



**IMPORTANT INFORMATION**

**ACADEMIC CALENDAR - Fall 2024**

**FULL TERM (16 weeks): AUGUST 26 – DECEMBER 12**

**SESSION I (8 weeks): AUGUST 26 – OCTOBER 17**

**SESSION II (8 weeks): OCTOBER 21 – DECEMBER 12**

August 26	First Day of Classes
September 2	<b>Holiday – Labor Day – Campus Closed</b>
September 23	Census Day
November 11	<b>Holiday – Veterans Day Observed – Campus Closed</b>
November 28-29	<b>Holiday – Thanksgiving – Campus Closed</b>
December 18	Grades Due

**DROP POLICY**

16-Week Session	8-Week Session I	8-Week Session II	
Sep 4	August 30	Oct 25	Last day to add classes
Sep 23	Sep 6	Nov 1	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 15	Sep 27	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 <sup>th</sup> 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 <sup>th</sup> 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	August 30	August 30	October 25
60% refund on or before	September 16	September 10	November 5
No refund after	September 16	September 10	November 5

***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 26 – October 17)				
CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83302	BHSX 8000 Professional Writing (2)	Sylvia Petitt <a href="mailto:spetitt@csub.edu">spetitt@csub.edu</a>	550	Mon/Wed, 6p - 7:30p Location: WSL 007
83304	BHSX 8040 Intro to Case Management (4.5)	Victor Hinojos <a href="mailto:vhinojos@csub.edu">vhinojos@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: BDC-401C
83305	BHSX 8020: Physiology & Pharmacology (4.5)	Castina Hurst <a href="mailto:churst2@csub.edu">churst2@csub.edu</a>	550	Mon/Wed, 6p - 9p Location: BDC-401C
83306	BHSX 8050: Chemical Dependency Counseling: Individual, Family and Group (4.5)	John French <a href="mailto:jfrench@csub.edu">jfrench@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: EDUC 201
SESSION II (October 21 – December 12)				
CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83307	BHSX 8010 Intro to Chemical Dependency Counseling (4.5)	Beverly Rhodes <a href="mailto:brhodes@csub.edu">brhodes@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: SCI II 179
83308	BHSX 8030 Law & Ethics (4.5)	LaTisha Dewberry <a href="mailto:ldewberry@csub.edu">ldewberry@csub.edu</a>	550	Mon/Wed, 6p - 9p Location: BDC-401C
83310	BHSX 8060 Personal & Professional Growth (4.5)	John French <a href="mailto:jfrench@csub.edu">jfrench@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: BDC-401C
83311	BHSX 8090: Assessment (4.5)	Leslie Rich <a href="mailto:Lrich1@csub.edu">Lrich1@csub.edu</a>	550	Mon/Wed, 6:30 p – 9:30 p Location: HUM 1107
FULL SEMESTER (August 26 – December 12)				
CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83313	BHSX 8070 Practicum (4.5)	Beverly Rhodes <a href="mailto:brhodes@csub.edu">brhodes@csub.edu</a>	600	Wednesday, 6:30 p – 9:30 p Location: SCI II 179

**Required textbook list on last page.**

### HUMAN RESOURCE MANAGEMENT

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83314	HRMX 8041 Managing Human Resources (3)	Adrian Nevarez <a href="mailto:anevarez@csub.edu">anevarez@csub.edu</a>	850	<b>Full Term: Aug 26 – Dec 12</b> Tuesdays, 6p-8p (hybrid) Location: Online

## OCCUPATIONAL SAFETY AND RISK MANAGEMENT

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83315	OSRX 8010 Occ Safety & Risk– General (2)	Tyler Payne <a href="mailto:tpayne6@csub.edu">tpayne6@csub.edu</a>	700	<b>Session I: Aug 26 – Oct 17</b> Tuesday, 6p – 8:30p Location: Online
83317	OSRX 8020 Occ Safety & Risk– Foundation (2)	Tyler Payne <a href="mailto:tpayne6@csub.edu">tpayne6@csub.edu</a>	700	<b>Session II: Oct 21 – Dec 12</b> Tuesday, 6p – 8:30p Location: Online

## PHARMACY TECHNICIAN

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83318	PHTX 8010 Intro to Pharmacy Technician (8)	J. Pat Person <a href="mailto:jperson@csub.edu">jperson@csub.edu</a>	1500	<b>Session I: Aug 26 – Oct 22</b> Tues/Thurs, 6:30p-9:30p - Location: EDUC 203 Wednesdays 6:30p-9:30p - Location: WSL 16
83320	PHTX 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person <a href="mailto:jperson@csub.edu">jperson@csub.edu</a>	1500	<b>Session II: Oct 23 – Dec 12</b> Tues/Thurs, 6:30p-9:30p - Location: EDUC 203 Wednesdays 6:30p-9:30p - Location: WSL 16
83324	PHTX 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person <a href="mailto:jperson@csub.edu">jperson@csub.edu</a>	3000	<b>Full Term: Aug 26 – Dec 12</b> Tues/Thurs, 6:30p-9:30p - Location: EDUC 203 Wednesdays 6:30p-9:30p - Location: WSL 16

## PROJECT MANAGEMENT

**Location: All courses will be taught online via Canvas <http://canvas.csub.edu/> by Dohn Kissinger [rdkissinger@att.net](mailto:rdkissinger@att.net)**

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DATES
83327	PJMX 8010 Intro to Project Management (1.2)	Dohn Kissinger	400	Aug 27 – Sep 16
83329	PJMX 8020 Project Planning & Scheduling (1.6)	Dohn Kissinger	500	Sept 17 – Oct 14
83330	PJMX 8030 Managing the Project Team (1.2)	Dohn Kissinger	400	Oct 15 – Nov 4
83331	PJMX 8040 Project Procurement and Quality Management (1.2)	Dohn Kissinger	400	Nov 5 – Nov 25
83332	PJMX 8050 Project Ethics and Risk Management (1.2)	Dohn Kissinger	400	Nov 26 – Dec 16

**Required textbook list on next page.**

## REQUIRED TEXTBOOKS

### Drug & Alcohol Studies

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

### Human Resources Management

HRMX 8041 - Human Resource Management: People, Data, and Analytics by Bauer et al., 1<sup>st</sup> edition

### Occupational Safety & Risk Management

OSRX 8010/8020

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

### Pharmacy Technician

PHTX 8010/8020/8030

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

### Project Management

PJMX 8010/8020/8030/8040/8050

- A Guide to the Project Management Body of Knowledge (PMBOK guide) by Project Management Institute, 6<sup>th</sup> edition
- Microsoft® Project Step by Step (Covering Project Online Desktop Client) by Lewis, Cindy., 1<sup>st</sup> edition
- Microsoft® Project 2010 – 2021 (for PCs) or Project Plan 365 (for Macs)
- The Team Handbook by Scholtes, Peter et al., 3<sup>rd</sup> edition
- Identifying and Managing Project Risk by Kendrick, Tom, 4<sup>th</sup> edition
- Ethics 101: What Every Leader Needs to Know by Maxwell, John C., 1<sup>st</sup> edition