



DRUG AND ALCOHOL STUDIES

Session I (August 24 – October 18)

BEHS 8000 Professional Writing (2)

Class Nbr: **83205** Cost: \$550
Instructor: Eric Moss emoss@csub.edu
Days/Time: 6p-7:30p on the following dates 8/24, 8/26, 9/9, 9/16, 9/23, 9/30, 10/7, 10/12, 10/14
Location: Class will meet on Canvas/Zoom.

BEHS 8040 Introduction to Case Management (4.5)

Class Nbr: **83207** Cost: \$550
Instructor: Eric Moss emoss@csub.edu
Days/Time: Tuesdays & Thursdays, 6:00p – 9:00p
Location: Class will meet on Canvas/Zoom

BEHS 8050 Chemical Dependency Counseling: Individual, Family, and Group (4.5) – Prerequisite: BEHS 8080

Class Nbr: **83209** Cost: \$550
Instructor: Dr. Sarah Appleton sappleton3@csub.edu
Days/Time: Mondays & Wednesdays, 6:00p – 9:00p
Location: Class will meet on Canvas/Zoom

BEHS 8090 Chemical Dependency Assessment (4.5)

Class Nbr: **83210** Cost: \$550
Instructor: Leslie Rich lrich1@csub.edu
Days/Times: Tuesdays & Thursdays, 6:00p – 9:00p
Location: Class will meet on Canvas/Zoom

Session II (October 19 – December 16)

BEHS 8010 Introduction to Chemical Dependency Counseling (4.5)

Class Nbr: **83206** Cost: \$550
Instructor: Beverly Rhodes brhodes@csub.edu
Days/Time: Mondays & Wednesdays, 6:00p – 9:00p
Location: Class will meet on Canvas/Zoom.

BEHS 8030 Law and Ethics (4.5)

Class Nbr: **83208** Cost: \$550
Instructor: Victor Hinojos vhinojos@csub.edu
Location: Online via Canvas

BEHS 8020 Physiology & Pharmacology (4.5)

Class Nbr: **83211** Cost: \$550
Instructor: Dr. Aroldo Orantes aorantes@csub.edu
Days/Time: Tuesdays & Thursdays, 6:00p – 9:00p
Location: Class will meet on Canvas/Zoom

BEHS 8060 Personal & Professional Growth (4.5)

Class Nbr: **83212** Cost: \$550
Instructor: John French jfrench@csub.edu
Days/Time: Mondays & Wednesdays, 6:00p – 9:00p
Location: Class will meet on Canvas/Zoom

All Semester (August 24 – December 16)

BEHS 8070 Practicum: Supervised Field Placement (4.5)

Class Nbr: **83213** Cost: \$600 Instructor: John French jfrench@csub.edu
Day/Time: Tuesdays, 6:00p – 9:00p Location: Class will meet on Canvas/Zoom

GEOGRAPHIC INFORMATION SYSTEM

Session I (August 24 – November 1)

GEOG 8000 GIS Fundamentals (4.5)

Class Nbr: **83302** Cost: \$925
Instructor: Christopher Schultz cschultz3@csub.edu
Day/Time: Thursdays, 6:00p – 8:00p
Location: Online via Canvas/Zoom

Session II (November 9 – January 24)

GEOG 8010 Introduction to Map Design (4.5)

Class Nbr: **83435** Cost: \$925
Instructor: Suzanne Baehr sbaehr@csub.edu
Day/Time: Tuesdays, 6:00p – 9:00p
Location: Online via Canvas/Zoom

HUMAN RESOURCE MANAGEMENT

BA 8041 Managing Human Resources (3)

Class Nbr: **83310** Cost: \$850 Instructor: Tom See tsee@csub.edu
Date/Time: Tuesdays, 6:00p – 8:00p Location: Class will meet on Canvas/Zoom

OCCUPATIONAL SAFETY & RISK MANAGEMENT

Session I (August 24 – October 18)

BA 8005 Occupational Safety & Risk Mgmt Corequisite (0.5)

Class Nbr: **83369** Cost: \$100
Instructor: Lee'o Whisenant lwhisenant@csub.edu
Location: Online via Canvas

BA 8011 Occupational Safety & Risk Mgmt – Core (2)

Class Nbr: **83370** Cost: \$700
Instructor: Lee'o Whisenant lwhisenant@csub.edu
Days/Time: Tuesdays, 6p – 8:30p
Class will meet on Canvas/Zoom.

Session II (October 19 – December 16)

BA 8005 Occupational Safety & Risk Mgmt Corequisite (0.5)

Class Nbr: **83371** Cost: \$100
Instructor: Lee'o Whisenant lwhisenant@csub.edu
Location: Online via Canvas

BA 8020 Occupational Safety & Risk Mgmt – Foundation (2)

Class Nbr: **83372** Cost: \$700
Instructor: Lee'o Whisenant lwhisenant@csub.edu
Days/Time: Tuesdays, 6p – 8:30p
Class will meet on Canvas/Zoom.

PHARMACY TECHNICIAN

Session I (August 24 – October 18)

NURS 8010 Introduction to Pharmacy Technician (8)

Class Nbr: **83312** Cost: \$1500
Instructor: Pat Person iperson@csub.edu
Location: Online via Canvas

Session II (October 19 – December 16)

NURS 8020 Intro to Pharmacology & Adv Calculations (8)

Class Nbr: **83314** Cost: \$1500
Instructor: Pat Person iperson@csub.edu
Location: Online via Canvas

All Semester (August 24 – December 16)

NURS 8030 Pharmacy Technician Certification Exam Preparation (8)

Class Nbr: 83367 Cost: \$3000, plus \$20 Professional Liability Insurance
Instructor: Pat Person iperson@csub.edu
Location: Mon/Thurs - Online via Canvas
Lab: Wednesdays, 6:30p – 9:30p Room: SCI I - 408 (social distance & masks required)

PROJECT MANAGEMENT

MGMT 8010 Introduction to Project Management (1.2)

Class Nbr: **83320** Dates: 08/25-09/14 Cost: \$400

MGMT 8020 Project Planning & Scheduling (1.6)

Class Nbr: **83321** Dates: 09/15-10/12 Cost: \$500

MGMT 8030 Managing the Project Team (1.2)

Class Nbr: **83322** Dates: 10/13-11/02 Cost: \$400

MGMT 8040 Project Procurement and Quality Management (1.2)

Class Nbr: **83324** Dates: 11/03-11/23 Cost: \$400

MGMT 8050 Project Ethics and Risk Management (1.2)

Class Nbr: **83325** Dates: 11/24-12/14 Cost: \$400

Instructor: R. Dohn Kissinger rdkissinger@att.net

Location: Online via Canvas canvas.csub.edu

ACADEMIC CALENDAR - 2020

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|-----------------|---|
| July 15 | Registration Begins |
| August 24 | First Day of Classes |
| September 07 | HOLIDAY – Labor Day – Campus Closed |
| September 21 | Census Day |
| October 26 | Registration for continuing students begins (Spring 2021) |
| November 11 | HOLIDAY – Veterans Day – Campus Closed |
| Nov 26 – 27 | HOLIDAY – Thanksgiving – Campus Closed |
| Dec 22 – Jan 20 | Winter Break |

DROP POLICY FOR FALL 2020 SEMESTER

| 16-Week Session | 8-Week Session I | 8-Week Session II | |
|-----------------|------------------|-------------------|---|
| Sept 02 | Aug 28 | Oct 23 | Last day to add classes |
| Sept 21 | Sept 07 | Nov 02 | 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 09 | Sept 28 | Nov 23 | 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

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|--------------------------------|---|
| 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 2020 SEMESTER

| | 16-Week Session | 8-Week Session I | 8-Week Session II |
|--------------------------|-----------------|------------------|-------------------|
| 100% refund on or before | August 28 | August 28 | October 23 |
| 60% refund on or before | September 14 | September 08 | November 03 |
| No refund after | September 14 | September 08 | November 03 |

Project Management Certificate Program

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|-------------|---|
| 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.

REQUIRED TEXTBOOKS

Drug & Alcohol Studies

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| 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, 7th 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) |
| BEHS 8050 | <ul style="list-style-type: none">Substance Abuse Counseling Theory and Practice by Stevens, P. and Smith, R. L., 6th editionMotivational Interviewing and Stage 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 editionThe Resilient Practitioner: Burnout and Compassion Fatigue Prevention and Self-Care Strategies for the Helping Professions by Skovholt and Trotter-Mathison |
| BEHS 8070 | <ul style="list-style-type: none">Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by Herdman, John, 7th edition |
| BEHS 8090 | <ul style="list-style-type: none">Co-Occurring Disorders: Integrated Assessment and Treatment of Substance Use and Mental Disorders by Atkins, Charles, 1st editionDiagnostic Statistical Manual of Mental Disorders by American Psychiatric Association, 5th editionDSM-5 Insanely Simplified: Unlocking the Spectrums within DSM-5 and ICD-10 by Buser, Steven and Cruz, L. |

Geographic Information Systems

GEOG 8000/8010 No textbook required

Human Resources Management

BA 8041

- Human Resource Management/People, Data, and Analytics by Bauer, 1st edition

Occupational Safety & Risk Management

BA 8005/8011/8020

- Occupational Safety and Health for Technologists, Engineers, and Managers by Goetsch, David, 9th edition
- Human Factors and Behavioural Safety by Stranks, Jeremy, 1st edition

Pharmacy Technician

NURS 8010/8020/8030

- Pharmacy Calculations for Technicians by Ballington, Don and McKennon, S. 6th 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 2016 Step by Step by Chatfield, Carl and Johnson, T., 1st edition
- 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