



IMPORTANT INFORMATION

ACADEMIC CALENDAR - Fall 2022

FULL TERM: AUGUST 22 – DECEMBER 13

SESSION I: AUGUST 22 – OCTOBER 16

SESSION II: OCTOBER 17 – DECEMBER 13

August 22	First Day of Classes
September 5	Holiday – Labor Day – Campus Closed
September 19	Census Day
October 24	Registration for Continuing Students Begins (for Spring 2023)
November 11	Holiday – Veterans Day Observed – Campus Closed
November 24-25	Holiday – Thanksgiving – Campus Closed
December 15-16	Grades Due

DROP POLICY

16-Week Session	8-Week Session I	8-Week Session II	
Aug 31	Aug 26	Oct 21	Last day to add classes
Sep 19	Sep 02	Oct 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
Nov 07	Sep 23	Nov 18	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	August 26	August 26	October 21
60% refund on or before	September 12	September 06	November 01
No refund after	September 12	September 06	November 01

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 22 – October 15)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83390	BEHS 8000 Professional Writing (2)	Eric Moss emoss@csub.edu	550	Mon/Wed, 6p-7:30p Location: WSL 014
83391	BEHS 8040 Intro to Case Management (4.5)	Eric Moss emoss@csub.edu	550	Tues/Thurs, 6p-9p Location: EXTU 401-C
83392	BEHS 8050 Chemical Dependency Counseling: Individual, Family, & Group (4.5)	Sarah Jimenez sjimenez3@yahoo.com	550	Mon/Wed, 6p-9p Location: EXTU 401-C
83393	BEHS 8090 Chemical Dependency Assessment (4.5)	Javon Kemp Javon.kemp@yahoo.com	550	Tues/Thurs, 7p-10p Location: DLC 401-D
SESSION II (October 18 – December 14)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83394	BEHS 8010 Intro to Chemical Dependency Counseling (4.5)	Beverly Rhodes brhodes@csub.edu	550	Mon/Wed, 6:30p-9:30p Location: RNEC 102
83395	BEHS 8030 Law & Ethics (4.5)	Victor Hinojos vhinojos@csub.edu	550	Mon/Wed, 6p-9p Location: EXTU 401-C
83396	BEHS 8020 Physiology & Pharmacology (4.5)	Vanessa Seymour vwilson7@csub.edu	550	Tues/Thurs, 6:30p-9:30p Location: Online
83397	BEHS 8060 Personal & Professional Growth (4.5)	John French jfrench@csub.edu	550	Mon/Wed, 6:45p-9:45p Location: DDH 101G
FULL SEMESTER (August 22 – December 14)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83398	BEHS 8070 Practicum (4.5)	John French jfrench@csub.edu	600	Tuesdays, 6p-9p Location: Online

HUMAN RESOURCE MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83399	BA 8041 Managing Human Resources (3)	Adrian Nevarez anevarez@csub.edu	850	Full Term: Aug 22 – Dec 13 Tuesdays, 6p-8p Location: Online

OCCUPATIONAL SAFETY AND RISK MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83400	BA 8010 Occ Safety & Risk Mgmt – General (2)	Quinlan Brown qbrown1@csub.edu	700	Session I: Aug 22 – Oct 16 Thursday, 6p – 8:30p Location: Online
83401	BA 8011 Occ Safety & Risk Mgmt – Core (2)	Daniel Bustos dbustos2@csub.edu	700	Session II: Oct 17 – Dec 13 Thursday, 6p – 8:30p Location: Online

PHARMACY TECHNICIAN

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83402	NURS 8010 Intro to Pharmacy Technician (8)	J. Pat Person jperson@csub.edu	1500	Session I: Aug 22 – Oct 16 Tues/Thurs, 6:30p-9p - Location: SCI 3 - 108 Wednesdays 6:30p-9:30p - Location: SCI 3 - 123
83403	NURS 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person jperson@csub.edu	1500	Session II: Oct 17 – Dec 13 Tues/Thurs, 6:30p-9p - Location: SCI 3 - 108 Wednesdays 6:30p-9:30p - Location: SCI 3 - 123
83404	NURS 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person jperson@csub.edu	3000	Full Term: Aug 22 – Dec 13 Tues/Thurs, 6:30p-9p - Location: SCI 3 - 108 Wednesdays 6:30p-9:30p - Location: SCI 3 - 123

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
83405	MGMT 8010 Intro to Project Management (1.2)	R.D. Kissinger	400	Aug 23 – Sep 12
83406	MGMT 8020 Project Planning & Scheduling (1.6)	R.D. Kissinger	500	Sept 13 – Oct 10
83407	MGMT 8030 Managing the Project Team (1.2)	R.D. Kissinger	400	Oct 11 – Oct 31
83408	MGMT 8040 Project Procurement and Quality Management (1.2)	R.D. Kissinger	400	Nov 01 – Nov 21
83409	MGMT 8050 Project Ethics and Risk Management (1.2)	R.D. Kissinger	400	Nov 22 – Dec 12

Textbook list on next page.

REQUIRED TEXTBOOKS

Drug & Alcohol Studies

BEHS 8000	No textbooks required
BEHS 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
BEHS 8020	<ul style="list-style-type: none"> • Uppers, Downers, and All Arounders by Inaba and Cohen, 8th edition
BEHS 8030	<ul style="list-style-type: none"> • Issues & Ethics in the Helping Profession by Corey, Gerald et al., 10th edition
BEHS 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)
BEHS 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
BEHS 8060	<ul style="list-style-type: none"> • Becoming Naturally Therapeutic by Small, Jacquelyn, revised edition • The Resilient Practitioner: Burnout and Compassion Fatigue Prevention and Self-Care Strategies for the Helping Professions by Skovholt and Trotter-Mathison, 3rd edition
BEHS 8070	<ul style="list-style-type: none"> • Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by Herdman, John, 8th edition
BEHS 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

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

Occupational Safety & Risk Management

BA 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

NURS 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

MGMT 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