

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. CSU UC

30040	Richard, L.	MW	08:20 AM-09:45 AM	LB 207	02/22-06/16
30042	Richard, L.	MW	11:30 AM-12:55 PM	LB 207	02/22-06/16
30047	Richard, L.	TR	08:20 AM-09:45 AM	LB 207	02/22-06/16
30049	Durfield, T.	TR	11:30 AM-12:55 PM	LB 202	02/22-06/16
30044	Ghidella, R.	TR	01:05 PM-02:30 PM	LB 202	02/22-06/16
<b>LEARNING COMMUNITIES CLASS Requires enrollment in COUN 160-CRN 31003.</b>					
30053	Durfield, T.	M	06:00 PM-09:10 PM	LB 207	02/22-06/16
30054	Durfield, T.	T	06:00 PM-09:10 PM	LB 207	02/22-06/16
31010	Richard, L.	HRS-ARRG			02/22-06/16
<b>DISTANCE EDUCATION CLASS After registering go to <a href="http://www.citruscollege.edu/de">www.citruscollege.edu/de</a></b>					
<b>Students required to take exams on campus in Testing Center.</b>					
30056	Ghidella, R.	HRS-ARRG			04/23-06/16
<b>DISTANCE EDUCATION CLASS After registering go to <a href="http://www.citruscollege.edu/de">www.citruscollege.edu/de</a></b>					
<b>Second 8 weeks</b>					
<b>Students required to take exams on campus in Testing Center.</b>					

**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

30060	Durfield, T.	MW	01:05 PM-02:30 PM	LB 202	02/22-06/16
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**BUS 146 Personal Finance 3 Units**

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

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

31052	Ghidella, R.	MW	09:55 AM-11:20 AM	LB 207	02/22-06/16
30061	Ghidella, R.	MW	01:05 PM-02:30 PM	LB 207	02/22-06/16
30062	Ghidella, R.	W	06:00 PM-09:10 PM	LB 207	02/22-06/16
30063	Ghidella, R.	HRS-ARRG			02/22-06/16
<b>DISTANCE EDUCATION CLASS After registering go to <a href="http://www.citruscollege.edu/de">www.citruscollege.edu/de</a></b>					
<b>Students required to take exams on campus in Testing Center.</b>					

**BUS 152 Business Communications 3 Units**

Strongly recommended: BUS 150. Also, ENGL 099 or READ 099 if required by English placement or if required by English level.

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

30065	Grossman, B.	HRS-ARRG			02/22-06/16
<b>DISTANCE EDUCATION CLASS After registering go to <a href="http://www.citruscollege.edu/de">www.citruscollege.edu/de</a></b>					
<b>Students required to take exams on campus in Testing Center.</b>					

**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

30066	Grossman, B.	MW	08:20 AM-09:45 AM	LB 202	02/22-06/16
30067	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	02/22-06/16
30069	Grossman, B.	TR	09:55 AM-11:20 AM	LB 202	02/22-06/16
30070	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	02/22-06/16
30071	Durfield, T.	HRS-ARRG			02/22-06/16
<b>DISTANCE EDUCATION CLASS After registering go to <a href="http://www.citruscollege.edu/de">www.citruscollege.edu/de</a></b>					
<b>Students required to take exams on campus in Testing Center.</b>					

**BUS 161 Business Law and the Legal Environment II 3 Units**

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

30094	Grossman, B.	M	06:00 PM-09:10 PM	LB 202	02/22-06/16
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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

30095	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	02/22-06/16
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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

30097	Durfield, T.	HRS-ARRG			02/22-06/16
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**DISTANCE EDUCATION CLASS After registering go to [www.citruscollege.edu/de](http://www.citruscollege.edu/de)**  
**Students required to take exams on campus in Testing Center.**

**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

30098	Richard, L.	HRS-ARRG			02/22-06/16
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**DISTANCE EDUCATION CLASS After registering go to [www.citruscollege.edu/de](http://www.citruscollege.edu/de)**  
**Students required to take exams on campus in Testing Center.**

**BUS 185 Elements of Marketing 3 Units**

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

30099	Richard, L.	TR	11:30 AM-12:55 PM	LB 207	02/22-06/16
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