it will have a positive impact on your life.

These 7 Strategies work when you use them. Test out each strategy and see which one works best for you:

- Discover how you think and what you think about.
- See your thoughts differently without judgment.
- Apply the 7 Strategies to retrain the way you think.
- Respond rather than react.
- Use simple breathing and meditation tools to help your mind focus and be still.
- Learn to appreciate, have compassion and be forgiving for yourself and others.

We can retrain our minds to think and to see differently. Use these 7 Strategies to consciously choose inner ease and peace each day. Let your new way of thinking radiate from the inside out.

Instructor: Margaret Pappas

Fee: \$49*

**Plus \$15 materials fee payable to instructor.*

080001 Saturday, 7/14
9:15am-1:15pm Citrus/LB 104



Health & Self

Hobbies & Interests

NEW! Think Healthy, Be Healthy, Stay Healthy with Guided Meditation

Be slim and fit for life with guided meditation. Guided meditation not only relieves stress, it also reduces stress hormones, which cause you to hold onto weight, reduces inflammation in your gut and improves digestion. Guided meditation helps build positive feelings of self-worth, love and acceptance, and life purpose. This change begins inside your mind so that you don't have to struggle to make changes. Instead, you want to change and enjoy the changes as it becomes a lifestyle.

This is the most relaxing, effortless and safest way to lose weight – no diets, no calories to count ... a natural and organic way of life.

Instructor: Jethro Carter

Fee: \$49*

**Plus \$20 materials fee payable to instructor.*

080003 Saturday, 6/30
9:00am-12:00pm Citrus/LB 104

NEW! Meditation & Mindfulness for Everyday

Meditation is for everyone. It has been proven to help with stress relief, anxiety, focus, concentration and overall well-being. Join us as we explore the many techniques and ideas that will help support your unique lifestyle and learning style. This class is great for beginners or for those who have a meditation practice, but may be struggling to get to the next level. A brief movement practice will open each class, followed by meditation curriculum and discussion.

Instructor: Sherri Bausch

Fee: \$75*

**Plus \$12 materials fee payable to instructor.*

080004 Tuesdays, 6/26, 7/10, 7/17, 7/24
10:00am-11:30am Citrus/LB 208

Welding for the Weekend Warrior

This workshop is designed for anyone with an interest in learning the process of arc welding for the purpose of joining steel. This is a very useful skill that, once learned, will allow the home hobbyist or handyperson the ability to fabricate or repair such things as steel tables, chairs, storage containers, shelves, custom racks, auto parts/accessories, lawn art and even metal sculptures.

Many would like to try arc welding, but are afraid of the dangers associated with it. This workshop will teach you the basics of welding using a shielded metal arc process in a safe and responsible manner.

The workshop is available for the absolute beginner or those who have taken a workshop with us previously and wish to build on the skills learned thus far. Workshops meet for four hours on the Saturday mornings scheduled and all safety equipment and tools are provided; however, students must wear 100 percent cotton clothing (T-shirts and jeans are fine) and leather work shoes or boots (steel toe not required). If you have your own safety gear, feel free to bring it with you.

Instructor: Dan Londo

Fee: \$129

9569 Saturday, 7/21, 8:00am-12:00pm
Welding Certification Center
2701 N. Towne Ave., Unit C
Pomona, CA 91767

Beginner's Guide to Digital Photography

New to digital photography? Want to use your camera on something other than AUTO? In this class, you'll learn how to get accurate focus, set white balance, adjust exposure, control sharpness, select ISO and more. Your questions will be answered about megapixels, camera menus, memory cards, and JPG and RAW files. All so you can take better photographs of your favorite subjects.

Bring a digital camera (with adjustable shutter and aperture) and camera instruction booklet to class. One Saturday morning field session on campus included.

Instructor: Craig Fucile

Fee: \$149*

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

9535 Thursdays, 7/5-8/2, 7:00pm-9:30pm
Saturday, 7/28, 9:00am-11:00am
Citrus/LB 103

PERSONAL ENRICHMENT

Hobbies & Interests

NEW! Watercolor Postcard Workshop!

How would you like to paint your own postcard-sized watercolors to share, frame or even mail? Art instructor Fran Ortiz invites you to a one-day workshop learning watercolor painting techniques on a 4-by-6-inch postcard format to artfully create your own little scenes, complete with a figure or two just in time for summer. Workshop includes instruction on basic techniques, such as washes, color mixing, and hard and soft edges, plus introduction to other mediums, such as watercolor crayons and pencils. Learn what you need to create a travel art kit. Participants will take home their own creations ready to be framed or shared for personal enjoyment. Bring a snack and drink along with notepaper for taking notes. Instructor will accommodate all learning levels. Prior drawing experience is always helpful.

Instructor: Fran Ortiz

Fee: \$49*

**Plus \$15 materials fee payable to instructor.*

350001 Saturday, 6/30
9:00am-12:30pm Citrus/LB 107

NEW! Beginning Drawing

Drawing is a skill. Everybody can learn how to draw; you don't need talent, just the desire to learn. In this class, you will learn how to see the artist's way. You will explore line qualities through master drawings. You will study negative space, proportion, the grid system, chiaroscuro, composition and perspective. You will explore different mediums, such as pencils, charcoal, pen and ink. A supply list will be given on the first class; students are required to supply their own materials.

Instructor: Julianna Balogh

Fee: \$120

350003 Thursdays, 6/28-8/2
11:00am-1:00pm Citrus/LB 102

350002 Saturdays, 6/30-8/4
11:00am-1:00pm Citrus/LB 102

Candle Making for Beginners

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 to 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.

This class is hands-on and requires interaction with wax, so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39*

**Plus \$20 materials fee payable to instructor.*

9586 Saturday, 7/21
9:00am-12:00pm Citrus/LB 102

Soap Making for Beginners

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 can also be unique gifts and bathroom decorations. This class is hands-on and requires interaction with essential oils, so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39*

**Plus \$20 materials fee payable to instructor.*

9573 Saturday, 7/21,
2:00pm-5:00pm Citrus/LB 102

PERSONAL ENRICHMENT

Hobbies & Interests

How To Make Body Butter (Cream/Lotion)

Don't you agree that the hurried, stressful pace of your daily life often makes it difficult to find ways to relax? Like many people, you seek to create a restful retreat in your home. Why not relax and rejuvenate your mind, body and soul by making your own body butter lotion using tools you already have in your kitchen? Most body butter recipes include just a handful of ingredients – you can make them with whatever scent and therapeutic qualities you desire to make your unique product. Body butter is awesome in any form. It is so rich and luxurious that you just can't help but love it. This class is hands-on, so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39*

**Plus \$20 materials fee payable to instructor.*

9574 Saturday, 8/11
9:00am-12:00pm Citrus/LB 102

How to Make Fizzy Bath Bombs

These bath bombs make fantastic gifts! Just drop them into a hot bath, watch them fizz and dissolve while releasing a beautiful fragrance! Let your imagination run wild as you experiment with different oils and colors. You can choose to add dried rose petals, dried lavender or fine glitter ... the possibilities are endless! All it takes to make delicately scented tablets is a little mixing, some gradual spritzing and a few minutes of molding. You'll be surprised at how easy they are to make! When you are finished, you will have dozens of effervescent treats in a variety of shapes and colors that will scent and soften bath water as they bubble. This class is hands-on, so please dress accordingly.

Instructor: Quayum Abdul

Fee: \$39*

**Plus \$20 materials fee payable to instructor.*

9575 Saturday, 8/11
2:00pm-5:00pm Citrus/LB 102

Ikebana: Beginning and Intermediate

Tranquility, balance and elegance are words associated with Ikebana. This is a beginning class in which students will practice the basic style from Ohara school of Japanese flower arrangement. The history and tradition of Ikebana will also be introduced.

Please bring a 9 to 10-inch-wide shallow container, a pair of cutters and a frog needle holder. The cost for these items is approximately:

- Container \$8
- Japanese cutters \$27
- Frog needle holder \$28

Instructor: Wendy Lai

Fee: \$49*

**Plus \$15 materials fee payable to instructor.*

9556 Fridays, 7/13-7/27
10:00am-11:00am Citrus/LB 102

9576 Fridays, 8/3-8/17
10:00am-11:00am Citrus/LB 102



Learn from the comfort of home!

Online Learning

anytime, anywhere...
just a click away!



ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- Prepare for certification
- All materials included
- Student advisors

Categories include:

- Arts and Design
- Business
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology

**JUMP START YOUR CAREER
OR FIND A NEW ONE!**

Visit our website for program details!

careertraining.ed2go.com/citrus

INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Monthly start sessions
- Discussion Areas
- Expert Instructor

Categories include:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching and Education
- Technology

Visit our website to find a course!

ed2go.com/citrus

FINANCE

Real Estate

NEW! Home-Buying Simplified

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

Instructor: Sandra Tupurins

Fee: \$39

130001 Saturday, 8/4, 9:30am-1:00pm, Citrus/LB 101

FINANCE

Money Management

NEW! Saving Mom & Dad: Coping with Healthcare Financial Crises

First published in 2004 and now in its eighth edition, "Saving Mom & Dad ... and You" is a 125-page book written to guide families through the perils of caring for elderly people during the last years of their lives. Written by Robert J. Cullen, CFP®, "Saving Mom & Dad ... and You" teaches consumers how to obtain government assistance to pay for long-term care without having to go broke first. This book demystifies VA Aid and Attendance for veterans seeking help with assisted living costs. Class attendees will learn how to identify exempt and non-exempt assets and legitimately transfer assets to qualify for benefits.

Instructor: Robert J. Cullen, CFP®

Fee: \$29*

**Plus \$20 materials fee payable to instructor.*

120001 Saturday, 7/14, 10:00am-12:00pm, Citrus/LB 103

120002 Wednesday, 8/1, 6:00pm-8:00pm, Citrus/LB 103



READING SKILLS AND SPEED READING PROGRAMS For Children and Adults

Three Programs for 4-Year-Olds through Entering 2nd Graders

Phonics • Comprehension • Independent Reading

Students in these programs make significant gains in phonics, sight vocabulary, fluency, and comprehension. As a result, your child will become a fluent independent reader, build confidence, and become more successful in school.

Three Programs for Entering 3rd Graders through Entering 5th Graders

Fluency • Comprehension • Long-Word Decoding

Students in these programs learn to read more fluently and rapidly and make significant gains in comprehension. They learn the long-word decoding skills they need to read the many new words they encounter each day. As a result, your child will complete reading assignments more quickly and easily, be more successful in school, and become a strong, enthusiastic reader.

Three Programs for Entering 6th-8th and Entering 9th-11th Graders

Speed Reading • Comprehension • Study Skills

In these programs, students make substantial gains in comprehension while doubling their reading speed. They learn the best way to read textbooks, take notes, and study for tests. Your son or daughter will complete homework assignments quickly and easily, get better grades, and become a more motivated student. Our students enjoy reading more and develop the lifelong habit of reading for pleasure.

Highly Skilled Teachers Make Learning Fun!

Programs are offered by Community Education. Classes are taught by instructors from the Institute of Reading Development. Tuition and materials fees vary by program level. Please ask about our family discount.

FOR MORE INFORMATION OR TO REGISTER

Call 1-800-964-8888

Mon.-Fri. 9am-7pm, Sat. 9am-4pm and Sun. 7am-3pm

Source Code:
999-18-99909

Citrus College

Community Education

YOUTH

Teens & Youth

Math Tricks

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

Instructor: Brian Clough

Fee: \$39*

**Plus \$15 materials fee payable to instructor.*

9582	Saturday, 6/30 9:00am-12:00pm	Citrus/LB 103
9581	Saturday, 7/21 1:00pm-4:00pm	Citrus/LB 103

Brain Fitness

Sharpen your critical thinking skills in this exciting and fun-filled workout for your brain. Students will use games, puzzles and logical reasoning to challenge their minds and develop problem-solving abilities. Topics include reasoning, number patterns, deduction and decision making. **This course is designed for youth ages 10 to 15 years old.**

Instructor: Brian Clough

Fee: \$39*

**Plus \$15 materials fee payable to instructor.*

9580	Saturday, 6/30 1:00pm-4:00pm	Citrus/LB 103
170001	Saturday, 8/11 1:00pm-4:00pm	Citrus/LB 103



Study Skills

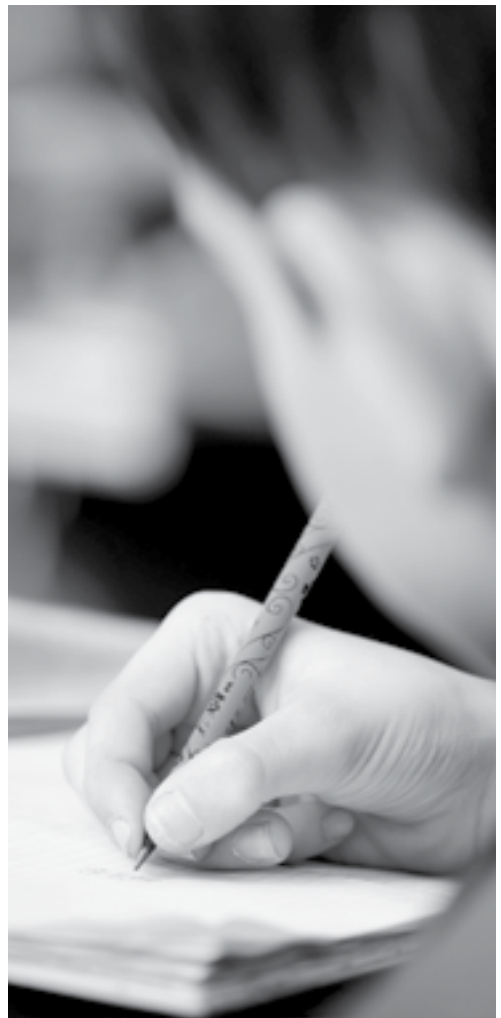
Developing effective study skills is the key to becoming successful in school. This class will teach students important time management skills, organizational skills and how to improve reading comprehension. Students will learn how to study for tests, create memory trick and take notes efficiently. These lessons will help students in the upcoming school year through high school and beyond! **This course is designed for youth ages 10 to 15 years old.**

Instructor: Brian Clough

Fee: \$43*

**Plus \$20 materials fee payable to instructor.*

9577	Saturday, 7/21 9:00am-12:30pm	Citrus/LB 103
9578	Saturday, 8/11 9:00am-12:30pm	Citrus/LB 103



Instructor-Led **ONLINE** Youth Courses



Citrus College Continuing Education

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Complete any of these courses entirely from your home or office and at any time of the day or night.



Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!



Introduction to Photoshop

Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.



Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.



Photoshop Elements for the Digital Photographer

Master the secrets of correcting digital photos, and bring out the best in all your photographs!



Introduction to Microsoft PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.



Secrets of Better Photography

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.



Introduction to Microsoft Publisher

Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.



Discover Digital Photography

Explore the fascinating world of digital photography equipment.



Creating Web Pages

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



SAT/ACT Preparation

Get your best possible score on the verbal and reasoning sections of the new SAT exam.



Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.



Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Learn from
the comfort
of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format
- Expert Instructor

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/citrus

(626) 852-8022

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

Visit our website for start dates



TRAVEL Places to Go

Call the Collette Reservation Team at
800-832-4656 for tour and travel details.
Get the group rate by referencing Citrus College
Community Ed Group number: **24607-42**



The Complete South Pacific

From \$5,499* pp | 27 Days • 38 Meals

**Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

Meet a koala, enjoy a bush dinner in the Outback, cruise the pristine waters of Milford Sound – do it all on the Complete South Pacific, an unforgettable 27-day journey through Australia and New Zealand. Toast Uluru (Ayers Rock) at sunset with champagne. Spend two nights on the Australian island state of Tasmania and visit the Tasmanian Devil Conservation Center. Visit the Phillip Island nature preserve to learn about the world's largest colony of little penguins. Board the Skyrail Rainforest Cableway for an unforgettable ride over the rainforest canopy. Explore the waters of Kakadu National Park, home of the fearsome saltwater crocodile. Take in the sights during a delightful dinner cruise of Sydney Harbour. Discover the colorful world of the Great Barrier Reef. Marvel at New Zealand's majestic fjord, Milford Sound. Spend two nights in Rotorua, a geothermal wonderland. Enjoy a home stay and dinner with a New Zealand family. Throughout your adventure explore Aboriginal and Maori traditions.



The Complete South America

From \$7,249* pp | 23 Days • 37-38 Meals

**Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

From the mystical Machu Picchu and a journey through Patagonia to three nights in cosmopolitan Rio de Janeiro, home of the World Cup and Olympics in a span of two years, this is the trip of a lifetime across South America, one of the world's most exciting and diverse destinations. In Peru, visit Lima, the Sacred Valley, Machu Picchu and Cuzco to learn about the mystical Incan Empire. Sample award-winning wines and enjoy a lunch at a Chilean vineyard while exploring Santiago. In rugged Patagonia, cruise through the Chilean fjords, take in the breathtaking sites at Torres Del Paine and venture to the stunning Perito Moreno glacier in El Calafate. Experience an authentic tango in Buenos Aires. Explore Uruguay's only Portuguese settlement, the village of Colonia del Sacramento. Discover the mighty Iguazu Falls. Craft caipirinhas – Brazil's famous cocktail – and enjoy breathtaking views of Rio from the Christ the Redeemer statue.



Canadian Rockies by Train

From \$3,299* pp | 8-9 Days • 12-13 Meals

**Rate is per person, land only, double occupancy, tour inclusions and available options may vary based on departure date.*

From the lush green Pacific Coast of Vancouver, board VIA Rail's the Canadian for a once-in-a-lifetime overnight train journey. Relax in the dome car and experience panoramic views of snow-capped mountains, glacial lakes, rushing rivers and the sheer unspoiled wilderness of Canada. Arrive in Jasper, Alberta, and see the dramatic Maligne Canyon and its picture-perfect lake, where you enjoy breakfast with a view! Journey along the unforgettable Icefields Parkway. Stop at Columbia Icefield and choose from a glacier experience across this mass of glacial ice or take a walk on the Glacier Skywalk. Feel like royalty while overnighing at the fabulous Fairmont Chateau Lake Louise and Banff Springs Hotel, where you have your choice of included dinner venues. Discover the natural beauty of Moraine Lake, the powerful Bow Falls and impressive Hoodoos. Experience a day on a ranch in the Alberta plains, complete with a wagon ride in search of buffalo and a barbecue lunch in the great outdoors. End your Canadian Rockies tour in cosmopolitan Calgary.

ONLINE REGISTRATION

Noncredit Admission and Class Registration (Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

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

Step 1: Applying for Noncredit Admission

Step 2: Registering for Noncredit Classes

Applying for Noncredit Admission

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

Registering for Noncredit Classes

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

Step 1: Applying for Noncredit Admission

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



Citrus College CITRUS COLLEGE ENTERPRISE RESOURCE SYSTEM
powered by WingSpan

HELP EXIT

Welcome to Citrus College Online Noncredit Application

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

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

Login ID:
PIN:

Login

[First time user account creation](#)
[Return to Homepage](#)

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ONLINE REGISTRATION

Noncredit Admission and Class Registration

at www.citruscollege.edu/ce/apply

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



CITRUS COLLEGE
ENTERPRISE RESOURCE
SYSTEM

powered by Wingspan

HELP EXIT

Application Checklist

A checklist is provided to help you complete the application.

When a section is complete, a red check mark will appear.
If all sections are complete, select **Application is Complete**.

If a section is incomplete, click on that category to complete the section.
Click on the checkable category, and select **Application is Complete for some fields only**.

If you need to complete your application at a later time, select **Pinch Back**. Your application will be saved until later.

✓ Name	✓ Acknowledgment Information
✓ Personal Address & Phone	✓ Planned Course of Study
✓ Personal Information	

Application is Complete Pinch Back

Click here to email us.

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

HELP EXIT

Acknowledgement Page

27-APR-2014

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

Greetings,

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

Your Citrus Identification Number (Student ID) is:

██████████

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

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

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

- To ensure your experience at Citrus College is a successful one, there are a number of services available to you:
- Registration – Go to the Noncredit Registration website for registration information at <http://www.citruscollege.edu/ce>
 - Parking Permit – Parking permits are required on all vehicles that park on the Citrus College Campus. Visit <https://citruscollege.edu/cecs/parking>
 - Address or Name Change – If you have a name or address change, complete a Student Correction Form to update your information. The form is available in the Admissions & Records office located in the Student Services building and online.
 - Additional information can be found on the Non Credit Admission and Class Registration website at <http://www.citruscollege.edu/ce>

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

ONLINE REGISTRATION

Noncredit Admission and Class Registration

at www.citruscollege.edu/ce/apply

Step 2: Registering for Noncredit Classes

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

HELP | EXIT

Please follow the instructions below.

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

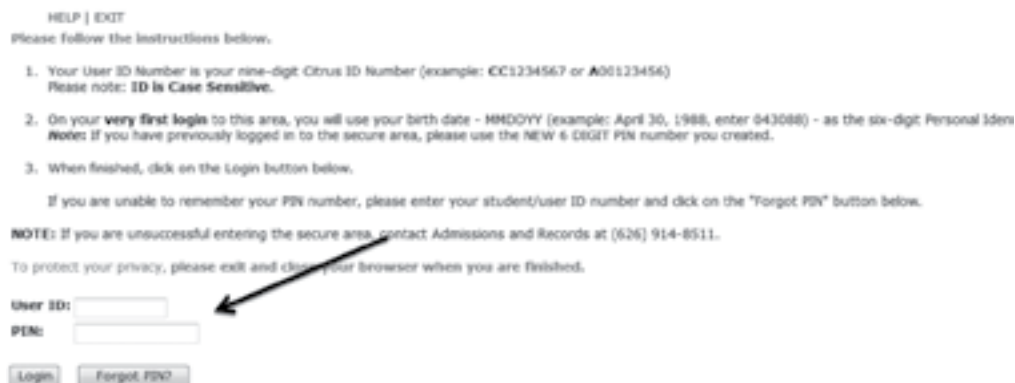
If you are unable to remember your PIN number, please enter your student/user ID number and click on the "Forgot PIN" button below.

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

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

User ID:

PIN:



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

ONLINE REGISTRATION

Noncredit Admission and Class Registration

IMPORTANT DATES AND DEADLINES

Summer 2018 – June 25-Aug. 17

Applications for Summer 2018 Session Available	Monday, April 23, 2018
Registration for Summer 2018 Session Begins	Monday, May 14, 2018
Registration for Summer 2018 Session Ends	Friday, July 13, 2018

Fall 2018 – Aug. 24-Dec.15

Applications for Fall 2018 Semester Available	Thursday, July 5, 2018
Registration for Fall 2018 Semester Begins	Monday, May 14, 2018
Registration for Fall 2018 Semester Ends	Friday, Oct. 19, 2018

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, or stop by the Continuing Education Office in the Lifelong Learning Center.

NONCREDIT SUMMER 2018

English as a Second Language

The Citrus College Noncredit Department 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 32.

NC 310 ESL: Grammar – Beginning 1

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

41493 TWR, 6/26-8/16
9:00am-12:05pm Citrus/LL 101

41494 TWR, 6/26-8/16
5:30pm-8:35pm Citrus/LL 101

NC 311 ESL: Grammar – Beginning 2

Strongly recommended: NC 305 or demonstrate a high-beginning (Beginning 2) level of English fluency.
ESL: Grammar – Beginning 2 teaches high-beginning English language learners rudimentary English grammar used in basic life functions. This course can be used to review or prepare for NC 306 ESL: Multiskills – Beginning 2. Open entry/exit. 72 lecture hours.

41495 TWR, 6/26-8/16
9:00am-12:05pm Citrus/LL 102

41496 TWR, 6/26-8/16
5:30pm-8:35pm Citrus/LL 102

NC 312 ESL: Grammar – Intermediate 1

Strongly recommended: NC 306 or demonstrate a low-intermediate (Intermediate 1) level of English fluency.

ESL: Grammar – Intermediate 1 teaches low-intermediate English learners English grammar used in routine life functions. This course can be used to review or prepare for NC 307 ESL: Multiskills – Intermediate 1. Open entry/exit. 72 lecture hours.

41497 TWR, 6/26-8/16
9:00am-12:05pm Citrus/LL 114

41498 TWR, 6/26-8/16
5:30pm-8:35pm Citrus/LL 114

NC 313 ESL: Grammar – Intermediate 2

Strongly recommended: NC 307 or demonstrate a high-intermediate (Intermediate 2) level of English fluency.

ESL: Grammar – Intermediate 2 teaches high-intermediate English language learners English grammar used in more complex life functions. This course can be used to review or prepare for NC 308 ESL: Multiskills – Intermediate 2. Open entry/exit. 72 lecture hours.

41499 TWR, 6/26-8/16
9:00am-12:05pm Citrus/LL 113

41500 TWR, 6/26-8/16
5:30pm-8:35pm Citrus/LL 113



NONCREDIT SUMMER 2018

English as a Second Language

NC 315 ESL and Computer Literacy 1: Introduction to Computers

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

ESL and Computer Literacy 1: Introduction to Computers introduces basic language and computer skills to English language learners. Students will learn beginning English language and life skills taught through rudimentary computing, word processing and Internet instruction. 64 lecture hours.

41501 TWR, 6/26-8/16
5:30pm-8:00pm Citrus/LL 103

NC 316 ESL and Computer Literacy 2: Common Computer Applications

Strongly recommended: NC 315 and/or demonstrate low-intermediate level of English fluency and an ability to use basic features of a computer.

ESL and Computer Literacy 2: Common Computer Applications builds upon English language and technology skills used in ESL and Computer Literacy 1: Introduction to Computers. Designed for English language learners, students will acquire intermediate English language and life skills while learning common personal, educational and professional computer skills. Topics and skills include Internet safety and common use, email, word processing, and presentation programs. 64 lecture hours.

41502 TWR, 6/26-8/16
9:00am-11:30am Citrus/LL 103

NONCREDIT SUMMER 2018

Career

NC 632 Air Conditioning I

Topics will include fundamentals of refrigeration theory and practice, introductory basic electricity, service of refrigeration equipment and accessories, including compressors, condensers, evaporators and metering devices. Review for EPA exam. 36 lecture hours, 18 lab hours.

41492 TWR, 6/26-8/7, 6:00pm-8:50pm, Citrus/TBD



NONCREDIT FALL 2018

English as a Second Language

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.

23126 MTWR, 8/27-12/06
9:00am-12:05pm Citrus/LL 101

23127 MTWR, 8/27-12/06
5:30pm-8:35pm Citrus/LL 101

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.

23128 MTWR, 8/27-12/06
9:00am-12:05pm Citrus/LL 102

23129 MTWR, 8/27-12/06
5:30pm-8:35pm Citrus/LL 102

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.

23130 MTWR, 8/27-12/06
9:00am-12:05pm Citrus/LL 103

23131 MTWR, 8/27-12/06
5:30pm-8:35pm Citrus/LL 103

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.

23138 MTWR, 8/27-12/06
9:00am-12:05pm Citrus/LL 114

23139 MTWR, 8/27-12/06
5:30pm-8:35pm Citrus/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.

23140 MTWR, 8/27-12/06
9:00am-12:05pm Citrus/LL 113

23141 MTWR, 8/27-12/06
5:30pm-8:35pm Citrus/LL 113

NC 315 ESL and Computer Literacy 1: Introduction to Computers

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

ESL and Computer Literacy 1: Introduction to Computers introduces basic language and computer skills to English language learners. Students will learn beginning English language and life skills taught through rudimentary computing, word processing and Internet instruction. Open entry/exit. 64 lecture hours.

23142 Fridays, 8/31-12/07
8:30am-1:00pm Citrus/LL 103

23143 TWR, 8/28-12/06
4:00pm-5:15pm Citrus/LL 103

NONCREDIT FALL 2018

English as a Second Language

NC 316 ESL and Computer Literacy 2: Common Computer Applications

Strongly recommended: NC 315 and/or demonstrate low-intermediate level of English fluency and an ability to use basic features of a computer.

ESL and Computer Literacy 2: Common Computer Applications builds upon English language and technology skills used in ESL and Computer Literacy 1: Introduction to Computers. Designed for English language learners, students will acquire intermediate English language and life skills while learning common personal, educational and professional computer skills. Topics and skills include Internet safety and common use, email, word processing, and presentation programs. Open entry/exit. 64 lecture hours.

23145 Fridays, 8/31-12/07, 8:30am-1:00pm, Citrus/LB 201

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.

23149 TWR, 8/28-12/06, 12:30pm-1:55pm, Citrus/LL 113

23150 TWR, 8/28-12/06, 4:00pm-5:25pm, Citrus/LL 113

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.

23151 TWR, 8/25-12/06, 12:30pm-1:55pm, Citrus/LL 114

23153 TWR, 8/25-12/06, 4:00pm-5:25pm, Citrus/LL 114



NONCREDIT FALL 2018

Career

NC 607 Skilled Nursing Facility Activity Leader

A course designed to meet minimum state certification requirements for activity leaders in skilled nursing care facilities. This course will also be helpful to anyone involved with care in an extended care facility. 90 lecture hours.

23157 Thursdays, 8/30-12/13
4:30pm-10:05pm, Citrus/TBD

NC 632 Air Conditioning I

Strongly recommended: ENGL 099 if required by English placement exam or if required by English level. Topics will include fundamentals of refrigeration theory and practice; introductory basic electricity; and service of refrigeration equipment and accessories, including compressors, condensers, evaporators and metering devices. Review for EPA exam. 36 lecture hours, 18 lab hours.

23154 Tuesdays, 8/28-12/4
6:00pm-9:10pm, Citrus/TBD

NC 632 Heating – Electrical and Gas

Strongly recommended: NC 632 or industry experience.

This course includes absorption systems, heating and humidifying, heat load and heat pump systems, systems controls, boilers, and instruments. 36 lecture hours, 18 lab hours.

23155 Thursdays, 8/30-12/6
6:00pm-9:20pm, Citrus/TBD

NC 638 Electricity for Heating and Air Conditioning

Strongly recommended: NC 632 or industry experience. Also, ENGL 099 if required by English placement level or if required by English level.

A course in electricity covering the functions and operations of electric motors and controls used in mechanical systems. 36 lecture hours, 18 lab hours.

23156 Wednesdays, 8/29-12/5
6:00pm-9:10pm, Citrus/TBD

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HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Summer 2018

High School Summer School programs are offered through the Noncredit Department in partnership with area high school districts, including Azusa, Claremont and Monrovia.

Programs include credit recovery and basic skills courses. Please contact high schools or district offices for information on how to register and enroll in classes. Contact information is provided below.

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

Azusa Unified School District

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

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

Dates: June 11-June 26 (Session I)
June 27-July 13 (Session II)

Days: Monday-Friday

Time: 8:00am-12:50pm

Contact: Susan Brosche: 626-858-6195

Classes: Algebra IA, Algebra IB, Algebra IIA, Algebra IIB, Biology A, Biology B, Chemistry A, Chemistry B, Earth Science A, Earth Science B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, Geometry A, Geometry B, US History A, US History B, World History A, World History B

Claremont Unified School District

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

Dates: June 22-July 13 (Session I)
July 16-Aug. 3 (Session II)

Time: 8:00am-11:50am

Contact: Emily Stevenson: 909-624-9053, ext. 30412

Classes: American Government, Biology A, Biology B, Pre-Calculus A, Pre-Calculus B, Economics, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B, Junior English A, Junior English B, US History A, US History B, World History A, World History B

Monrovia Unified School District

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

Dates: June 14-June 29 (Session I)
July 5-July 18 (Session II)

Days: Monday-Friday

Time: 7:30am-12:20pm

Contact: Robin Chicca: 626-471-2864

Classes: Algebra IIA, Algebra IIB, American Government, Biology A, Biology B, Economics, Geometry A, Geometry B, Freshman English A, Freshman English B, Sophomore English A, Sophomore English B

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Class Descriptions

NC 208A Algebra IA

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

NC 208B Algebra IB

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

NC 209A Algebra IIA

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

NC 209B Algebra IIB

This is a continuation of Algebra IIA. This course introduces linear functions in two variables, solutions of systems of equations by various methods, operations with polynomials and factoring, quadratic functions, rational functions, radicals and elementary probability. This course combines algebraic concepts and geometry in several activities, projects and problems. Through each activity and project the student learns how to write algebraic expressions, understand the relationship among equations and graphs, explore functions, think critically and develop a clear understanding of sequences, series, probability, and exponential functions. Each activity and project is designed for real-life application, visual and hands-on approach to solving problems and use of technology. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 210A Freshman English A

The following disciplines of English are an integral part of this course: reading, writing, vocabulary and speech. Students will read literature from the genres of poetry, short stories, novels, and plays. The student will be introduced to the process of writing. Spelling and content words will be chosen from the literature. Oral reports, oral readings, and memorized orals are incorporated into this course. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 210B Freshman English B

The following disciplines of English are an integral part of this course: reading, writing, vocabulary and speech. Students will read literature from the genres of poetry, short stories, novels, and plays. The student will be introduced to the process of writing. Spelling and content words will be chosen from the literature. Oral reports, oral readings, and memorized orals are incorporated into this course. The course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State English Standards to meet the minimum course requirements for high school graduation.

NC 211A Sophomore English A

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



The Department of Kinesiology & Athletics will be offering

SUMMER RECREATIONAL SWIM

June 26th - August 16th

When: Tuesday & Thursday

Time: 1:30 p.m.-3:30 p.m.

Entrance Fee: \$2

Parking Fee: \$5

For any questions please contact (626) 852-8053

Aquatic Center located off Barranca Avenue

1000 West Foothill Boulevard
Glendora, CA 91741

Parking Lot S8 is nearest to the Aquatic Center.



HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Class Descriptions

NC 211B Sophomore English B

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

NC 212A Junior English A

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

NC 212B Junior English B

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

NC 214A US History A

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

NC 214B US History B

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

NC 215A World History A

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

NC 215B World History B

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

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Class Descriptions

NC 216 American Government

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

NC 217 Economics

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

NC 218A Biology A

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

NC 218B Biology B

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

NC 220A Earth Science A

This course includes the study of astronomy, physics, chemistry, geology and meteorology. Special emphasis is placed on student experimentation and observation. This course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 220B Earth Science B

This course includes the study of astronomy, physics, chemistry, geology and meteorology. Special emphasis is placed on student experimentation and observation. This course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 221A Chemistry A

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

HIGH SCHOOL SUMMER SCHOOL PROGRAMS

Class Descriptions

NC 221B Chemistry B

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

NC 224A Geometry A

This integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles and spheres), probability and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 224B Geometry B

This integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles and spheres), probability and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently adopted California State Mathematics

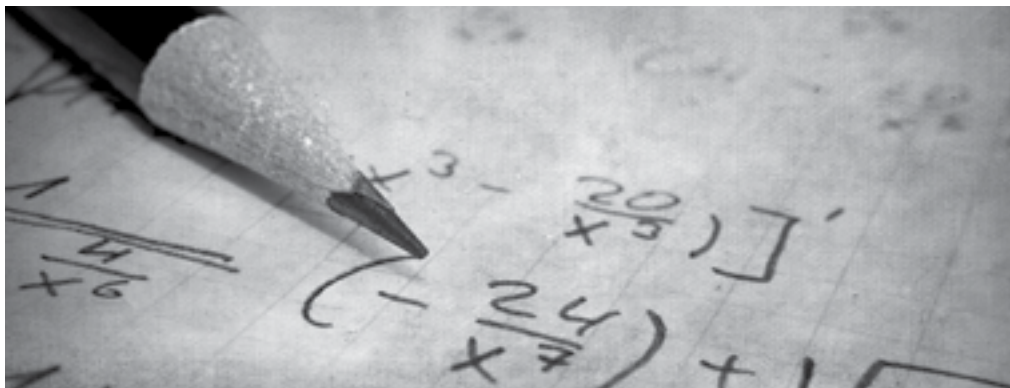
Standards to meet the minimum course requirements for high school graduation.

NC 225A Pre-Calculus A

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

NC 225B Pre-Calculus B

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



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 admitido 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.

Non-discrimination 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 non-discrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

Ley de No-Discriminación

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

Student Grievances

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

Quejas de los Estudiantes

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

Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702 The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees. With the exception of alcohol products intended fully for use in classroom scientific experiments, and not intended for human consumption, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any other controlled substance is prohibited on District-owned or controlled property, at District-sponsored or supervised functions, or related to or arising from District attendance or activity. All employees are required to comply with this policy as a condition of their employment

and continued employment.

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

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

Programa Libre de Drogas y de Prevención del Consumo de Drogas

Referencias: Acta de Escuelas y Comunidades Libre de Drogas 20 U.S.C.

Sección 1145g y 34 C.F.R. Sección 861 et seq.; Acta de Área de Trabajo Libre de Drogas

1988, 41 U.S.C. Sección 702

El Colegio estará libre del uso ilegal de drogas y de la posesión ilegal de drogas, distribución ilegal de drogas por los estudiantes y empleados.

El Distrito está comprometido a mantener un ambiente libre de posesiones ilícitas, uso o distribución de sustancias ilegales y de alcohol por los estudiantes y empleados.

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción legal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito. Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

El Superintendente/presidente debe asegurarse de que el Colegio distribuya anualmente a cada estudiante la información que requiere el Acta de Escuelas y Comunidades Libre de Drogas Enmienda de 1989 y que se cumpla con otros requisitos del Acta. Aprobado el 28 de abril del 2004.

Sexual Harassment and Sexual Violence Information

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

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

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

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

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

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

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

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

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

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

- Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: 909-626-HELP (4357) or 626-966-4155
 - House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: 909-988-5559
 - National Sexual Assault Hotline: 800-656-HOPE (4673)
 - National Domestic Violence Hotline: 800-799-7233
3. If the perpetrator is a student at Citrus College, you may choose to contact the Vice President of Student Services at 626-914-8532 to file an administrative complaint.

Hostigamiento Sexual e 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 crímenes lo más que se pueda. Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los distritos de colegios comunitarios adopten e implementen procedimientos para asegurarse que se de una respuesta pronta a los casos de víctimas de hostigamiento sexual y de la violencia sexual que se pudieran presentar en el campus del colegio así como ofrecerles información sobre opciones de tratamientos y servicios. Citrus College toma este tema del hostigamiento sexual y la violencia sexual muy en serio, y es proactivo en ofrecer un ambiente seguro a sus estudiantes y visitantes. Para lograrlo, Citrus College ofrece información y programas de prevención a todos los estudiantes y personal para ayudar a prevenir el riesgo de casos de hostigamiento sexual y de violencia sexual en el campus. Información adicional está disponible en la Declaración de Prevención de Violencia Sexual que se encuentra en nuestro sitio de Internet en www.citruscollege.edu.

Hostigamiento Sexual (Política de la Junta 7102/Procedimiento Administrativo 7102

El hostigamiento sexual consiste de avances sexuales no solicitados, pedir favores sexuales y otras conductas de naturaleza sexual cuando:

- Dicha conducta se hace en base a una condición de obtener empleo, estatus académico o para recibir un progreso;
- El someterse a dicha conducta o rechazarla, se usa como la base para dañar a la persona como condición a obtener empleo o decisiones académicas en su contra.
- La conducta tiene como propósito o como resultado el tener un impacto negativo en el trabajo de la persona o en su rendimiento académico, de crear un ambiente de trabajo o de estudios que sea hostil, intimidador u ofensivo.
- El someterse o rechazar tal conducta por la persona se usa como la base de una decisión que afecta a esta persona en los beneficios o servicios que recibe, honores, programas, o actividades en las que participe ya sea en el colegio o en todo el sistema del colegio.

Cualquier estudiante o empleado/a que considere que él/ella ha sido hostigado o ha sufrido represalias en su contra y en violación de la Política de la Junta 7102 debe reportar inmediatamente dichos incidentes y seguir los procedimientos para emitir una queja que se describen en los Procedimientos Administrativos 7101 – Procedimiento para Quejas de Discriminación: Estudiantes, Empleados, y Solicitantes de Empleo. Los empleados que violen la política y procedimientos puedan estar sujetos a acciones disciplinarias que pudieran incluir el despido. Los estudiantes que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias incluyendo la expulsión del colegio.

Ataque Sexual (Política de la Junta 3540/Procedimientos Administrativos 3540)

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre novias, 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 al 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 tener 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/Sección de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citatorios en la corte. La línea telefónica de 24 horas es: 909-626-HELP (4357) o 626-966-4155
 - House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospedaje 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 to all current and prospective students.

Student Right-To-Know (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking is identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK Rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey). The IPEDS-GRS also tracks part-time student cohorts over a six (6) year period; however, full-time cohort status after 3 years is the only basis for calculating SRTK rates.

Access to the Citrus College Student Right-To-Know Rates and further information about the rates and how they should be interpreted is available through the "Student Right-To-Know Information Clearinghouse website" maintained by the Chancellor's Office, California Community Colleges at <http://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 seleccionar. 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 sus 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>

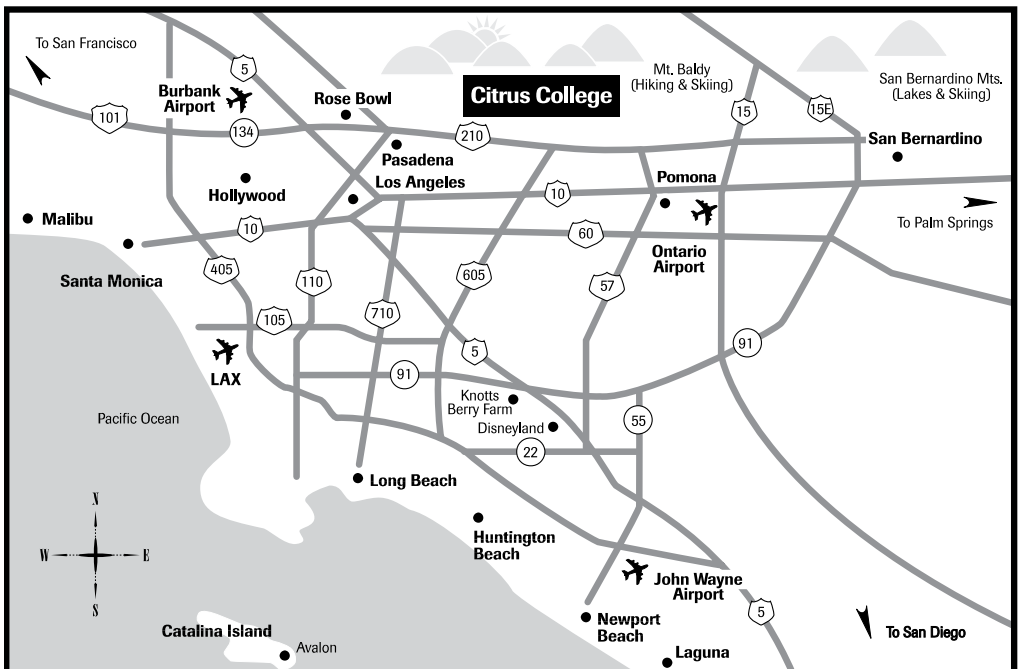
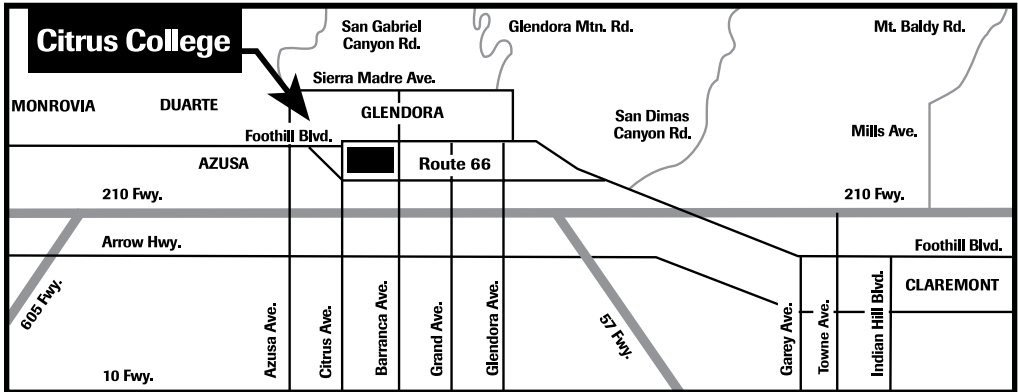
Parking Regulations/Maps

Get a Citrus College Parking Permit – At Your Fingertips

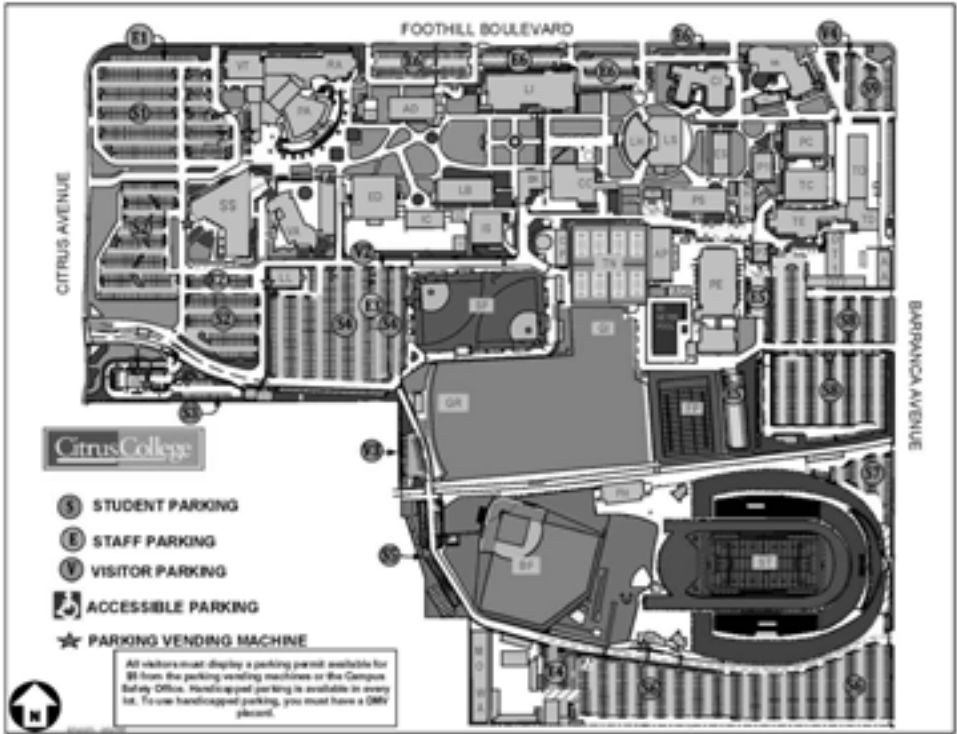
Citrus College offers an easy and convenient online method for purchasing parking permits.



- Summer session parking permits are \$26.
- Visit <https://citruscollege.thepermitstore.com/purchase.php> to purchase a parking permit for summer session.
- 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



Buildings

AA	Automotive Annex
AD	Administration
AN	Annex
AP	Adaptive Physical Education
AQ	Aquatics
BF	Baseball Field (FLD 2)
BK	Owl Bookshop
CC	Campus Center
CI	Center for Innovation
CP	Central Plant
CS	Campus Safety
DT 1	Diesel Technology
DT 2	(formerly Tech G)
ED	Educational Development Center
ES	Earth Science
FH	Field House
FP	Football Practice Field (FLD 5)
GH	Gate House
GI	Golf Instruction (FLD 1)
GR	Golf Driving Range
HH	Hayden Hall
IC	Integrated Success Center
IS	Information Systems
LB	Liberal Arts/Business

LH	Lecture Hall
LI	Hayden Library
LL	Lifelong Learning Center
LS	Life Science
MA	Mathematics/Sciences
MO	Maintenance/Operations
NB	North Bungalow
P1	Portable #1
P2	Portable #2
P3	Portable #3
PA	Performing Arts Center
PC	Professional Center
PE	Physical Education (formerly Main Gym)
PS	Physical Science
RA	Recording Technology
RG	Reprographics (Print shop)
SB	South Bungalow
SF	Softball Field (FLD 3)
SS	Student Services
ST	Stadium (FLD 4)
TC	Technology Center
TD	Technician Development
TE	Technology Engineering
TN	Tennis Courts
VA	Visual Arts
VT	Video Technology
WA	Warehouse / Purchasing

Services

Academic Affairs	AD
Admissions and Records	SS
Assessment	SS
Associated Students	CC
Athletics/Kinesiology	PE
Art and Coffee Bar	SS
Audiovisual	LI
Auditorium	PA
Board Room	AD
Box Office	PA
Bursar	AD
Business Services	AD
Cafeteria - Owl Cafe	CC
CalWORKs	LL
Career/Transfer Center	SS
Cashier	SS
Clarion, Student Newspaper	VA
College Advancement	AD
Community Education	LL
Computer Center	IS
Cosmetology	PC
Counseling and Advisement Center	SS
Dental Assisting	PC
Disabled Students Center	SS
Distance Education	LI
Esthetician	TC
EOP&S	SS
External Relations	AD
Facilities Rental	AD
Faculty / Staff Lounge	CC
Financial Aid	SS
Fitness Center	AP

FLS Language Center	P2
Food Service	CC
Foster Kinship Office	IC
Foundation	AD
Health Center	SS
Human Sciences	PC
Human Resources	AD
Information	SS
International Student Center	SS
Learning Center	ED
Little Theatre	PA
Noncredit Education	LL
Noncredit Matriculation	LL
Nursing	PC
Outreach	SS
Printing, Reprographics	RG
Public Information	AD
Receiving	WA
Receiving, Bookstore	BK
Safety Office	CS
Student Affairs	CC
Student Employment Services	AD
Student Services Office	SS
Superintendent/President's Office	AD
Swimming Pool	AQ
Testing Center	ED
Transfer Center	SS
Veteran's Center	IC
Vocational Education Office	TE

Revised 8/12/2016



Learn English at Citrus College!

Improve your English language skills to:

- Find work
- Make more money
- Improve relationships
- Achieve success

The Citrus College Noncredit Department offers beginning, intermediate and advanced levels of English as a second language classes.

Register in person in the Continuing Education office located in the Lifelong Learning Center, 626-852-8022.

Classes are free. Minimal charge for textbook and parking permit. See page 47 for details.

Morning and evening classes are available.



Heating and Air Conditioning Classes

The Noncredit Heating and Air Conditioning Program prepares students for the job opportunities available in an industry that pays a high wage with a history of longevity. Regardless of economic conditions, people and businesses depend on climate control systems and refrigeration.

Classes are free. Minimal charge for textbook and parking permit. See page 47 for details.

Offered this summer/fall:

- NC 632 Air Conditioning I
- NC 636 Heating – Electrical and Gas
- NC 638 Electricity for Heating and Air Conditioning



For more information, call or visit the Continuing Education office located in the Lifelong Learning Center, 626-852-8022.



1000 W. Foothill Blvd.
Glendora, CA 91741-1885
626-852-8022
www.citruscollege.edu/ce

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TIME DATED MATERIAL

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