

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						30072	Durfield, T.		HRS-ARRG		04/25-06/18
						DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Second eight weeks Students required to take exams in Testing Center on-campus.					
BUS 130	Introduction to Business				3 Units	BUS 161	Business Law and the Legal Environment II				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						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					
30040	Richard, L.	MW	08:20 AM-09:45 AM	LB 207	02/23-06/18	30094	Grossman, B.	M	06:00 PM-09:10 PM	LB 202	02/23-06/18
31053	Durfield, T.	MW	09:55 AM-11:20 AM	LB 207	02/23-06/18	BUS 170 Small Business Management 3 Units					
30042	Ghidella, R.	MW	11:30 AM-12:55 PM	LB 207	02/23-06/18	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					
30044	Durfield, T.	MW	01:05 PM-02:30 PM	LB 207	02/23-06/18	30095	Richard, L.	TR	09:55 AM-11:20 AM	LB 207	02/23-06/18
30047	Richard, L.	TR	08:20 AM-09:45 AM	LB 207	02/23-06/18	BUS 172 Personnel Management 3 Units					
30049	Richard, L.	TR	11:30 AM-12:55 PM	LB 207	02/23-06/18	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					
30053	Durfield, T.	T	06:00 PM-09:10 PM	LB 207	02/23-06/18	30097	Durfield, T.		HRS-ARRG		02/23-06/18
30054	Durfield, T.	R	06:00 PM-09:10 PM	LB 207	02/23-06/18	DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams in Testing Center on-campus.					
31010	Richard, L.		HRS-ARRG		02/23-06/18	BUS 175 Introduction to Management 3 Units					
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams in the Testing Center on-campus.						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					
30056	Ghidella, R.		HRS-ARRG		04/25-06/18	30098	Richard, L.		HRS-ARRG		02/23-06/18
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BUS 132	Ethics in Business				3 Units	BUS 185	Elements of Marketing				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						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					
30060	Durfield, T.	W	06:00 PM-09:10 PM	LB 208	02/23-06/18	30099	Richard, L.		HRS-ARRG		02/23-06/18
BUS 146	Personal Finance				3 Units	DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams in Testing Center on-campus.					
Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.						BUS 152 Business Communications 3 Units					
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						Strongly recommended: BUS 150. Also, ENGL 099 or READ 099 if required by English placement or if required by English level.					
31052	Ghidella, R.	MW	01:05 PM-02:30 PM	LB 202	02/23-06/18	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.					
30061	Ghidella, R.	TR	11:30 AM-12:55 PM	LB 202	02/23-06/18	Recommended for business majors. 54 lecture hours. CSU					
30062	Ghidella, R.	W	06:00 PM-09:10 PM	LB 207	02/23-06/18	30065	Grossman, B.		HRS-ARRG		02/23-06/18
30063	Ghidella, R.		HRS-ARRG		02/23-06/18	DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams in Testing Center on-campus.					
BUS 152	Business Communications				3 Units	BUS 160	Business Law and the Legal Environment I				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 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					
30065	Grossman, B.		HRS-ARRG		02/23-06/18	30066	Grossman, B.	MW	08:20 AM-09:45 AM	LB 202	02/23-06/18
DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams in Testing Center on-campus.						30067	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	02/23-06/18
BUS 160	Business Law and the Legal Environment I				3 Units	30069	Grossman, B.	TR	09:55 AM-11:20 AM	LB 202	02/23-06/18
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						30070	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	02/23-06/18
30066	Grossman, B.	MW	08:20 AM-09:45 AM	LB 202	02/23-06/18	30071	Durfield, T.		HRS-ARRG		02/23-06/18
30067	Grossman, B.	MW	11:30 AM-12:55 PM	LB 202	02/23-06/18	DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Students required to take exams in Testing Center on-campus.					
30069	Grossman, B.	TR	09:55 AM-11:20 AM	LB 202	02/23-06/18						
30070	Grossman, B.	W	06:00 PM-09:10 PM	LB 202	02/23-06/18						
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