

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						<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>					
BUS 130	Introduction to Business				3 Units	31701	Grossman, B.	TR	08:20 AM-09:45 AM	LB 202	02/19-06/15
<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 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>					
30040	Richard, L.	MW	08:20 AM-09:45 AM	LB 202	02/19-06/15	30066	Lindsey, S.	MW	08:20 AM-09:45 AM	LB 207	02/19-06/15
31695	Durfield, T.	MW	09:55 AM-11:20 AM	LB 202	02/19-06/15	30067	Lindsey, S.	MW	09:55 AM-11:20 AM	LB 207	02/19-06/15
30042	Richard, L.	MW	11:30 AM-12:55 PM	LB 207	02/19-06/15	30069	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	02/19-06/15
30047	Durfield, T.	MW	02:40 PM-04:05 PM	LB 202	02/19-06/15	30071	Grossman, B.	TR	11:30 AM-12:55 PM	LB 202	02/19-06/15
30049	Lindsey, S.	TR	08:20 AM-09:45 AM	LB 207	02/19-06/15	30070	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	02/19-06/15
30044	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	02/19-06/15	31700	Durfield, T.		HRS-ARRG		02/19-06/15
30053	Durfield, T.	TR	01:05 PM-02:30 PM	LB 202	02/19-06/15	<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus.</p>					
30054	Richard, L.	TR	02:35 PM-04:00 PM	LB 207	02/19-06/15	31957	Durfield, T.		HRS-ARRG		04/22-06/15
31010	Durfield, T.	W	06:00 PM-09:10 PM	LB 207	02/19-06/15	<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus. Second 8 weeks</p>					
30056	Lindsey, S.		HRS-ARRG		02/19-06/15	BUS 161	Business Law and the Legal Environment II			3 Units	
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students are required to come to campus for the midterm exam (Saturday, April 6, 8:00am, LB 207) and for the final exam (Saturday, June 8, 8:00am, LB 207). See syllabus for details.</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>					
31697	Lindsey, S.		HRS-ARRG		04/22-06/15	30094	Grossman, B.	M	06:00 PM-09:10 PM	LB 202	02/19-06/15
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Second eight weeks. Students are required to come to campus for the midterm exam (Saturday, May 18, 8:00am, LB 207) and for the final exam (Saturday, June 8, 8:00am, LB 207). See syllabus for details.</p>						BUS 170	Small Business Management			3 Units	
BUS 132	Ethics in Business				3 Units	<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>					
<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>						30095	Richard, L.	TR	11:30 AM-12:55 PM	LB 207	02/19-06/15
30060	Durfield, T.	MW	01:05 PM-02:30 PM	LB 202	02/19-06/15	BUS 172	Personnel Management			3 Units	
BUS 146	Personal Finance				3 Units	<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>					
<p>Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.</p>						30097	Durfield, T.		HRS-ARRG		02/19-06/15
<p>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</p>						<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students may be required to take exams on campus in Testing Center.</p>					
31052	Ghidella, R.	MW	01:05 PM-02:30 PM	LB 207	02/19-06/15	BUS 175	Introduction to Management			3 Units	
30061	Ghidella, R.	MW	02:35 PM-04:00 PM	LB 207	02/19-06/15	<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>					
30062	Ghidella, R.	TR	09:55 AM-11:20 AM	LB 202	02/19-06/15	30098	Richard, L.		HRS-ARRG		02/19-06/15
30063	Ghidella, R.	TR	01:05 PM-02:30 PM	SS 166	02/19-06/15	<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus.</p>					
31698	Ghidella, R.	W	06:00 PM-09:10 PM	LB 208	02/19-06/15	BUS 185	Elements of Marketing			3 Units	
31699	Ghidella, R.		HRS-ARRG		02/19-06/15	<p>Strongly recommended: ENGL 099 if required by English placement exam or if required by English level.</p>					
<p>DISTANCE EDUCATION COURSE; After registering go to www.citruscollege.edu/de Students Required to take exams on Campus in Testing Center.</p>						<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>					
31866	Ghidella, R.		HRS-ARRG		04/22-06/15	30099	Richard, L.		HRS-ARRG		02/19-06/15
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Second 8 weeks</p>						<p>DISTANCE EDUCATION CLASS. After registering go to www.citruscollege.edu/ Students required to take exams on campus.</p>					
BUS 152	Business Communications				3 Units	BUS 160	Business Law and the Legal Environment I			3 Units	
<p>Strongly recommended: BUS 150. Also, ENGL 099 or READ 099 if required by English placement or if required by English 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.</p>						<p>Recommended for business majors. 54 lecture hours. CSU</p>					
30065	Grossman, B.		HRS-ARRG		02/19-06/15	<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus in Testing Center.</p>					