



IMPORTANT INFORMATION

ACADEMIC CALENDAR - Fall 2023

FULL TERM: AUGUST 28 – DECEMBER 18

SESSION I: AUGUST 28 – OCTOBER 22

SESSION II: OCTOBER 23 – DECEMBER 18

August 28	First Day of Classes
September 4	Holiday – Labor Day – Campus Closed
September 25	Census Day
October 23	Registration for Continuing Students Begins (for Spring 2024)
November 11	Holiday – Veterans Day Observed – Campus Closed
November 22-24	Holiday – Thanksgiving – Campus Closed
December 20	Grades Due

DROP POLICY

16-Week Session	8-Week Session I	8-Week Session II	
Sep 7	Sep 1	Oct 27	Last day to add classes
Sep 25	Sep 8	Nov 3	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
Nov 17	Sep 29	Nov 22	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	September 1	September 1	October 27
60% refund on or before	September 18	September 12	November 7
No refund after	September 18	September 12	November 7

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

COURSE SCHEDULE INFORMATION

DRUG AND ALCOHOL STUDIES

SESSION I (August 28 – October 22)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83285	BHSX 8000 Professional Writing (2)	Eric Moss emoss@csub.edu	550	Mon/Wed, 6p-7:30p Location: TBD
83286	BHSX 8040 Intro to Case Management (4.5)	Alex Medina amedina27@csub.edu	550	Tues/Thurs, 6p-9p Location: BDC-401-C
83310	BHSX 8050 Chemical Dependency Counseling: Individual, Family, & Group (4.5)	John French jfrench@csub.edu	550	Mon/Wed, 6p-9p Location: BDC-401-C
SESSION II (October 23 – December 18)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83287	BHSX 8010 Intro to Chemical Dependency Counseling (4.5)	Beverly Rhodes brhodes@csub.edu	550	Tues/Thurs, 6p-9p Location: BDC-401-C
83290	BEHS 8030 Law & Ethics (4.5)	Victor Hinojos vhinojos@csub.edu	550	Mon/Wed, 6p-9p Location: BDC-401-C
83289	BHSX 8060 Personal & Professional Growth (4.5)	John French jfrench@csub.edu	550	Mon/Wed, 6p-9p Location: TBD
FULL SEMESTER (August 28 – December 18)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83290	BHSX 8070 Practicum (4.5)	Beverly Rhodes brhodes@csub.edu	600	Wednesday, 6p-9p Location: TBD

HUMAN RESOURCE MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83291	HRMX 8041 Managing Human Resources (3)	Adrian Nevarez anevarez@csub.edu	850	Full Term: Aug 28 – Dec 18 Tuesdays, 6p-8p (hybrid) Location: Online

OCCUPATIONAL SAFETY AND RISK MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83292	OSRX 8010 Occ Safety & Risk PJMX – General (2)	Tyler Payne Tpayne6@csub.edu	700	Session I: Aug 28 – Oct 22 Thursday, 6p – 8:30p Location:
83293	OSRX 8011 Occ Safety & Risk PJMX – Core (2)	Luis Vargas Lvargas25@csub.edu	700	Session II: Oct 23 – Dec 18 Thursday, 6p – 8:30p Location:

PHARMACY TECHNICIAN

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83294	PHTX 8010 Intro to Pharmacy Technician (8)	J. Pat Person jperson@csub.edu	1500	Session I: Aug 28 – Oct 22 Tues/Thurs, 6:45p-9:15p - Location: Wednesdays 6:45p-9:45p - Location:
83297	PHTX 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person jperson@csub.edu	1500	Session II: Oct 23 – Dec 18 Tues/Thurs, 6:45p-9:15p - Location: Wednesdays 6:45p-9:45p - Location:
83299	PHTX 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person jperson@csub.edu	3000	Full Term: Aug 28 – Dec 18 Tues/Thurs, 6:45p-9:15p - Location: Wednesdays 6:45p-9:45p - Location:

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
83301	PJMX 8010 Intro to Project Management (1.2)	R.D. Kissinger	400	Aug 29 – Sep 18
83302	PJMX 8020 Project Planning & Scheduling (1.6)	R.D. Kissinger	500	Sept 19 – Oct 16
83303	PJMX 8030 Managing the Project Team (1.2)	R.D. Kissinger	400	Oct 17 – Nov 6
83304	PJMX 8040 Project Procurement and Quality Management (1.2)	R.D. Kissinger	400	Nov 7 – Nov 27
83305	PJMX 8050 Project Ethics and Risk Management (1.2)	R.D. Kissinger	400	Nov 28 – Dec 18

Textbook list on next page.

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 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 8041 - Human Resource Management: People, Data, and Analytics by Bauer et al., 1st edition

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