



IMPORTANT INFORMATION

ACADEMIC CALENDAR - Spring 2025

FULL TERM: January 21 – May 19

SESSION I: January 21 – March 16

SESSION II: March 17 – May 19

January 20	Holiday – Martin Luther King, Jr. Day – Campus Closed
January 21	First Day of Classes
March 31	Holiday – Cesar Chavez Day – Campus Closed
April 13 - 20	Spring Semester Break
May 21	Grades Due
May 26	Holiday – Memorial Day – Campus Closed

DROP POLICY

16-Week Session	8-Week Session I	8-Week Session II	
Jan 30	Jan 24	Mar 21	Last day to add classes
Feb 17	Jan 31	Mar 28	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; Census Day
April 11	Feb 21	April 25	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 21
60% refund on or before	February 11	February 5	April 1
No refund after	February 11	February 5	April 1

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 21 – March 16)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33065	BHSX 8000 Professional Writing (2)	Eric Moss emoss@csub.edu	550	Mon/Wed, 6p - 7:30p Location: ONLINE
33063	BHSX 8020: Physiology & Pharmacology (4.5)	Castina Hurst churst2@csub.edu	550	Tues/Thurs, 6p - 9p Location: EXTU 401C
33062	BHSX 8040 Intro to Case Management (4.5)	Eric Moss emoss@csub.edu	550	Tues/Thurs, 6p - 9p Location:
33066	BHSX 8060 Personal & Professional Growth (4.5)	John French jfrench@csub.edu	550	Mon/Wed, 6p - 9p Location: EXTU 401C
SESSION II (March 17 – May 19)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33067	BHSX 8010 Intro to Chemical Dependency Counseling (4.5)	LaTisha Dewberry ldewberry@csub.edu	550	Mon/Wed, 6p - 9p Location: EXTU 401C
33068	BHSX 8030 Law & Ethics (4.5)	Victor Hinojos vhinojos@csub.edu	550	Tues/Thurs, 6p - 9p Location:
33102	BHSX 8080 Basic Counseling Theories (4.5)	Eric Moss emoss@csub.edu	550	10-Weeks (March 17 – May 30) Tuesdays, 6p - 10p Location: EXTU 401C
33069	BHSX 8090 Chemical Dependency Assessment (4.5)	Alex Medina amedina27@csub.edu	550	Mon/Wed, 6p - 9p Location:
FULL SEMESTER (January 21 – May 19)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33070	BHSX 8070 Practicum (4.5)	John French jfrench@csub.edu	600	Tuesdays, 6p - 9p Location:

HUMAN RESOURCE MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33071	HRMX 8042 California Labor Laws & Regulations (3)	Adrian Nevarez anevarez@csub.edu	850	Full Term: Jan 21 – May 15 Tuesdays, 6p - 8p Location: ONLINE

OCCUPATIONAL SAFETY AND RISK MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33072	OSRX 8011 Occupational Safety & Risk Management – Core (2)	Tyler Payne tpayne6@csub.edu	700	Session I: Jan 21 – March 14 Thursday, 6p – 8:30p Location: ONLINE

33073	OSRX 8010 Occ Safety & Risk Mgmt. – General (2)	Tyler Payne tpayne6@csub.edu	700	Session II: March 17 – May 15 Thursday, 6p – 8:30p Location: ONLINE
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PHARMACY TECHNICIAN

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33074	PHTX 8010 Intro to Pharmacy Technician (8)	J. Pat Person jperson@csub.edu	1500	Session I: Jan 21 – March 14 Tues/Thurs, 6:30p - 9p - Location: Wednesdays 6:30p - 9:30p - Location: LAB
33076	PHTX 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person jperson@csub.edu	1500	Session II: March 17 – May 15 Tues/Thurs, 6:30p - 9p - Location: Wednesdays 6:30p - 9:30p - Location: LAB
33078	PHTX 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person jperson@csub.edu	3000	Full Term: Jan 21 – May 15 Tues/Thurs, 6:30p - 9p - Location: Wednesdays 6:30p - 9:30p - Location: LAB

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
33082	PJMX 8010 Intro to Project Management (1.2)	R.D. Kissinger	400	January 21 – February 10
33083	PJMX 8020 Project Planning & Scheduling (1.6)	R.D. Kissinger	500	February 11 – March 10
33084	PJMX 8030 Managing the Project Team (1.2)	R.D. Kissinger	400	March 11 – March 31
33085	PJMX 8040 Project Procurement and Quality Management (1.2)	R.D. Kissinger	400	April 01 – April 21
33086	PJMX 8050 Project Ethics and Risk Management (1.2)	R.D. Kissinger	400	April 22 – May 12

WORKERS' COMPENSATION LAW

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
33087	WCLX 8090 Introduction to Workers' Compensation Law (2)	Matthew Gutierrez	850	Session I: Jan 21 – March 14 Mondays, 6p - 8:30p Location: Online
33088	WCLX 8100 Advanced Workers' Compensation Law (2)	Elizabeth Barravecchia ebarravecchia@csub.edu	850	Session II: March 17 – May 15 Mondays, 6p - 8:30p Location: Online

Textbook list on next page

REQUIRED TEXTBOOKS

Drug & Alcohol Studies

BHSX 8000	<ul style="list-style-type: none">No textbooks required
BHSX 8010	<ul style="list-style-type: none">Addictions Counseling Today Substances and Addictive Behaviors by Kevin G. Alderson
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 editionTip 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 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 8080	<ul style="list-style-type: none">Corey, Gerald (2023). Theory and Practice of Counseling and Psychotherapy (11th ed). Cengage LearningSmall, Jacquelyn (1990). Becoming Naturally Therapeutic (3rd ed.) 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 editionDiagnostic Statistical Manual of Mental Disorders – TR, by American Psychiatric Association, 5th edition-TR

Human Resources Management

HRMX 8042

- California Labor Law Digest by California Chamber of Commerce, 63rd edition, 2025 (an online version will be available to purchase in early January 2025).

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 (Optional)

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 ed., 2017
- Microsoft® Project Step by Step (covering Project Online Desktop Client), 1st Edition, Microsoft® Press, 2022
- The Team® Handbook, Third Edition, GOAL/QPC, 2018
- Identifying and Managing Project Risk by Kendrick, Tom, 4th ed.
- Ethics 101: What Every Leader Needs to Know by Maxwell, John C., 2005

Workers Compensation

WCLX 8090/8100

- California Workers' Compensation Handbook: A Practical Guide to the Workers' Compensation Law of California by Stanford, H., 2025

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