

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 172 Personnel Management 3 Units					
BUS 130 Introduction to Business 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					
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						20868 Durfield, T. HRS-ARRG 08/28-12/18 DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students are required to come to the campus Testing Center for exam(s).					
20008	Richard, L.	MW	08:20 AM-09:45 AM	LB 207	08/28-12/18	BUS 175 Introduction to Management 3 Units					
20009	Richard, L.	MW	11:30 AM-12:55 PM	LB 207	08/28-12/18	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					
20010	Ghidella, R.	MW	01:05 PM-02:30 PM	LB 207	08/28-12/18	20123 Richard, L. HRS-ARRG 08/28-12/18 DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students are required to come to the campus Testing Center for exam(s), a mid-term and a final.					
20011	Richard, L.	TR	08:20 AM-09:45 AM	LB 207	08/28-12/18	BUS 176 Management for the Office Professional 3 Units					
20016	Durfield, T.	TR	11:30 AM-12:55 PM	LB 202	08/28-12/18	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					
20023	Durfield, T.	M	06:00 PM-09:10 PM	LB 207	08/28-12/18	20993 James, R. HRS-ARRG 08/28-12/18 DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Mandatory on-campus orientation/Blackboard/CCC Confer/software usage Monday, August 30, 2010 at 7:00-8:00PM in LB 201 Students are required to come to the campus Testing Center for final exam.					
20029	Durfield, T.	T	06:00 PM-09:10 PM	LB 207	08/28-12/18	BUS 192 Advertising 3 Units					
20225	Richard, L.	HRS-ARRG			08/28-12/18	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					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de There are two exams (midterm and final) that represent 25% of your grade. Exams are administered at the Testing Center on campus.						20994 Richard, L. TR 11:30 AM-12:55 PM LB 207 08/28-12/18					
BUS 132 Ethics in Business 3 Units						BUS 192 Advertising 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						20994 Richard, L. TR 11:30 AM-12:55 PM LB 207 08/28-12/18					
20033	Durfield, T.	MW	09:55 AM-11:20 AM	LB 202	08/28-12/18	BUS 150 Business English 3 Units					
BUS 146 Personal Finance 3 Units						Strongly recommended: READ 099 if required by reading placement exam or if required by reading 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						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					
20053	Ghidella, R.	MW	09:55 AM-11:20 AM	LB 207	08/28-12/18	20106 Grossman, B. M 06:00 PM-09:10 PM LB 202 08/28-12/18					
20057	Ghidella, R.	TR	08:20 AM-09:45 AM	LB 202	08/28-12/18	BUS 160 Business Law and the Legal Environment I 3 Units					
20101	Ghidella, R.	HRS-ARRG			08/28-12/18	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					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students are required to come to the campus Testing Center for exam(s).						20110 Grossman, B. MW 08:20 AM-09:45 AM LB 202 08/28-12/18					
20982	Ghidella, R.	W	06:00 PM-09:10 PM	LB 207	08/28-12/18	20112 Grossman, B. MW 11:30 AM-12:55 PM LB 202 08/28-12/18					
BUS 150 Business English 3 Units						20114 Grossman, B. TR 09:55 AM-11:20 AM LB 202 08/28-12/18					
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						20115 Grossman, B. W 06:00 PM-09:10 PM LB 202 08/28-12/18					
20053	Ghidella, R.	MW	09:55 AM-11:20 AM	LB 207	08/28-12/18	20117 Durfield, T. HRS-ARRG 08/28-12/18 DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students are required to come to the campus Testing Center for exam(s).					
20057	Ghidella, R.	TR	08:20 AM-09:45 AM	LB 202	08/28-12/18	BUS 170 Small Business Management 3 Units					
20101	Ghidella, R.	HRS-ARRG			08/28-12/18	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					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students are required to come to the campus Testing Center for exam(s).						20118 Richard, L. TR 09:55 AM-11:20 AM LB 207 08/28-12/18					
20982	Ghidella, R.	W	06:00 PM-09:10 PM	LB 207	08/28-12/18						