

Note: Course Dates indicate Beginning and Ending Dates

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=

CRN	Instructor	Days	Time	Room	D	CRN	Instructor	Days	Time	Room	D
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Business

BUS 130 Introduction to Business 3 Units

This is a foundation course in business administration. It is recommended for all students planning further study in this field. Lecture, discussion, and problems involve such topics as business finance, personnel, production, distribution, government regulations, and managerial controls. 54 lecture hours.

20030	Richard, L.	MW	08:20 AM-09:45 AM	LB 207	08/29-12/19
20033	Richard, L.	MW	11:30 AM-12:55 PM	LB 207	08/29-12/19
20034	Ghidella, R.	MW	01:05 PM-02:30 PM	LB 207	08/29-12/19
20037	Richard, L.	TR	08:20 AM-09:45 AM	LB 207	08/29-12/19
20049	Durfield, T.	TR	11:30 AM-12:55 PM	LB 202	08/29-12/19

Learning Communities/Umoja Class: Requires enrollment in Soc 201 20772.

20058	Durfield, T.	M	06:00 PM-09:10 PM	LB 207	08/29-12/19
20067	Durfield, T.	T	06:00 PM-09:10 PM	LB 207	08/29-12/19
20416	Richard, L.		HRS-ARRG		10/26-12/19

DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de LATE START

BUS 132 Ethics in Business 3 Units

This course emphasizes development of managerial decision-making skills utilizing ethical business standards for improvement of business organizations, communities, government, and international trade. 54 lecture hours. CSU

20074	Durfield, T.	MW	09:55 AM-11:20 AM	LB 202	08/29-12/19
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BUS 146 Personal Finance 3 Units

This course introduces basic concepts of personal finance. Topics include managing personal assets, investing in various financial instruments, analyzing various aspects of insurance, planning for retirement, and budgeting household expenditures. Credit card debt, home financing, and buying/leasing vehicles will be discussed along with personal income tax issues. This course may be taken three times. 54 lecture hours. CSU

20103	Ghidella, R.	MW	09:55 AM-11:20 AM	LB 207	08/29-12/19
20107	Ghidella, R.	TR	08:20 AM-09:45 AM	LB 202	08/29-12/19
22054	Ghidella, R.	W	06:00 PM-09:10 PM	LB 207	08/29-12/19
20214	Ghidella, R.		HRS-ARRG		08/29-12/19

DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de

BUS 150 Business English 3 Units

Strongly recommended: READ 099 if required by reading placement exam or if required by reading level.

An introductory course in business writing, which includes a common-sense approach to the use of English grammar, punctuation and style in the business context, and strategies for effective writing of business-related communications. Recommended for business majors. 54 lecture hours. CSU

20219	Grossman, B.	M	06:00 PM-09:10 PM	LB 202	08/29-12/19
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BUS 160 Business Law and the Legal Environment I 3 Units

A study of law, with an emphasis on the law's relationship to business. Topics covered include the legal environment of business, court procedures, jurisdiction, torts and crimes in the business environment, intellectual property, principles of contract law, commercial transactions, and ethical business practices. 54 lecture hours. CSU UC

20224	Grossman, B.	MW	08:20 AM-09:45 AM	LB 202	08/29-12/19
20228	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	08/29-12/19
20231	Grossman, B.	TR	09:55 AM-11:20 AM	LB 202	08/29-12/19
20232	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	08/29-12/19
20235	Durfield, T.		HRS-ARRG		08/29-12/19

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BUS 170 Small Business Management 3 Units

The study of business organization emphasizing the small independently owned business. Instructional topics include discussion of the benefits of small business, creation of a new venture, marketing, managing, financial, and administrative controls. 54 lecture hours. CSU

20237	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	08/29-12/19
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BUS 172 Personnel Management 3 Units

The study of personnel management emphasizing employer/employee relationships, communications, employee selection, job analysis and description, job motivation and productivity, employee benefits, principles of collective bargaining, labor relations, O.S.H.A., and affirmative action. 54 lecture hours. CSU

21686	Durfield, T.		HRS-ARRG		08/29-12/19
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BUS 175 Introduction to Management 3 Units

A course focusing on communication, decision making, and leadership for administrative and managerial positions in business, government, the professions, and the volunteer sector. 54 lecture hours. CSU

20243	Richard, L.		HRS-ARRG		08/29-12/19
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DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de

BUS 176 Management for the Office Professional 3 Units

An overview of office management for administrative professionals. Topics include: concepts and trends in administrative office management, centralizing/decentralizing managerial authority, communication in the office, managing a culturally diverse workplace, managing the ergonomic office environment, automating the office, managing office information systems, and improving office productivity. 54 lecture hours. CSU

22077	James, R.		HRS-ARRG		08/29-12/19
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DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de

Mandatory on-campus orientation/Blackboard/CCC Confer/software usage Monday, August 31, 2009 at 6:00-7:00PM in LB 201

BUS 192 Advertising 3 Units

A study of media advertising, including magazine, television, radio, newspaper, and direct mail; the purpose and cycles of advertising; laws affecting advertising; and economic effects of advertising. 54 lecture hours. CSU

22078	Richard, L.	TR	11:30 AM-12:55 PM	LB 207	08/29-12/19
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