



CHANGE MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT

Session I (January 25 – March 21)

CMOD 8200 CMOD Foundations (2)Class Nbr: **33205** Cost: \$800Instructor: Nathan Hunt nhunt2@csub.edu

Days/Time: Wednesdays 6:00p-8:30p

Location: Online via Canvas/Zoom

Session II (March 22 – May 22)

CMOD 8201 CMOD TheoryClass Nbr: **33206** Cost: \$800Instructor: Nathan Hunt nhunt2@csub.edu

Days/Time: Wednesdays 6:00p-8:30p

Location: Online via Canvas/Zoom

DRUG AND ALCOHOL STUDIES

Session I (January 25 – March 21)

BEHS 8000 Professional Writing (2)Class Nbr: **33065** Cost: \$550Instructor: Eric Moss emoss@csub.edu

Days/Time: Mon/Wed 6:00p – 7:30p (hybrid)

Location: Online via Canvas/Zoom

BEHS 8040 Introduction to Case Management (4.5)Class Nbr: **33068** Cost: \$550Instructor: Eric Moss emoss@csub.edu

Days/Time: Tues/Thurs 6:00 – 9:00 p.m.

Location: Online via Canvas/Zoom

BEHS 8060 Personal & Professional Growth (4.5)Class Nbr: **33074** Cost: \$550Instructor: John French jfrench@csub.edu

Days/Time: Mon/Wed 6:00 – 9:00 p.m.

Location: Online via Canvas/Zoom

BEHS 8080 Basic Counseling Theories (4.5)*This course is 10 weeks long (01/25-04/01)*Class Nbr: **33075** Cost: \$550Instructor: Dr. Sarah Appleton sapleton3@csub.edu

Day/Time: Tues/Thurs 6:00p – 8:00p

Location: Online via Canvas/Zoom

Session II (March 22 – May 22)

BEHS 8010 Introduction to Chemical Dependency Counseling (4.5)Class Nbr: **33072** Cost: \$550Instructor: Christina Cornejo-Felix ccornejo@csub.edu

Days/Time: Tues/Thurs 6:00 – 9:00 p.m.

Location: Online via Canvas/Zoom

BEHS 8030 Law and Ethics (4.5)Class Nbr: **33073** Cost: \$550Instructor: Victor Hinojos vhinojos@csub.edu

Days/Time: Mon/Wed 6:00 – 9:00 p.m.

Location: Online via Canvas/Zoom

BEHS 8090 Chemical Dependency Assessment (4.5)Class Nbr: **33076** Cost: \$550Instructor: Leslie Rich lrich1@csub.edu

Days/Time: Mon/Wed 6:00 – 9:00 p.m.

Location: Online via Canvas/Zoom

All Semester (January 21 – May 19)

BEHS 8070 Practicum (4.5)Class Nbr: **32631** Cost: \$600Instructor: Beverly Rhodes brhodes@csub.edu

Days/Time: Tuesdays 6:00 – 9:00 p.m.

Location: Online via Canvas/Zoom

GEOGRAPHIC INFORMATION SYSTEM

GEOG 8010 Introduction to Map Design (4.5)*Continued from Fall term*Instructor: Suzanne Baehr sbaehr@csub.edu

Date/Time: 11/09-1/24; Tuesdays 6:00p – 8:00p

Location: Online via Canvas/Zoom

GEOG 8020 Web GIS & Field Data Collection (4.5)Class Nbr: **33088** Cost: \$925Instructor: Christopher Schultz cschultz3@csub.edu

Date/Time: 02/01-5/02; Tuesdays 6:00p – 8:00p

Location: Online via Canvas/Zoom

HUMAN RESOURCE MANAGEMENT

BA 8042 California Labor Laws & Regulations (3)

Class Nbr: **33077** Cost: \$850 Instructor: Tom See tsee@csub.edu
Date/Time: 01/25-5/22; Tuesdays 6:00 – 8:00 p.m. Location: Online via Canvas/Zoom

OCCUPATIONAL SAFETY & RISK MANAGEMENT

Session I (January 25 – March 21)

BA 8005 Occupational Safety & Risk Mgmt Corequisite (0.5)

Class Nbr: **33078** Cost: \$100
Instructor: Lee'o Whisenant lwhisenant@csub.edu
Location: Online via Canvas

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

Class Nbr: **33080** Cost: \$700
Instructor: Daniel Bustos dbustos2@csub.edu
Day/Time: Tuesdays, 6:00p – 8:30p
Location: Online via Canvas/Zoom

Session II (March 22 – May 22)

BA 8005 Occupational Safety & Risk Mgmt Corequisite (0.5)

Class Nbr: **33079** Cost: \$100
Instructor: Lee'o Whisenant lwhisenant@csub.edu
Location: Online via Canvas

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

Class Nbr: **33081** Cost: \$700
Instructor: Lee'o Whisenant lwhisenant@csub.edu
Day/Time: Tuesdays, 6:00p – 8:30p
Location: Online via Canvas/Zoom

PHARMACY TECHNICIAN

Session I (January 25 – March 21)

NURS 8010 Introduction to Pharmacy Technician (8)

Class Nbr: **33082** Cost: \$1500
Instructor: Pat Person jperson@csub.edu
Lecture: Tues/Thurs 6:30p – 9:00p
Lab: Wednesdays, 6:30p – 9:30p
Location: Online via Canvas/Zoom

Session II (March 22 – May 22)

NURS 8020 Intro to Pharmacology & Adv Calculations (8)

Class Nbr: **33084** Cost: \$1500
Instructor: Pat Person jperson@csub.edu
Lecture: Tues/Thurs 6:30p – 9:00p
Lab: Wednesdays, 6:30p – 9:30p
Location: Online via Canvas/Zoom

All Semester (January 25 – May 22)

NURS 8030 Pharmacy Technician Certification Exam Preparation (8)

Class Nbr: **33086** Cost: \$3000 Instructor: Pat Person jperson@csub.edu
Date/Time: *Lecture:* Tues/Thurs 6:30p – 9:00 p.m. Location: Online via Canvas/Zoom
Lab: Wed 6:30p – 9:30p Location: SCI I-408 computer lab

PROJECT MANAGEMENT

MGMT 8010 Introduction to Project Management (1.2)

Class Nbr: **33090** Dates: 01/26-02/15 Cost: \$400

MGMT 8020 Project Planning & Scheduling (1.6)

Class Nbr: **33091** Dates: 02/16-03/15 Cost: \$500

MGMT 8030 Managing the Project Team (1.2)

Class Nbr: **33092** Dates: 03/16-04/05 Cost: \$400

MGMT 8040 Project Procurement and Quality Management (1.2)

Class Nbr: **33093** Dates: 04/06-04/26 Cost: \$400

MGMT 8050 Project Ethics and Risk Management (1.2)

Class Nbr: **33094** Dates: 04/24-05/17 Cost: \$400

Instructor: R. Dohn Kissinger rdkissinger@att.net
Location: Online via Canvas <https://canvas.csub.edu/>

WORKERS' COMPENSATION LAW

Session I (January 25 – March 21)

BA 8090 Introduction to Workers' Compensation Law (2)

Class Nbr: **33114** Cost: \$850
Instructor: Joel Sherman jsherman@csub.edu
Date/Time: Thursdays, 6:00 – 8:30 p.m.
Location: Online via Canvas/Zoom <https://canvas.csub.edu/>

Session II (March 22 – May 22)

BA 8100 Advanced Workers' Compensation Law (2)

Class Nbr: **33115** Cost: \$850
Instructor: Joel Sherman jsherman@csub.edu
Date/Time: Thursdays, 6:00 – 8:30 p.m.
Location: Online via Canvas/Zoom <https://canvas.csub.edu/>

IMPORTANT INFORMATION

ACADEMIC CALENDAR – 2020

October 26	Registration begins
January 18	Holiday – Martin Luther King, Jr. Day – Campus Closed
January 25	First Day of Classes
February 19	Census Day
March 29-April 04	Spring Semester Break
March 31	Holiday – Cesar Chavez Day – Campus Closed
April 19	Registration for Continuing Students Begins (for Summer 2021 and Fall 2021)
April 26	Registration for New Students Begins (for Fall 2021)
May 31	Holiday – Memorial Day – Campus Closed

DROP POLICY FOR SPRING 2021 SEMESTER

16-Week Session	8-Week Session I	8-Week Session II	
Feb 03	Jan 29	Mar 26	Last day to add classes
Feb 19	Feb 05	Apr 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
Apr 16	Feb 26	Apr 30	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 SPRING 2021 SEMESTER

	16-Week Session	8-Week Session I	8-Week Session II
100% refund on or before	January 29	January 29	March 26
60% refund on or before	February 15	February 09	April 06
No refund after	February 15	February 09	April 06

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.

REQUIRED TEXTBOOKS

Change Management and Organizational Development

CMOD 8200/8201

- Anderson, Donald L. (2017). *Organization Development: The Process of Leading Organizational Change*. Fifth Edition. Sage Publications, Inc. 2017.
- Cameron, Esther and Green, Mike (2020). *Making Sense of Change Management: A complete guide to the models, tools and techniques of organizational change*. Fifth Edition. New York, NY: Kogan Page, 2020
- Hayes, John (2018). *The Theory and Practice of Change Management*. Fifth Edition. Palgrave, 2018

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 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 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 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, 7th edition
BEHS 8080	<ul style="list-style-type: none"> • Becoming Naturally Therapeutic by Small, Jacquelyn, revised edition • Theory and Practice of Counseling and Psychotherapy by Corey, Gerald, 10th 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 edition • Diagnostic Statistical Manual of Mental Disorders by American Psychiatric Association, 5th edition

Geographic Information Systems

GEOG 8010/8020 - No textbook required

Human Resources Management

BA 8042 - California Labor Law Digest by California Chamber of Commerce and Mike McCluskey, most recent edition

Occupational Safety & Risk Management

BA 8005/8010/8011

- 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

- 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 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

Workers' Compensation Law

BA 8090/8100 - California Workers' Compensation Handbook: A Practical Guide to the Workers' Compensation Law of California by Herlick, Stanford, most recent edition