



IMPORTANT INFORMATION

ACADEMIC CALENDAR - Spring 2023

FULL TERM: January 23 – May 19

SESSION I: January 23 – March 17

SESSION II: March 20 – May 19

January 16	Holiday – Martin Luther King, Jr. Day – Campus Closed
January 23	First Day of Classes
February 18	Census Day
March 31	Holiday – Cesar Chavez Day – Campus Closed
April 2 - 9	Spring Semester Break
April 10	Registration Begins (for Summer 2023)
May 23-24	Grades Due
May 29	Holiday – Memorial Day – Campus Closed

DROP POLICY

16-Week Session	8-Week Session I	8-Week Session II	
Jan 23	Jan 23	Mar 17	Last day to add classes
Feb 17	Feb 03	Mar 31	Last day to withdraw from classes without a “W” being recorded; withdrawals from classes after this date will be permitted only for serious and compelling reasons and require approval by instructors and Extended Education
April 17	Feb 13	April 07	Last day to withdraw from classes for a serious and compelling reason; Withdrawals after this date require a petition of exception

Project Management Certificate Program

7 th day of course	Last day to withdraw from classes without a “W” being recorded; withdrawals from classes after this date will be permitted only for serious and compelling reasons and require approval by instructors and Extended Education
14 th day of course	Last day to withdraw from classes for a serious and compelling reason; Withdrawals after this date require a petition of exception.

REFUND POLICY

	16-Week Session	8-Week Session I	8-Week Session II
100% refund on or before	January 25	January 25	March 19
60% refund on or before	February 10	February 03	April 3
No refund after	February 12	February 03	April 3

Project Management Certificate Program (Includes weekend and holidays)

100% refund	Course cancellation
100% refund	Before first day of class
60% refund	After first day, but before fourth day of class
No refund	After fourth day of class

DRUG AND ALCOHOL STUDIES

SESSION I (January 23 – March 17)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33170	BHSX 8000 Professional Writing (2)	Eric Moss emoss@csub.edu	550	Mon/Wed, 6p-7:30p Location: HYBRID / WSL 016
33176	BHSX 8040 Intro to Case Management (4.5)	Eric Moss emoss@csub.edu	550	Tues/Thurs, 6p-9p Location: EDUC BLDG 201
33177	BHSX 8060 Personal & Professional Growth (4.5)	Leslie Rich Lrich1@csub.edu	550	Mon/Wed, 6p-9p Location: EXTU – 401C
33178	BHSX 8080 Basic Counseling Theories (4.5)	Sarah Jimenez sjimenez6@csub.edu	550	10-Week long course (Jan 23 – March 31) Thursdays, 6p-10p Location: EXTU – 401C
SESSION II (March 20 – May 19)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33179	BHSX 8010 Intro to Chemical Dependency Counseling (4.5)	LaTisha Dewberry ldewberry@csub.edu	550	Tues/Thurs, 6p-9p Location: EXTU – 401C
33180	BHSX 8030 Law & Ethics (4.5)	Victor Hinojos vhinojos@csub.edu	550	Mon 7p-10p Location: SCI III 212 Wed - ONLINE
33181	BHSX 8090 Chemical Dependency Assessment (4.5)	Leslie Rich Lrich1@csub.edu	550	Mon/Wed, 6p-9p Location: EXTU – 401C
FULL SEMESTER (January 23 – May 19)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33182	BHSX 8070 Practicum (4.5)	Beverly Rhodes brhodes@csub.edu	600	Tuesdays, 6p-9p Location: SCI II 179

HUMAN RESOURCE MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33184	HRMX 8042 California Labor Laws & Regulations (3)	Adrian Nevarez anevarez@csub.edu	850	Full Term: Jan 23 – May 19 Tuesdays, 6p-8p Location: ONLINE

OCCUPATIONAL SAFETY AND RISK MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33304	OSRX 8020 Occ Safety & Risk Mgmt –Foundation (2)	Luis Vargas Lvargas25@csub.edu	700	Session I: Jan 23 – March 17 Thursday, 6p – 8:30p Location: Online

33185	OSRX 8010 Occ Safety & Risk Mgmt – Core (2)	TBD	700	Session II: March 20 – May 19 Thursday, 6p – 8:30p Location: Online
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PHARMACY TECHNICIAN

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33228	PHTX 8010 Intro to Pharmacy Technician (8)	J. Pat Person jperson@csub.edu	1500	Session I: Jan 23 – March 17 Tues/Thurs, 6:30p-9p - Location: TBD Wednesdays 6:30p-9:30p - Location: TBD
33230	PHTX 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person jperson@csub.edu	1500	Session II: March 20 – May 19 Tues/Thurs, 6:30p-9p - Location: TBD Wednesdays 6:30p-9:30p - Location: TBD
33231	PHTX 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person jperson@csub.edu	3000	Full Term: Jan 23 – May 19 Tues/Thurs, 6:30p-9p - Location: TBD Wednesdays 6:30p-9:30p - Location: TBD

PROJECT MANAGEMENT

Location: All courses will be taught online via Canvas <http://canvas.csub.edu/> by R. Dohn Kissinger rdkissinger@att.net

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DATES
33233	PJMX 8010 Intro to Project Management (1.2)	R.D. Kissinger	400	January 24 – February 13
33234	PJMX 8020 Project Planning & Scheduling (1.6)	R.D. Kissinger	500	February 14 – March 13
33235	PJMX 8030 Managing the Project Team (1.2)	R.D. Kissinger	400	March 14 – April 3
33236	PJMX 8040 Project Procurement and Quality Management (1.2)	R.D. Kissinger	400	April 4 – April 24
33237	PJMX 8050 Project Ethics and Risk Management (1.2)	R.D. Kissinger	400	April 25 – May 15

Workers' Compensation Law

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33238	WCLX 8090 Introduction to Workers' Compensation Law (2)	Elizabeth Barravecchia ebarravecchia@csub.edu	850	Session I: Jan 23 – March 17 Wednesday, 6p-8:30p Location: Online
33239	WCLX 8100 Advanced Workers' Compensation Law (2)	Elizabeth Barravecchia ebarravecchia@csub.edu	1500	Session II: March 20 – May 19 Wednesday, 6p-8:30p Location: Online

Textbook list on next page.

9001 Stockdale Highway, 30BDC | Bakersfield, California 93311

Phone: (661) 654-2441 | Fax: (661) 654-2447 | Website: <https://extended.csub.edu/>

REQUIRED TEXTBOOKS

Drug & Alcohol Studies

BHSX 8000	No textbooks required
BHSX 8010	<ul style="list-style-type: none">• Addictions Counseling: A Practical and Comprehensive Guide for Counseling People with Addictions by Doyle Pita, Diane, revised and updated edition
BHSX 8020	<ul style="list-style-type: none">• Uppers, Downers, and All Arounders by Inaba and Cohen, 8th edition
BHSX 8030	<ul style="list-style-type: none">• Issues & Ethics in the Helping Profession by Corey, Gerald et al., 10th edition
BHSX 8040	<ul style="list-style-type: none">• Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by Herdman, John, 8th edition• Tip 35: Enhancing Motivation for Change in Substance Use Disorder Treatment (available for free online https://store.samhsa.gov/product/TIP-35-Enhancing-Motivation-for-Change-in-Substance-Use-Disorder-Treatment/PEP19-02-01-003)• Matrix Intensive Outpatient Treatment for People with Stimulant Use Disorders: Counselor's Treatment Manual (available for free online https://store.samhsa.gov/product/Matrix-Intensive-Outpatient-Treatment-for-People-With-Stimulant-Use-Disorders-Counselor-s-Treatment-Manual/SMA13-4152)
BHSX 8050	<ul style="list-style-type: none">• Substance Abuse Counseling Theory and Practice by Stevens, P. and Smith, R. L., 6th edition• Motivational Interviewing and Stages of Change: Integrating Best Practices for Substance Abuse Professionals by Tomlin, K. and Richardson, H., 1st edition
BHSX 8060	<ul style="list-style-type: none">• The Resilient Practitioner: Burnout and Compassion Fatigue Prevention and Self-Care Strategies for the Helping Professions by Skovholt and Trotter-Mathison, 3rd edition
BHSX 8070	<ul style="list-style-type: none">• Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by Herdman, John, 8th edition
BHSX 8080	<ul style="list-style-type: none">• Corey, Gerald (2004). <i>Theory and Practice of Counseling and Psychotherapy</i> (9thed). Belmont, CA: Wadsworth/Thompson Learning• Small, Jacquelyn (1990). <i>Becoming Naturally Therapeutic</i> (3rded.) New York, New York: Bantam Books.
BHSX 8090	<ul style="list-style-type: none">• Co-Occurring Disorders: A Whole-Person Approach to the Assessment and Treatment of Substance Use and Mental Disorder by Atkins, Charles, 2nd edition• Diagnostic Statistical Manual of Mental Disorders by American Psychiatric Association, 5th edition

Human Resources Management

HRMX 8042

- California Labor Law Digest by California Chamber of Commerce, 63rd edition, 2023

Occupational Safety & Risk Management

OSRX 8010/8011

- Occupational Safety and Health for Technologists, Engineers, and Managers by Goetsch, David, 9th edition
- Human Factors and Behavioral Safety by Stranks, Jeremy, 1st edition

Pharmacy Technician

PHTX 8010/8020/8030

- Math Calculations for Pharmacy Technicians: A Worktext by Beale, Elaine, 3rd edition
- Pharmacology for Technicians by Ballington, Don, et al., 6th edition

Project Management

PJMX 8010/8020/8030/8040/8050

- A Guide to the Project Management Body of Knowledge (PMBOK guide) by Project Management Institute, 6th edition
- Microsoft® Project 2019 Step by Step by Lewis et al., 1st edition
- Microsoft® Project 2010 – 2019 (for PCs) or Project Plan 365 (for Macs)
- The Team Handbook by Scholtes, Peter et al., 3rd edition
- Identifying and Managing Project Risk by Kendrick, Tom, 3rd edition
- Ethics 101: What Every Leader Needs to Know by Maxwell, John C., 1st edition

Workers Compensation

WCLX 8090/8100

- California Workers' Compensation Handbook: A Practical Guide to the Workers' Compensation Law of California by Standford, H., Most Recent Edition

