

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						20074	Grossman, B.	TR	08:20 AM-09:45 AM	LB 202	08/25-12/15
BUS 130 Introduction to Business						21327	Grossman, B.	TR	11:30 AM-12:55 PM	LB 202	08/25-12/15
3 Units						20075	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	08/25-12/15
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						20077	Durfield, T.		HRS-ARRG		08/25-12/15
20003	Richard, L.	MW	08:20 AM-09:45 AM	LB 202	08/25-12/15	DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de					
21322	Durfield, T.	MW	09:55 AM-11:20 AM	LB 202	08/25-12/15	Students required to take exams on campus.					
20004	Richard, L.	MW	11:30 AM-12:55 PM	LB 207	08/25-12/15	BUS 170 Small Business Management					
21439	Durfield, T.	MW	01:05 PM-02:30 PM	LB 202	08/25-12/15	3 Units					
21272	Durfield, T.	MW	02:40 PM-04:05 PM	LB 202	08/25-12/15	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					
20006	Lindsey, S.	TR	08:20 AM-09:45 AM	LB 207	08/25-12/15	20078	Richard, L.	MW	02:40 PM-04:05 PM	LB 208	08/25-12/15
20009	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	08/25-12/15	BUS 172 Personnel Management					
21440	Ghidella, R.	TR	01:05 PM-02:30 PM	SS 166	08/25-12/15	3 Units					
LEARNING COMMUNITIES CLASS: Requires enrollment in COUN 160 CRN 21454.						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					
20013	Richard, L.	TR	02:35 PM-04:00 PM	LB 207	08/25-12/15	20716	Durfield, T.		HRS-ARRG		08/25-12/15
20014	Durfield, T.	W	06:00 PM-09:10 PM	MA 230	08/25-12/15	DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de					
20160	Lindsey, S.		HRS-ARRG		08/25-12/15	Students required to take exams on campus.					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de.						BUS 175 Introduction to Management					
Student required to take exams on campus in LB-205, Midterm exam on October 13 at 8:00 am, Final exam on December 8 at 8:00 am.						3 Units					
21323	Lindsey, S.		HRS-ARRG		10/22-12/15	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					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de						21246	Richard, L.		HRS-ARRG		08/25-12/15
Second Eight Weeks						DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de					
Students required to take exams on Campus in LB 205, Midterm exam on November 17 at 8:00 am, Final exam on December 8 at 8:00 am.						Students required to take exams on campus.					
BUS 132 Ethics in Business						BUS 176 Management for the Office Professional					
3 Units						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						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					
21438	Durfield, T.	TR	01:05 PM-02:30 PM	LB 202	08/25-12/15	20814	James, R.		HRS-ARRG		08/25-12/15
BUS 146 Personal Finance						DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de					
3 Units						Mandatory on-campus orientation/Blackboard/CCC Confer/software usage Monday, August 27, 2012 at 7:00PM-8:00PM in LB 201					
Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.						Students required to take exams on campus.					
This course is an integrative approach to personal finance focusing on practical financial decision making as well as the social, psychological, and physiological contexts in which those decisions are made. Students will examine their relationships with money, set personal goals, and develop a plan to meet those goals. Topics include consumerism, debt, disability, death and taxes. 54 lecture hours. CSU						BUS 192 Advertising					
21324	Ghidella, R.	MW	01:05 PM-02:30 PM	LB 207	08/25-12/15	3 Units					
20023	Ghidella, R.	MW	02:35 PM-04:00 PM	LB 207	08/25-12/15	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					
20027	Ghidella, R.	TR	09:55 AM-11:20 AM	LB 202	08/25-12/15	20815	Richard, L.	TR	11:30 AM-12:55 PM	LB 207	08/25-12/15
20807	Ghidella, R.	W	06:00 PM-09:10 PM	LB 208	08/25-12/15	Students required to take exams on campus.					
20062	Ghidella, R.		HRS-ARRG		08/25-12/15	BUS 150 Business English					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de						3 Units					
Students required to take exams on campus.						Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English 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						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					
20067	Grossman, B.	M	06:00 PM-09:10 PM	LB 202	08/25-12/15	BUS 160 Business Law and the Legal Environment I					
BUS 150 Business English						3 Units					
Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.						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					
20071	Lindsey, S.	MW	08:20 AM-09:45 AM	LB 207	08/25-12/15	BUS 176 Management for the Office Professional					
21326	Lindsey, S.	MW	09:55 AM-11:20 AM	LB 207	08/25-12/15	3 Units					
20073	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	08/25-12/15	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					