FALL 2020

NEW ONLINE!
Beginner’s Guide to Starting a FREE Blog

NEW ONLINE!
How to Become a Professional Organizer

ONLINE YOUTH CLASSES
Study Skills
Math Trix

Enroll Now
Register Online: citruscollege.edu/ce
Welcome to Continuing Education

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

SPOTLIGHT: COMMUNITY EDUCATION CLASSES
fee-based

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FOLLOW US

@CitrusCE / @NoncredESL
@CitrusContED
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Citrus College publications are available in an alternate format upon request by persons with verifiable disabilities. Please contact Disabled Student Programs and Services at 626-914-8675.
Create a Class

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

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

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

Or email your ideas to conted@citruscollege.edu.
Noncredit Courses

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

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

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

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

Fee-Based Classes

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

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

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

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

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

When Are Classes/Courses Offered?
However, class start and end dates vary throughout the session. Be sure to check class dates listed in the schedule carefully, so you don’t miss the class that you want to take.

Fall holidays – classes will not meet on the following dates: Sept. 5-7, Nov. 11, Nov. 14, Nov. 26-29.
The fall semester ends Dec. 12, 2020.

Where Do Classes/Courses Meet?
Due to the COVID-19 pandemic, all fall semester classes will be held online.

Want To Know More?
Visit www.citruscollege.edu/ce or call 626-852-8022.

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

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

Registration Forms: See page 14 and 15. Online Registration Instructions: See page 13.
In order to participate in the Noncredit Program, you must follow a two-step process:

**Step 1: Applying for Noncredit Admission**

- 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.

**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
- Your Citrus Identification Number and the PIN used to create your application in Step 1 is needed to access WingSpan.

## Step 1: Applying for Noncredit Admission

- The first step in the application process is to create a new user account.
- During this process you will create a Login ID and PIN. This information will be used to register for classes and access WingSpan in Step 2.
- It is important you write down and save your Login ID and PIN.
ONLINE REGISTRATION
Noncredit Admission and Class Registration
(Tuition-Free Classes)

at www.citruscollege.edu/ce/apply

- Once the login has been created, select the Noncredit application type, and proceed through the application, answering all questions.

- The Application Checklist will assist you in completing all sections of application.

- Once all sections of the checklist are complete (red check marks on all sections), select Application is Complete.

- 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.
Step 2: Registering for Noncredit Classes

- After the application is completed and submitted, wait one hour, then go to WingSpan to register for classes: https://wingspan.citruscollege.edu

- Login to the site using your Citrus College ID Number and the PIN you created when you submitted your application.

- Follow the prompts to change your PIN number. It is important you WRITE DOWN and save your user ID and PIN number. This information will be used each time you access WingSpan. It is VERY important.

- At the Welcome screen, you should see your name at the top of the screen.

- Click on the link to Admissions & Records.

- Click on the link to Registration.

- Select the appropriate term (fall, winter, spring, summer). Once completed, select Register or Add/Drop Classes.

- If you know the CRN for the class you want to enroll in, enter the numbers in the boxes on the worksheet.

- If you do not know the CRN for the class you want to enroll in, click the Class Search button to search for your class. Once you find your class, click on the Add to Worksheet button at the bottom of the screen.

- Once you have selected and added your class to the worksheet, click Submit Changes. If you skip this step, you will not be registered for classes.

- When you are ready to complete your registration, you must click the Click Here When Finished button.

- Your registration is now complete!

- If you have any questions or need assistance with the noncredit application and registration processes, please contact Continuing Education, 626-852-8022.
A noncredit counselor can provide the guidance you need for setting your goals, planning your educational experience and helping you to succeed! Counseling services include:

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

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

<table>
<thead>
<tr>
<th>IMPORTANT DATES AND DEADLINES</th>
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<tr>
<td>Fall 2020 – Aug. 21-Dec. 12</td>
<td></td>
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<tr>
<td>Applications for Fall 2020 Semester Available</td>
<td>Jan. 1, 2020</td>
</tr>
<tr>
<td>Registration for Fall 2020 Semester Begins</td>
<td>July 6, 2020</td>
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</table>
The Citrus College Noncredit program offers beginning, intermediate and advanced levels of ESL classes to help non-English and limited-English speaking students develop English-language skills to meet their individual needs and goals. More advanced levels are offered in the credit program. Students will be required to purchase a textbook for each class.

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

**NC 305 ESL: Multiskills – Beginning 1**
ESL: Multiskills – Beginning 1 introduces low-beginning English language learners to basic language skills that are needed to live in American society. This course teaches essential life skills through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

Instructor: Rebecca Bowers

23807 MTWR, 8/24-12/3 9:00am-12:10pm Online

**NC 306 ESL: Multiskills – Beginning 2**
ESL: Multiskills – Beginning 2 expands on life and language skills learned in ESL: Multiskills – Beginning 1 and is intended for high-beginning English language learners. This course teaches routine life skills and basic personal expression through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

Instructor: Robert Kinder

23809 MTWR, 8/24-12/3 9:00am-12:10pm Online

**NC 307 ESL: Multiskills – Intermediate 1**
ESL: Multiskills – Intermediate 1 expands on life and language skills learned in ESL: Multiskills – Beginning 2 and is designed for low-intermediate English language learners. This course teaches basic skills needed to succeed in American society through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

Instructor: Ruth Wilson

23811 MTWR, 8/24-12/3 9:00am-12:10pm Online

**NC 308 ESL: Multiskills – Intermediate 2**
ESL: Multiskills – Intermediate 2 is designed for English language learners at the high-intermediate level. This course introduces more complex language and life skills, such as critical thinking, presenting arguments, and analyzing information through reading, writing, speaking and listening in American English. Open entry/exit. 192 lecture hours.

Instructor: Larry Watts

23813 MTWR, 8/24-12/3 9:00am-12:10pm Online

**NC 309 ESL Multiskills – Advanced**
ESL: Multiskills – Advanced is designed for English language learners at the low-advanced level. This course prepares students for college-level coursework, to find or improve a career, and to engage with native English speakers at a comparable level. Open entry/exit. 192 lecture hours.

Instructor: Dania Rosales-Fernandez

23815 MTWR, 8/24-12/3 9:00am-12:10pm Online

**NC 325 ESL: Speaking – Beginning**
ESL: Speaking – Beginning is designed for English language learners at low- and high-beginning levels. Students will learn and apply speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, simple conversations, short presentations and pronunciation. 36 lecture hours.

Instructor: Zachary Zabayle

23817 TWR, 8/25-10/15 12:30pm-1:45pm Online

For detailed class information, additional dates and to register online, visit the Continuing Education website at https://citruscollege.augusoft.net
NC 326 ESL: Speaking – Intermediate
ESL: Speaking – Intermediate is designed for English language learners at low- and high-intermediate levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, conversations, formal presentations and pronunciation. 42 lecture hours.

Instructor: Megan DeAngelo
23818 TWR, 10/20-12/9
12:30pm-2:20pm Online

NC 327 ESL: Speaking – Advanced
ESL: Speaking – Advanced is designed for English language learners at low- and high-advanced levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, extended conversations, formal presentations and pronunciation. 42 lecture hours.

Instructor: Dania Rosales-Fernandez
23819 TWR, 8/25-10/15
12:30pm-2:00pm Online

Basic Skills

NC 298A Composition Fundamentals: Reading and Study Skills
This course focuses intensively on English fundamentals, including grammar, spelling and basic literacy skills, such as sentence structure, vocabulary acquisition, mechanics and punctuation, literal comprehension, reading responses, and student-learning strategies. 36 lecture hours.

Instructor: Chris Kowalchuk
23821 TWR, 8/25-11/17
12:30pm-1:30pm Online

NC 298B Composition Fundamentals: Critical Thinking and Writing
This course focuses intensively on English fundamentals, including grammar, spelling and basic literacy skills, such as sentence structure, vocabulary acquisition, mechanics and punctuation, essay writing, and critical thinking. 36 lecture hours.

Instructor: Chris Kowalchuk
23822 TTWR, 8/25-11/17
12:30pm-1:30pm Online

NC 332 ESL: Preparation for the Workplace
ESL: Preparation for the Workplace is designed for advanced English language learners who seek to enter or improve their position in the American workforce. Students will learn and apply job and language skills that will promote success in the workplace, such as completing common written tasks, performing in job interviews, and participating in activities to improve teamwork, negotiation, decision making and problem-solving skills. Open entry/exit. 72 lecture hours.

Instructor: Angel Pablico-Kobayashi
23826 MTWR, 8/24-10/15
3:00pm-5:05pm Online
NC 650: Introduction to Microsoft Office Applications
This course is an introduction to Microsoft Office applications that emphasize creating, editing, updating and integrating business and office projects. Computer applications include word processing (Word), spreadsheets (Excel), database management (Access), presentation graphics (PowerPoint), scheduling/time management (Outlook) and the internet. 54 lecture hours.

Instructor: Megan DeAngelo
23823  MTWR, 8/24-10/15
12:30pm-2:00pm  Online

NC 652: Computer Keyboarding and Document Processing
This course introduces skills and techniques fundamental to touch keyboarding on a microcomputer. This course also introduces document processing of letters, memorandums, reports and tables, and it is open to students with no previous keying experience. 54 lecture hours, 18 lab hours.

Instructor: Angel Pablo-Kobayashi
23824  MTWR, 10/19-12/10
4:00pm-5:30pm  Online
TR, 10/19-12/10
5:35pm-6:40pm  Online

NC 680: Writing in the Workplace
Strongly recommended: student should be able to read and write English at a level equivalent to the adopted California state English standards for high school graduation and/or meet the English requirements for an adult school high school diploma program or GED.
This course will introduce students to the various methods of written communication within the workplace setting. It will focus on the various methods of writing etiquette for effective workplace communication. It will also introduce students to the different forms of technical media for written workplace communications. 36 lecture hours.

Instructor: Nathan Rodriguez
23825  TWR, 8/25-10/15
4:00pm-5:15pm  Online

For detailed class information, additional dates and to register online, visit the Continuing Education website at https://citruscollege.englishnet
Citrus College in partnership with Ed4Career is delivering proven online content for today’s busy adult looking to change careers or retrain within their current career field. Access your courses 24/7, open enrollment so you can start any time, get a certificate of completion, all materials are included, and get prepared for the national certification (when available).

Online Career training programs for today’s hottest careers!

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

Looking for shorter Enrichment courses?

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

Check out our available courses: https://citruscollege.ed4career.com
Fee-Based Classes

Four Easy Ways to Register

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

2 Email
You can also email your registration form any time using your Visa, Mastercard or Discover card. Complete the registration form found on page 14 (page 15 for youth classes) and email it to conted@citruscollege.edu.

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

Getting a Refund

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

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

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

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

Want to Know More?
Check out our website at www.citruscollege.edu/ce regularly for more, new or added classes. You can also “like” our Facebook page at www.facebook.com/citrusce or “follow us” on our Instagram page at www.instagram.com/citrusconted.
Online Registration
for Community Education
(Fee-Based Classes)
at https://citruscollege.augusoft.net

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

Online Instructions
(recommended browser: Firefox)

Step 1: Sign In
Click on the Login/Create Account link left of the screen.

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

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

Step 2: Select Courses
Click on the Browse link on the Options Menu and locate your course by category. Or click on the Search link to locate your course. Once you find your course, you may click on the course title to view the full course description. To select the course, click the Check Box, then click Add to My Shopping Cart. On the next page, you will be asked how many students you would like to register:

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

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

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

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

Step 3: Checkout
Click Checkout to begin the payment process. When you reach the Order Review page, you have the option of canceling your order. Click Continue Checkout to proceed. At the Refund Policy Acknowledgement page, please review the Continuing Education Refund Policy. Click the I Agree button and then Continue Checkout to proceed. At the next page, please review your student profile. Click Edit Profile to make any revisions, otherwise click Continue Checkout to proceed. On the next page, enter the requested credit card information and then Continue Checkout to complete your order.

That's it!
You will receive an email confirmation of your registration and transaction. You may also log in at any time to view your current (and past) registrations and transactions.
Four Easy Ways to Register

1. ONLINE
Have the class information and your credit card ready, and login to https://citruscollege.augusoft.net. For detailed online instructions, see page 13.

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

Community Education/Fee-Based Classes Only

Please Print

Name ____________________________________________________ Date of Birth ____________ Date ____________
Address __________________________________________________ City ________________________________
ZIP Code __________ Daytime Phone __________________________ Evening Phone _______________________
Email ____________________________________________________________

Please List Each Class You Wish To Enroll In

<table>
<thead>
<tr>
<th>Class</th>
<th>Course Number</th>
<th>Date</th>
<th>Time</th>
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Total Fees $ ______

Visa () Mastercard () Discover () Check # _______________________________________________________

Card Number ____________________________________________ Expiration Date ____________ CCV _______

Authorized Signature ____________________________________________

Name of Card Holder (please print clearly) ____________________________________________
Parental Consent Form

This form must be properly completed, and must accompany the registration application and payment. See classes for specific registration information. Signing indicates parents’ or guardians’ understanding and acceptance of rules and regulations for Community Education youth classes.

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

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

Signature of Parent/Guardian _________________________________

Print Name _________________________________

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

Signature of Parent/Guardian _________________________________ Date _________________________________

Community Education/Fee-Based Youth Classes Only

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 $ _____________________________

Course Number _____________________________ Course Title _____________________________ Start Date _____________________________ Fee $ _____________________________

Course Number _____________________________ Course Title _____________________________ Start Date _____________________________ Fee $ _____________________________

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 ______
Be Your Own Boss

How to Create a Website for FREE
In today’s technology-driven world, people start by looking for anything and everything on the web. Having your own website that you can create, change and control by yourself gives you the ability to tell people about you, your business and how to do business with you. You’ll be shown how to create your site in minutes for FREE, including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it. You’ll learn how to:
• Get your domain name
• Choose a web host and sign up for an account
• Design your web pages
• Collect credit card information
• Be listed with major search engines

Manuals and materials include:
• PDF manual: “Fishin’ With a Net™ 10th Edition”
• PDF manual: “E-Commerce for the Clueless®”
• Video instructions about adding e-commerce to your website
• A video containing instructions on how to use Weebly

This class is suitable for both beginners and laypersons (non-technical types)!

Instructor: Mike Rounds
Fee: $39*
*Plus $20 materials fee payable to instructor.

330013 Wednesday, 9/30
6:30pm-9:30pm Online

How to Start a Home-Based Business
If sheltering in place due to COVID-19 has taught us anything, it’s that a home-based business can thrive, even in desperate times. Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you’re operating illegally? If you’re thinking about starting a home-based business, online business, selling on eBay, having a small consumer business or becoming a consultant, this seminar is for you. You’ll be shown what different entities of a business structure are; federal, state and local taxes; licensing requirements; bookkeeping and tax records; and different ideas for starting a business. Manual included:
• PDF manual: “Mechanics of Starting a Home-Based Business” (978-1-891440-64-9)

Instructor: Nancy Miller
Fee: $39*
*Plus $20 materials fee payable to instructor.

330014 Monday, 10/5
6:30pm-9:30pm Online

For detailed class information, additional dates and to register online, visit the Continuing Education website at https://citruscollege.augusoft.net
Master Level Bar Management
Created for the serious professional who wants to know the mechanics without the high cost of long-term hospitality programs, this course is for anyone who wants to enter the field of management. The online format includes a more in-depth look at mixology and management of the bar, including inventory, pricing and staff issues. This training is vital for bartenders, bar managers and bar owners.

Instructor Kellie Nicholson
Fee $219*
*Plus $70 optional materials fee payable to instructor. Optional materials include “The Master Code of Mixology” and “Professional Bar Management” manuals, two pour spouts, a jigger, and cocktail recipe flash cards.

010008 8/22-12/12 Online

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

Instructor: Kellie Nicholson
Fee: $49

010006 8/22-12/12 Online

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

Instructor: Kellie Nicholson
Fee: $49

010014 8/22-12/12 Online

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

Instructor: Kellie Nicholson
Fee: $49

010021 8/22-12/12 Online
NEW! Explore 250 Legitimate Home-Based Business Ideas
Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a chamber of commerce past president and award-winning business owner, this is probably the most comprehensive business start-up workshop you will ever find. You will discover:

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

If you really want to succeed in a home business, this step-by-step session is a must! A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class. SPECIAL NOTE: Due to the high demand for this guest instructor nationwide, this workshop may only be offered once a year.

Instructor: LeeAnne Krusemark
Fee: $39

NEW! Beginner’s Guide to Starting a FREE Blog
Online blogging is a great way to get the word out about you, your service and the product YOU want to share! You will learn step-by-step how to:

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

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

Instructor: LeeAnne Krusemark
Fee: $39

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

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

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

Instructor: LeeAnne Krusemark
Fee: $29

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

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

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

Instructor: LeeAnne Krusemark
Fee: $39
Explore 50 Different Self-Publishing Options

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

Instructor: LeeAnne Krusemark
Fee: $29
010032 Tuesday, 10/27 8:00pm-9:00pm Online

Podcasting for Profit

Have you ever wanted to be a DJ or host a radio show? Would you like to be paid to host your own show? Would you like to promote your business, hobby or passion on radio ... ALL FOR FREE?

Now you can, by setting up your own podcasting seminar!

This course explains and demonstrates how to set up an audio podcast and monetize it, including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts — all for FREE! Manual and materials include:

- PDF manual: “Podcasting for the Clueless®”
- Acoustica™ — simple recording and editing software, plus instruction manual
- A link for the Audacity™ recording and editing software
- 150 royalty free music clips; 100 royalty free sound effects for use with your podcast
- Software to allow the audio mixer to run on a Macintosh® Computer Winebottler™

Instructor: Mike Rounds
Fee: $39*
*Plus $20 materials fee payable to instructor.
010028 Monday, 9/28 6:30pm-9:30pm Online

Introduction to Voiceovers

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

Instructor: Voices for All
Fee: $49
010027 8/22-12/12 Online

How to Become a Professional Organizer

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

- Different organizing specialties
- Using the Clutter-Hoarding Scale
- How to get experience before your first paying client
- PDF manual: “How to Become a Clutterologist™” (978-1-891440-56-4)

Instructor: Nancy Miller
Fee: $39*
*Plus $20 materials fee payable to instructor.
010030 Wednesday, 10/7 6:30pm-9:30pm Online
Notary Public Test Preparation Remote/Live Seminar

Government institutions, banks, real estate and other companies are seeking notaries. All prospective notaries must complete a course approved by the California Secretary of State. This approved course will give you the most updated notary information and the knowledge you need to perform the duties correctly and to pass the state exam. Class fee includes certificate of completion and sample forms notaries use every day. The instructor will provide information about testing during the class. **Students must remain in class the entire session to receive the certificate per state of California regulations.**

You must be 18 years old to take this course. This class will be conducted remotely/online via Zoom. You must register with a valid email address.

Remote notary public test preparation class state requirements for certification:

1. You must possess valid government-issued identification. Have your photo ID ready when you enter the Zoom class. You must show a photo ID at the start, after lunch and at the end of class.
2. You must be available for the entire duration of the designated training hours. Time will be tracked using the Zoom attendance report.
3. You must be able to participate undisturbed, in a quiet location, where your face is visible via video and where you are able to present your photo ID during the class.
4. You must log-on on time. Admission to the class will close 15 minutes after the start time.
5. If you are absent from the virtual classroom, you will not receive credit/certification.

Instructor: 1st CNS, Inc.
Fee: $99*
*Plus $30 materials fee payable to instructor.

020007  Saturday, 9/12, 8:00am-4:00pm, Online

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

Instructors: John Rutledge, Mary Dereshiwsky and Jeff Kritzer

**Introduction to Data Analysis**
Fee: $195  
7176  
Start date: 9/8 End date: 10/2  
Last day to register: 9/11

**Intermediate Data Analysis**
Fee: $195  
7172  
Start date: 10/5 End date: 10/30  
Last day to register: 10/9

**Advanced Data Analysis**
Fee: $195  
7101  
Start date: 11/2 End date: 11/27  
Last day to register: 11/6

**NEW! Self-Study Format**
Fee: $495  
040008  
Start anytime, end anytime!

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule and budget can be communicated to stakeholders for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. Finally, learn the 10 Project Management Knowledge Areas and their support roles and relationships to the five Project Management Processes.

**Introduction to Project Management**
Fee: $195  
7180  
Start date: 9/8 End date: 10/2  
Last day to register: 9/11

**Project Management Processes**
Fee: $195  
7215  
Start date: 10/5 End date: 10/30  
Last day to register: 10/9

**Project Management Knowledge Areas**
Fee: $195  
7214  
Start date: 11/2 End date: 11/27  
Last day to register: 11/6

**NEW! Self-Study Format**
Fee: $495  
320015  
Start anytime, end anytime!
Professional Development Offered Online in Partnership with UGotClass

Social Media for Business Certificate: 7220
Fee: $495 for all three courses and certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government and other organizations. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. From Facebook to Twitter, YouTube, LinkedIn and more, discover the new principles of communication, how these social networks work, and the uses for your organization. Whether you are new to social networks or already involved, you will come away with practical, how-to techniques to integrate social networks into your organization. 4.8 CEUs.

Instructors: Nicole Siscaretti Doyle and Jennifer Selke

Introduction to Social Media
Fee: $195
7181  Start date: 9/8   End date: 10/2
Last day to register: 9/11

Marketing Using Social Media
Fee: $195
7197  Start date: 10/5   End date: 10/30
Last day to register: 10/9

Integrating Social Media into Your Organization
Fee: $195
7171  Start date: 11/2   End date: 11/27
Last day to register: 11/6

NEW! Self-Study Format
Fee: $495
390004  Start anytime, end anytime!

Certificate in Digital Marketing Certificate: 7143
Fee: $495 for all three courses and certificate

Get the keys to digital marketing success, including improving email promotions, analyzing your website traffic, doing search engine optimization and how to employ online advertising. Relevant for any type of organization, including businesses, companies, nonprofits and government agencies. No digital marketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. 4.8 CEUs.

Instructors: Dan Belhassen and Susan Hurrell

Improving Email Promotions
Fee: $195
7167  Start date: 9/8   End date: 10/2
Last day to register: 9/11

Boosting Your Website Traffic
Fee: $195
7108  Start date: 10/5   End date: 10/30
Last day to register: 10/9

Online Advertising
Fee: $195
7206  Start date: 11/2   End date: 11/27
Last day to register: 11/6

NEW! Self-Study Format
Fee: $495
370002  Start anytime, end anytime!

Additional online New Career and Professional Development classes – Grant Writing, Professional Development for Teachers, Supervision & Management, Paralegal Preparation, Real Estate, Marketing ... and more!
Professional Development Offered Online in Partnership with UGotClass

Accounting and Finance for Non-Financial Managers
Certificate: 7114
Fee: $495 for all three courses and certificate

Every successful person in the workplace utilizes financial information to aid effective decision making. The financial concepts and accounting processes used in most businesses will provide practical techniques that will increase your effectiveness and career. Understand the seven steps in the accounting cycle and use financial information in decision making. Find out what you need to know about cash. Then acquire advanced financial information that drives your organization and see how business reports are assessed and analyzed. Come away with the knowledge to help you make smart decisions when it comes to budgeting, setting goals and assessing performance. 4.8 CEUs.

Instructors: Sharon deFonteny and Jodie Trana

Management Certificate: 7192
Fee: $495 for all three courses and certificate

Enhance your management skills with this program for supervisors, managers and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then explore the principles of collaborative management and gain insight on how to expand your collaborative skills for the success of your team or organization. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to and what messages they value. 4.8 CEUs.

Instructors: Sally Klauss, Joyce Oddison and Kassia Dellabough

Management Boot Camp
Fee: $195
7191 Start date: 9/8 End date: 10/2 Last day to register: 9/11

Collaborative Management
Fee: $195
7263 Start date: 10/5 End date: 10/30 Last day to register: 10/9

Managing Generations in the Workplace
Fee: $195
7194 Start date: 11/2 End date: 11/27 Last day to register: 11/6

Cash is King
Fee: $195
7112 Start date: 10/5 End date: 10/30 Last day to register: 10/9

Financial Analysis and Planning for Non-Financial Managers
Fee: $195
7156 Start date: 11/2 End date: 11/27 Last day to register: 11/6

NEW! Self-Study Format
Fee: $495
040007 Start anytime, end anytime!

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”)
Supervisory and Leadership Certificate: 7226

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management and writing performance reviews. Discuss the specifics of the supervisor’s role and responsibilities and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. 3.2 CEUs.

Instructor: Sally Klaus

Fee: $395 for two-month course
7226 Start date: 9/8 End date: 10/30
Last day to register: 9/11

Six Sigma Green Belt Certificate: 7252

Six Sigma professionals are in high demand by organizations around the world. On the front lines of Six Sigma efforts are Green Belts. This Green Belt training teaches participants problem-solving skills using the DMAIC (define, measure, analyze, improve and control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. 4.8 CEUs.

Instructor: Scott Follett

Introduction to Six Sigma Green Belt
Fee: $195
7273 Start date: 9/8 End date: 10/2
Last day to register: 9/11

Intermediate Six Sigma Green Belt
Fee: $195
7271 Start date: 10/5 End date: 10/30
Last day to register: 10/9

Advanced Six Sigma Green Belt
Fee: $195
7246 Start date: 11/2 End date: 11/27
Last day to register: 11/6

Spanish for Health Professionals Certificate: 7221

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class – designed specifically for healthcare professionals – will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. 3.2 CEUs.

Instructor: Cristina Sempe

Fee: $290 for two-month course, plus $15 book
7221 Start date: 9/8 End date: 10/30
Last day to register: 9/11

Business Writing
Certificate: 7116
Fee: $495 for all three courses and certificate

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Help your organization stand out with your new skills in business writing. Go to the next level where business writing is a skill for personal and organizational success. 4.8 CEUs.

Instructors: Dionne Felix and William Draves

Business Writing
Fee: $195
7111 Start date: 9/8 End date: 10/2
Last day to register: 9/11

Effective Copywriting
Fee: $195
7142 Start date: 10/5 End date: 10/30
Last day to register: 10/9

Writing News and Press Releases
Fee: $195
7236 Start date: 11/2 End date: 11/27
Last day to register: 11/6
Paranormal Personal History

Have you seen a UFO? Have you been contacted by alien beings? Have you ever seen a ghost? Have you known something was going to happen before it happened? Have you experienced something that cannot be explained?

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

Instructor: Bruce Solheim
Fee: $50
350051  Mondays, 9/14-10/26
       6:30pm-8:30pm  Online

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

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

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

Instructor: LeeAnne Krusemark
Fee: $29
350053  Thursday, 10/15
       6:00pm-7:00pm  Online

Earn Extra Money Mystery Shopping

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

Instructor: LeeAnne Krusemark
Fee: $29
350054  Monday, 10/26
       5:00pm-6:00pm  Online

For detailed class information, additional dates and to register online, visit the Continuing Education website at https://citruscollege.augusoft.net
Introduction to Screenwriting for Television or Movies

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

Instructor: LeeAnne Krusemark
Fee: $29

350055 Tuesday, 10/27
5:00pm-6:00pm Online

Writing for Online Blogs, Magazines and Websites

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

Instructor: LeeAnne Krusemark
Fee: $29

350057 Wednesday, 10/28
5:00pm-6:00pm Online

Meet the Publisher/Get Your Manuscript Critiqued

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

Instructor: LeeAnne Krusemark
Fee: $29

350059 Thursday, 10/29
7:00pm-8:00pm Online
Candle Making for Beginners
Have you ever wondered how beautiful candles are made? Have you ever wanted to make fragrant, multicolored candles for yourself or friends? In this dynamic online workshop, students will learn virtually how to create unique candles to admire and share for far less than what they cost in stores. Students may be able to complete several candles and learn skills enabling them to continue on their own. Topics include:
- Getting started
- Types of candles
- Candle molds
- Adding fragrance and color
- Materials and supply sources

This class is arranged to run in a Zoom format. Each participant will receive a Zoom link and an ingredient list via email one day before class begins.

Instructor: Quayum Abdul
Fee: $39*
*Plus $10 materials fee payable to instructor via Venmo or PayPal.

350060 Saturday, 9/19
9:00am-12:00pm Online

Soap Making for Beginners
Your bath can become your at-home getaway when you add beautiful and fragrant handmade glycerin soaps. Making these beautiful soaps is easy and enjoyable, and expressing your creativity is part of the fun. In this online course, students will create different types of soaps while learning how to use colors, molds, fragrances, essential oils, extracts, herbs and novelties. There will be a virtual discussion on how to make organic, natural or therapeutic soap.

This class is arranged to run in a Zoom format. Each participant will receive a Zoom link and an ingredient list via email one day before class begins.

Instructor: Quayum Abdul
Fee: $39*
*Plus $10 materials fee payable to instructor via Venmo or PayPal.

350061 Saturday, 9/19
2:00pm-5:00pm Online

How to Make Bath Products
In this fun, online presentation, participants will discover simple techniques for making one-of-a-kind bath products, such as shampoo, shower gel, bubble bath, bath salt and exfoliates. Topics include:
- Ingredients and equipment
- Where to obtain supplies
- Tips for making bath gels
- Adding herbs, glycerin, extracts
- Aromatic and therapeutic effects of oils
- Why purchase expensive commercial bath products when you can delight in making your own? This class is arranged to run in a Zoom format. Each participant will receive a Zoom link and an ingredient list via email one day before class begins.

Instructor: Quayum Abdul
Fee: $39*
*Plus $10 materials fee payable to instructor via Venmo or PayPal.

350062 Saturday, 10/24
9:00am-12:00pm Online

For detailed class information, additional dates and to register online, visit the Continuing Education website at https://citruscollege.augusoft.net
Clutterology – Getting Rid of Clutter and Getting Organized
Are you tired of searching for lost things and stumbling over stuff? You CAN change your surroundings to work for you with simple, easy and practical ideas on how to remove clutter from your life and get organized. Attend this fun and interactive seminar where you’ll learn:

- How to stop junk mail
- How to remove clutter
- Distinguish between organized and neat
- Consider the cost of your “stuff”
- PDF manual: “Clutterology® Getting Rid of Clutter and Getting Organized” (978-1-891440-62-5)

Instructor: Nancy Miller
Fee: $39*
*Plus $20 materials fee payable to instructor.

070005  Tuesday, 10/6, 6:30pm-9:30pm, Online
Teens & Youth

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

Instructor: Brian Clough
Fee: $43

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<td>170039</td>
<td>Saturday, 10/3</td>
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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

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<td>170041</td>
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SAT Bootcamp
Learn specific strategies for handling each type of SAT question for the newly revised SAT exam, including sentence completions, passage-based reading and identifying sentence errors. Students will learn how to focus on logic and reasoning skills, as well as a variety of general strategies covering mathematics, data interpretation and graphs. Enroll early as this course is limited to only 15 students per class.

Instructor: Brian Clough
Fee: $89

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

**Skills Awards:** 1-4 classes that prepare you for a career.

**Certificates of Achievement:** preparation for industry-valued credentials.

**Associate Degrees:** nationally recognized and expand career opportunities.

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<tr>
<th>Discipline/Program</th>
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<td>Diesel Engine Technician</td>
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<td>Drafting and Design Technology</td>
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Explore your Career Interests with Career Coach Online:
www.citruscollege.edu/academics/careercoach

For information about Certificates of Achievement Online:
www.citruscollege.edu/stdntsrv/counsel/certificates
Disclosures & Disclaimers / Divulgaciones y Denegaciones

Schedule Changes Effective Date
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.

Camionaje del 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.

Discrimination Policy

All courses, sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system, limitations on enrollment or approval of limited enrollment set by the District. Enrollments 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.

 nondiscrimination policy.

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religion, creed, marital status, medical condition (including cancer), physical disability (including HIV/AIDS), mental disability, sexual orientation or race, color, ancestry, national origin, sex, age (over 40), religion, creed, marital status, medical condition (including cancer), physical disability (including HIV/AIDS), mental disability, sexual orientation or race, color, ancestry, national origin, sex, age (over 40), religion, creed, marital status, medical condition (including cancer), physical disability (including HIV/AIDS), mental disability, sexual orientation or

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experi-

ments, and not intended for human consumption, the unlawful manufacture, distribution, use, or distribution of illegal substances and alcohol by students and employees.

The District is committed to maintaining an environment free from the unlawful possession, dispensing, possession or use of alcohol or any other controlled substance is prohibited

Sexual assault is defined as any kind of unwanted sexual contact. This includes, but is not

Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

- Submission to the conduct is made a term or condition of an individual’s employment, academic status, educational services in which trained volunteers support and advise survivors of sexual violence. For this, Citrus College offers informational and prevention programs. At least one of these programs should 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 and Sexual Violence Information

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

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Sexual assault is defined as any kind of unwarranted 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/sharing, voyeurism, and/or bondage.

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 rules 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 violence, you are encouraged to:

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 626-914-8611 during normal business hours, located in the Student Services Building, 12500 S. Garvey Ave.

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 both criminological and criminal courts.

- Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis as-

in seven languages seven days a week. They also provide accommodation/adaptation services in which student survivors support and advise survivors of sexual violence and

Sexual Harassment and Sexual Violence (Board Policy 7102/Administrative Procedure 7012; Title IX of the Education Amendments of 1972, 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, 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 is a violation of District policies and regulations, and is subject to all possible discipline, including criminal and/or civil prosecution and employee or student discipline procedures.

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- Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis as-
House of Ruth offers many services to victims of domestic violence which include emergency shelters, courts, and law enforcement support. They also have a 24-hour hotline available in seven languages seven days a week. They also have people who accompany and support victims who go to the hospital, police station, and during court appearances. Project SISTER Sexual Assault Crisis & Prevention Services/Servicios de Prevención y Prevención de la Violencia Sexual offers immediate assistance for cases of crisis and is available in seven languages. These services include but are not limited to: a rape kit, advocacy, counseling, and monthly meetings with a woman's group. If you are in a crisis, you should call Project SISTER immediately.

The Institutional Students Rights Act of 1967, Title 57 §50.1 of the California Code of Regulations, the Federal Educational Rights and Privacy Act, and the California Civil Code, and the U.S. Patriot Act. Written student consent is required for access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of reten tion of information in the college record.

Questions concerning student’s rights under the privacy act should be directed to the Adminis trative Services Office, 626-914-6511. Reglas de Derechos & Privacidad

Las reglas de los estudiantes de Citrus College se recíaneous de acuerdo al Código de Educación Estatal, Título 57 §50.1 del Código Civil de California y el Acta U.S. Patriot. Se requiere por escrito el consentimiento del estudiante para tener acceso a o entregar información que sea definida como record educativo tal y como lo definen las leyes federales y estatales en Citrus College AP 504. La información contenida en el directorio estudiantil (Nombre, dirección, teléfono, lugar y fecha de nacimiento, programa de estudio, horas de clases, participación en actividades extracurriculares, el peso y la estatura de los estudiantes de atletas, 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. En dicha notificación se especifica en qué consiste la queja y a quién se dirige la queja. La queja y su respuesta se mantendrán en un expediente de confidencialidad. Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidos a la oficina de “Admissions and Records,” 626-914-6511. 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 the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are 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 fall term or spring term of a given year and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Comple tion (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 IDEPS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey). The IDEPS-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.

Rechazo de la violencia sexual en el campus

La violencia sexual en cualquier forma, sea se refiera a la violencia sexual hacia estudiantes, personal o estudiantes visitantes, se considera una violación de las políticas del Distrito y reglamentos, y está sujetos a todos los castigos, pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, violación de la intimidad, y otras conductas sexuales. La violencia sexual puede incluir, pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, violación de la intimidad, y otras conductas sexuales. La violencia sexual pudiera incluir violación de la intimidad, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre novios, forzar a una persona a ver a o participar en pornografía, hostigamiento sexual, y otras conductas sexuales.

Cualquier violencia sexual o abuso físico, tal y como lo define la Ley de California, ya sea cometido por un empleado, estudiante o cualquier más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de los derechos del estudiante, y de que el estudiante es víctima de hostigamiento sexual y que viola las políticas y sus procedimientos podrán estar sujetos a medidas disciplinarias incluyendo la expulsión del colegio.

Elevar una queja

El ataque sexual se considera cualquier caso de violencia de género que se refiera a la violencia sexual hacia estudiantes, personal o estudiantes visitantes, sea cometido por un empleado, estudiante o cualquier más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de los derechos del estudiante, y de que el estudiante es víctima de hostigamiento sexual y que viola las políticas y sus procedimientos podrán estar sujetos a medidas disciplinarias incluyendo la expulsión del colegio.