

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
Business						30077	Durfield, T.		HRS-ARRG		04/19-06/12
						<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de On-campus testing required for this course. Exams will be taken on-campus in the Citrus College Testing Center. Check citruscollege.edu to confirm Testing Center hours.</p>					
BUS 130	Introduction to Business				3 Units	BUS 161	Business Law and the Legal Environment II				3 Units
<p>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. CSU UC</p>						<p>A study of law, with an emphasis on the law's relationship to business. Topics covered include agency, employment law, consumer law, environmental law, sole proprietorships, franchises, partnerships, corporations, insurance, real and personal property, landlord-tenant law, wills and trusts, elder law, creditors' rights and remedies, secured transactions, bankruptcy law, negotiable instruments, antitrust law, professional liability, and international law. 54 lecture hours. CSU UC</p>					
30045	Richard, L.	MW	08:20 AM-09:45 AM	LB 207	02/17-06/12	30103	Grossman, B.	M	06:00 PM-09:10 PM	LB 202	02/17-06/12
30047	Ghidella, R.	MW	11:30 AM-12:55 PM	LB 207	02/17-06/12	BUS 170 Small Business Management 3 Units					
30049	Durfield, T.	MW	01:05 PM-02:30 PM	LB 207	02/17-06/12	<p>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</p>					
30052	Richard, L.	TR	08:20 AM-09:45 AM	LB 207	02/17-06/12	30104	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	02/17-06/12
30054	Richard, L.	TR	11:30 AM-12:55 PM	LB 207	02/17-06/12	BUS 172 Personnel Management 3 Units					
30058	Durfield, T.	T	06:00 PM-09:10 PM	LB 207	02/17-06/12	<p>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</p>					
30059	Durfield, T.	R	06:00 PM-09:10 PM	LB 207	02/17-06/12	30106	Durfield, T.		HRS-ARRG		02/17-06/12
30061	Richard, L.		HRS-ARRG		04/19-06/12	<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de On-campus testing required for this course. There are two exams, midterm and final. The exams will be administered at the Citrus College Testing Center via a computer terminal. Check citruscollege.edu to check Testing Center hours.</p>					
BUS 132	Ethics in Business				3 Units	BUS 175	Introduction to Management				3 Units
<p>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</p>						<p>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</p>					
30065	Durfield, T.	MW	09:55 AM-11:20 AM	LB 207	02/17-06/12	30107	Richard, L.		HRS-ARRG		02/17-06/12
BUS 146	Personal Finance				3 Units	<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de On-campus testing required for this course.</p>					
<p>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</p>						BUS 185 Elements of Marketing 3 Units					
30066	Ghidella, R.	TR	11:30 AM-12:55 PM	LB 202	02/17-06/12	<p>A course focusing on the moving of goods, services, and ideas from producer to consumer. Topics include: functions and institutions of marketing; marketing research and customer motivation; buying, selling, pricing and competition; transportation, storage and packaging; banking, communication, and insurance. 54 lecture hours. CSU</p>					
30067	Durfield, T.	W	06:00 PM-09:10 PM	LB 207	02/17-06/12	30108	Richard, L.		HRS-ARRG		02/17-06/12
30068	Ghidella, R.		HRS-ARRG		02/17-06/12	<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de On-campus testing required for this course. There are two exams, a midterm and final, that must be taken oncampus in the Testing Center. The exams will be administered via a computer. Check citruscollege.edu to confirm Testing Center hours.</p>					
BUS 152 Business Communications 3 Units						BUS 160 Business Law and the Legal Environment I 3 Units					
<p>Strongly recommended: BUS 150. Also, READ 099 if required by reading placement exam or if required by reading level.</p>						<p>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</p>					
<p>A study of principles and strategies for developing effective written and oral communication skills for use in the workplace and in business. Several types of written and oral forms of business communication are highlighted. Recommended for business majors. 54 lecture hours. CSU</p>						<p>A study of law, with an emphasis on the law's relationship to business. Topics covered include agency, employment law, consumer law, environmental law, sole proprietorships, franchises, partnerships, corporations, insurance, real and personal property, landlord-tenant law, wills and trusts, elder law, creditors' rights and remedies, secured transactions, bankruptcy law, negotiable instruments, antitrust law, professional liability, and international law. 54 lecture hours. CSU UC</p>					
30070	Grossman, B.		HRS-ARRG		02/17-06/12	30071	Grossman, B.	MW	08:20 AM-09:45 AM	LB 202	02/17-06/12
BUS 152 Business Communications 3 Units						BUS 160 Business Law and the Legal Environment I 3 Units					
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de On-campus testing required for this course.</p>						<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de On-campus testing required for this course. Tests will be taken on-campus in the Citrus College Testing Center. Check citruscollege.edu to confirm Testing Center hours.</p>					
30071	Grossman, B.	MW	08:20 AM-09:45 AM	LB 202	02/17-06/12	30072	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	02/17-06/12
30072	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	02/17-06/12	30074	Grossman, B.	TR	09:55 AM-11:20 AM	LB 202	02/17-06/12
30074	Grossman, B.	TR	09:55 AM-11:20 AM	LB 202	02/17-06/12	30075	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	02/17-06/12
30075	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	02/17-06/12	30076	Durfield, T.		HRS-ARRG		02/17-06/12
30076	Durfield, T.		HRS-ARRG		02/17-06/12	<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de On-campus testing required for this course. Tests will be taken on-campus in the Citrus College Testing Center. Check citruscollege.edu to confirm Testing Center hours.</p>					