



DRUG AND ALCOHOL STUDIES

SESSION I: AUGUST 26 – OCTOBER 18

Date | Time |
Location | Cost

BEHS 8010 Introduction to Chemical Dependency Counseling (4.5)

Class Nbr: 83306 Instructor: Beverly Rhodes brhodes@csub.edu

Required Textbook

- Substance Abuse: Information for School Counselors, Social Workers, and Counselors (6th Edition) by Fisher and Harrison

Mon/Wed, 6p – 9p
Location: BDC 401C
Cost: \$500

BEHS 8040 Introduction to Case Management (4.5)

Class Nbr: 83307 Instructor: Eric Moss emoss@csub.edu

Required Textbook

- Global Criteria: The 12 Core Functions of the Substance Abuse Counselor (7th Edition) by Herdman, J. W.

Tues/Thurs, 6p – 9p
Location: DDH 105H
Cost: \$500

BEHS 8050 Chemical Dependency Counseling: Individual, Family, and Group (4.5)

Class Nbr: 83310 Instructor: John French jfrench@csub.edu

Required Textbook

- Substance Abuse Counseling: Theory and Practice (6th Edition) by Stevens, P. and Smith, R. L.
- Motivational Interviewing and Stages of Change: Integrating Best Practices for Substance Abuse Professionals (1st Edition) by Tomlin, K. M. and Richardson, H.

Mon/Wed, 6p – 9p
Location: RNEC 102
Cost: \$500

BEHS 8090 Chemical Dependency Assessment (4.5)

Class Nbr: 83311 Instructor: Leslie Rich lrich1@csub.edu

Required Textbook

- Co-Occurring Disorders: Integrated Assessment and Treatment of Substance Use and Mental Disorders by Atkins, Charles
- Diagnostic and Statistical Manual of Mental Disorders (5th Edition) by American Psychiatric Association
- DSM-5 Insanely Simplified: Unlocking the Spectrums within DSM-5 and ICD-10 by Buser et al.

Tues/Thurs, 6p – 9p
Location: BDC 401C
Cost: \$500

SESSION II: OCTOBER 21 – DECEMBER 18

Date | Time |
Location | Cost

BEHS 8000 Professional Writing (2)

Class Nbr: 83308 Instructor: Eric Moss emoss@csub.edu

Mon/Wed, 6p – 7:30p
Location: TBA
Cost: \$500

BEHS 8020 Physiology & Pharmacology (4.5)

Class Nbr: 83312 Instructor: Dr. Sarah Appleton sapleton3@csub.edu

Required Textbook

- Uppers, Downers, and All Arounders (8th Edition) by Inaba, D.S and Cohen, W. E.

Tues/Thurs, 6p-9p
Location: SCI III-104
Cost: \$500

BEHS 8030 Law & Ethics (4.5)

Class Nbr: 83309 Instructor: Dr. Aroldo Orantes aorantes@csub.edu

Required Textbook

- Issues & Ethics in the Helping Profession (10th Edition) by Corey et al

Tues/Thurs, 6p-9p
Location: BDC 401C
Cost: \$500

BEHS 8060 Personal & Professional Growth (4.5)

Class Nbr: 83313 Instructor: Jaimi Banks jbanks@csub.edu

Required Textbook

- Becoming Naturally Therapeutic (Revised Edition) by Small, J.

Mon/Wed, 6p-9p
Location: BDC 401C
Cost: \$500

ALL SEMESTER: AUGUST 26 – DECEMBER 18

Date | Time |
Location | Cost

BEHS 8070 Practicum (4.5)

Class Nbr: 83314 Instructor: Beverly Rhodes brhodes@csub.edu

Required Textbook

- Global Criteria: The 12 Core Functions of the Substance Abuse Counselor (7th Edition) by Herdman, J. W.

Thursdays, 6p – 9p
Location: DDH 110K
Cost: \$550

GEOGRAPHIC INFORMATION SYSTEM

Date | Time | Location | Cost

GEOG 8000 GIS Fundamentals (4.5)

Class Nbr: 83318 Instructor: Manda Wood mwood17@csub.edu

August 26 – October 28
Tuesdays, 6p-9p
Location: WSL, Cmptr Lab 16
Cost: \$850

GEOG 8010 Introduction to Map Design (4.5)

Class Nbr: 83320 Instructor: Suzanne Baehr sbaehr@csub.edu

November 11 – December 16
Tuesdays, 6p-9p
Location: SCI II-176
Cost: \$850

HUMAN RESOURCE MANAGEMENT

Date | Time | Location | Cost

BA 8041 Managing Human Resources (3)

Class Nbr: 83315 Instructor: Tom See tsee@csub.edu

Required Textbook

- Human Resource Management/People, Data, and Analytics by Bauer, T. et al.

August 26 – December 18
Tuesdays, 6p – 8p
Location: DLC 402D
Cost: \$850

OCCUPATIONAL SAFETY & RISK MANAGEMENT

Date | Time | Location | Cost

BA 8005 Occupational Safety & Risk Management Corequisite (.5) – New students must register for this course

Class Nbr: 83322 Instructor: Geoff Butler gbutler1@csub.edu

Online
Cost: \$100

BA 8020 Occupational Safety & Risk Management - Foundation (2)

Class Nbr: 83323 Instructor: Lee'o Whisenant lwhisenant@csub.edu

Required Textbooks

- Occupational Safety and Health for Technologists, Engineers, and Managers (9th Edition) by Goetsch, D.
- Human Factors and Behavioural Safety (1st Edition) by Stranks, J.

August 26 – October 18
Tuesdays, 6p – 8:30p
Location: SCI III-101
Cost: \$700

BA 8010 Occupational Safety & Risk Management - General (2)

Class Nbr: 83324 Instructor: Quinlan Brown qbrown1@csub.edu

Required Textbooks

- Occupational Safety and Health for Technologists, Engineers, and Managers (9th Edition) by Goetsch, D.
- Human Factors and Behavioural Safety (1st Edition) by Stranks, J.

October 21 – December 18
Tuesdays, 6p – 8:30p
Location: SCI III-101
Cost: \$700

PHARMACY TECHNICIAN

Date | Time | Location | Cost

NURS 8010 Introduction to Pharmacy Technician (8)

Class Nbr: 83332 Instructor: J. Pat Person jperson@csub.edu

Required Textbook

- Pharmacy Calculations for Technicians (6th edition) by Ballington and McKennon
- Pharmacology for Technicians (6th edition) by Ballington and McKennon

August 26 – October 18
Tues/Thurs, 6:30p – 9p
Location: CB 105
Wed, 6:30p – 9:30p
Location: DDH 110K
Cost: \$1500

NURS 8020 Introduction to Pharmacology & Adv Calculations (8)

Class Nbr: 83334 Instructor: J. Pat Person jperson@csub.edu

Required Textbook

- Use same textbooks from NURS 8010

October 21 – December 18
Tues/Thurs, 6:30p – 9p
Location: CB 105
Wed, 6:30p – 9:30p
Location: DDH 110K
Cost: \$1500

PROJECT MANAGEMENT

All courses are taught by **Dr. R. Dohn Kissinger** and are offered completely online via Blackboard.

Dates | Cost

MGMT 8010 – Introduction to Project Management (1.2)

Class Nbr: 83183

Required Textbooks

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th Edition, Project Management Institute, 2017

Aug 27 – Sept 16
Cost: \$300

MGMT 8020 – Project Planning & Scheduling (1.6)**Class Nbr: 83184**

Required Textbooks

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th Edition, Project Management Institute, 2017
- Microsoft Project 2016 Step by Step, Microsoft Press, 2016

Sept 17 – Oct 14
Cost: \$400**MGMT 8030 – Managing the Project Team (1.2)****Class Nbr: 83185**

Required Textbooks

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th Edition, Project Management Institute, 2017
- The Team Handbook, 3rd Edition, Oriel, 2003

Oct 15 – Nov 04
Cost: \$300**MGMT 8040 – Project Procurement and Quality Management (1.2)****Class Nbr: 83186**

Required Textbooks

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th Edition, Project Management Institute, 2017
- The Team® Handbook, Third Edition, Oriel, 2003

Nov 05 – Nov 25
Cost: \$300**MGMT 8050 – Project Ethics and Risk Management (1.2)****Class Nbr: 83187**

Required Textbooks

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th Edition, Project Management Institute, 2017
- Tom Kendrick, Identifying and Managing Project Risk, Third Edition, AMACOM, 2015
- John C. Maxwell, Ethics 101: What Every Leader Needs to Know, Center Street, 2005

Nov 26 – Dec 16
Cost: \$300**DROP POLICY FOR FALL 2019 SEMESTER**

16-Week Session	8-Week Session I	8-Week Session II	
Sept 04	Aug 30	Oct 25	Last day to add classes
Sept 23	Sept 06	Nov 01	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 08	Sept 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 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 FOR FALL 2019 SEMESTER

	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 05
No refund after	September 16	September 10	November 05

Project Management Certificate Program

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
Includes weekend and holidays.	