

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>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>						
BUS 130	Introduction to Business					3 Units	20078	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	08/27-12/17
<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>												
20003	Richard, L.	MW	08:20 AM-09:45 AM	LB 207	08/27-12/17							
20004	Richard, L.	MW	11:30 AM-12:55 PM	LB 207	08/27-12/17							
20005	Ghidella, R.	MW	01:05 PM-02:30 PM	LB 207	08/27-12/17							
21272	Ghidella, R.	MW	02:40 PM-04:05 PM	LB 207	08/27-12/17							
20006	Richard, L.	TR	08:20 AM-09:45 AM	LB 207	08/27-12/17							
20009	Durfield, T.	TR	11:30 AM-12:55 PM	LB 202	08/27-12/17							
20013	Durfield, T.	M	06:00 PM-09:10 PM	LB 207	08/27-12/17							
20014	Durfield, T.	T	06:00 PM-09:10 PM	LB 207	08/27-12/17							
20160	Richard, L.	HRS-ARRG			08/27-12/17							
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus in Testing Center.</p>												
BUS 132	Ethics in Business					3 Units						
<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>												
20015	Durfield, T.	MW	09:55 AM-11:20 AM	LB 202	08/27-12/17							
BUS 146	Personal Finance					3 Units						
<p>Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.</p> <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>												
20023	Ghidella, R.	MW	09:55 AM-11:20 AM	LB 207	08/27-12/17							
20027	Ghidella, R.	TR	01:05 PM-02:30 PM	LB 202	08/27-12/17							
<p>LEARNING COMMUNITIES CLASS. Requires enrollment in COUN 145 CRN 20936.</p>												
20807	Ghidella, R.	W	06:00 PM-09:10 PM	LB 207	08/27-12/17							
20062	Ghidella, R.	HRS-ARRG			08/27-12/17							
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus in Testing Center.</p>												
BUS 150	Business English					3 Units						
<p>Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.</p> <p>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</p>												
20067	Grossman, B.	M	06:00 PM-09:10 PM	LB 202	08/27-12/17							
BUS 160	Business Law and the Legal Environment I					3 Units						
<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>												
20071	Grossman, B.	MW	08:20 AM-09:45 AM	LB 202	08/27-12/17							
20073	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	08/27-12/17							
20074	Grossman, B.	TR	09:55 AM-11:20 AM	LB 202	08/27-12/17							
20075	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	08/27-12/17							
20077	Durfield, T.	HRS-ARRG			08/27-12/17							
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus in Testing Center.</p>												
BUS 170	Small Business Management					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>												
20078	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	08/27-12/17							
BUS 172	Personnel Management					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>												
20716	Durfield, T.	HRS-ARRG			08/27-12/17							
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus in Testing Center.</p>												
BUS 175	Introduction to Management					3 Units						
<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>												
21246	Richard, L.	HRS-ARRG			08/27-12/17							
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams on campus in Testing Center.</p>												
BUS 176	Management for the Office Professional					3 Units						
<p>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</p>												
20814	James, R.	HRS-ARRG			08/27-12/17							
<p>DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Mandatory on-campus orientation/Blackboard/CCC Confer/software usage Monday, August 29, 2011 at 7:00-8:00PM in LB 201 Students required to take exams on campus in Testing Center.</p>												
BUS 192	Advertising					3 Units						
<p>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</p>												
20815	Richard, L.	TR	11:30 AM-12:55 PM	LB 207	08/27-12/17							