

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						BUS 160 Business Law and the Legal Environment I 3 Units					
BUS 130	Introduction to Business					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					
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						20071 Lindsey, S. MW 08:20 AM-09:45 AM LB 207 08/23-12/14					
20003	Richard, L.	MW	08:20 AM-09:45 AM	LB 202	08/23-12/14	21326	Lindsey, S.	MW	09:55 AM-11:20 AM	LB 207	08/23-12/14
21322	Durfield, T.	MW	09:55 AM-11:20 AM	LB 202	08/23-12/14	20073	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	08/23-12/14
20004	Richard, L.	MW	11:30 AM-12:55 PM	LB 207	08/23-12/14	20074	Grossman, B.	TR	08:20 AM-09:45 AM	LB 202	08/23-12/14
21439	Durfield, T.	MW	01:05 PM-02:30 PM	LB 202	08/23-12/14	21327	Grossman, B.	TR	11:30 AM-12:55 PM	LB 202	08/23-12/14
21272	Durfield, T.	MW	02:40 PM-04:05 PM	LB 202	08/23-12/14	20075	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	08/23-12/14
20006	Lindsey, S.	TR	08:20 AM-09:45 AM	LB 207	08/23-12/14	20077	Durfield, T.	HRS-ARRG			08/23-12/14
20009	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	08/23-12/14	DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de					
20013	Richard, L.	TR	01:05 PM-02:30 PM	LB 207	08/23-12/14	BUS 161 Business Law and the Legal Environment II 3 Units					
21663	Durfield, T.	W	06:00 PM-09:10 PM	LB 208	08/23-10/19	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					
	Durfield, T.	HRS-ARRG			08/23-10/19	21667 Grossman, B. TR 02:40 PM-04:05 PM LB 202 08/23-12/14					
DISTANCE EDUCATION HYBRID CLASS After registering go to www.citruscollege.edu/de						BUS 170 Small Business Management 3 Units					
First 8 weeks						Strongly recommended: ENGL 099 if required by English placement exam or if required by English level.					
The "TBA" portion of this class is conducted online.						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					
20160	Lindsey, S.	HRS-ARRG			08/23-12/14	20078 Richard, L. MW 02:40 PM-04:05 PM LB 208 08/23-12/14					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de						BUS 172 Personnel Management 3 Units					
Students required to take exams on campus.						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					
21323	Lindsey, S.	HRS-ARRG			10/21-12/14	20716 Durfield, T. HRS-ARRG 08/23-12/14					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de						DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de					
Students required to take exams on campus.						BUS 175 Introduction to Management 3 Units					
Second 8 Weeks						Strongly recommended: ENGL 099 if required by English placement exam or if required by English level.					
BUS 132 Ethics in Business 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					
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						21246 Richard, L. HRS-ARRG 08/23-12/14					
21438	Durfield, T.	TR	01:05 PM-02:30 PM	LB 202	08/23-12/14	DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de					
21701	Durfield, T.	W	06:00 PM-09:10 PM	LB 207	10/21-12/14	Students required to take exams on campus.					
DISTANCE EDUCATION HYBRID CLASS After registering go to www.citruscollege.edu/de						BUS 176 Management for the Office Professional 3 Units					
Second 8 weeks						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					
The "TBA" portion of this class is conducted online.						20814 James, R. HRS-ARRG 08/23-12/14					
BUS 146 Personal Finance 3 Units						DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de					
Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.						Mandatory on-campus orientation/Blackboard/CCC Confer/software usage Monday, August 26, 2013 at 7:00PM-8:00PM in LB 201					
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						Students required to take exams on campus.					
21324	Ghidella, R.	MW	01:05 PM-02:30 PM	LB 207	08/23-12/14	BUS 150 Business English 3 Units					
20027	Ghidella, R.	TR	09:55 AM-11:20 AM	LB 202	08/23-12/14	Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.					
21666	Ghidella, R.	TR	01:05 PM-02:30 PM	PS 107	08/23-12/14	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					
21702	Ghidella, R.	W	06:00 PM-09:10 PM	LB 207	08/23-10/19	20067 Grossman, B. M 06:00 PM-09:10 PM LB 202 08/23-12/14					
DISTANCE EDUCATION HYBRID CLASS After registering go to www.citruscollege.edu/de											
First 8 weeks.											
20062	Ghidella, R.	HRS-ARRG			08/23-12/14						
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de											
Students required to take exams on campus.											
21665	Ghidella, R.	HRS-ARRG			09/09-12/14						
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de											
14 Week Class.											
Late Start Class.											

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
-----	------------	------	------	------	---	-----	------------	------	------	------	---

BUS 192 Advertising

3 Units

Strongly recommended: ENGL 099 if required by English placement exam or if required by English level.

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

20815 Richard, L. TR 11:30 AM-12:55 PM LB 207 08/23-12/14