



IMPORTANT INFORMATION

ACADEMIC CALENDAR - Fall 2021

FULL TERM: AUGUST 23 – DECEMBER 14

SESSION I: AUGUST 23 – OCTOBER 15

SESSION II: OCTOBER 18 – DECEMBER 14

August 23	First Day of Classes
September 6	Holiday – Labor Day – Campus Closed
September 20	Census Day
October 25	Registration for Continuing Students Begins (for Spring 2022)
November 11	Holiday – Veterans Day Observed – Campus Closed
November 25-26	Holiday – Thanksgiving – Campus Closed
December 16-17	Grades Due

DROP POLICY FOR FALL 2021 SEMESTER

16-Week Session	8-Week Session I	8-Week Session II	
Sep 01	Aug 27	Oct 22	Last day to add classes
Sep 20	Sep 03	Oct 29	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	Sep 24	Nov 19	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 2021 SEMESTER

	16-Week Session	8-Week Session I	8-Week Session II
100% refund on or before	August 27	August 27	October 22
60% refund on or before	September 13	September 07	November 02
No refund after	September 13	September 07	November 02

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

CHANGE MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT - CANCELLED

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83453	CMOD 8200 CMOD Foundations (2)	Nathan Hunt nhunt2@csub.edu	800	Session I: Aug 23 – Oct 15 Tuesdays, 6p-8:30p Location: SCI III – 104 and Online
83454	CMOD 8201 CMOD Theory (2)	Nathan Hunt nhunt2@csub.edu	800	Session II: Oct 18 – Dec 14 Tuesdays, 6p-8:30p Location: SCI III – 104 and Online

DRUG AND ALCOHOL STUDIES

SESSION I (August 23 – October 15)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83442	BEHS 8000 Professional Writing (2)	Eric Moss emoss@csub.edu	550	Mon/Wed, 6p-7:30p Location: Online
83443	BEHS 8040 Intro to Case Management (4.5)	Eric Moss emoss@csub.edu	550	Tues/Thurs, 6p-9p Location: Online
83444	BEHS 8050 Chemical Dependency Counseling: Individual, Family, & Group (4.5)	John French jfrench@csub.edu	550	Mon/Wed, 6p-9p Location: BDC 401C
83445	BEHS 8090 Chemical Dependency Assessment (4.5)	Jaimi Banks jbanks@csub.edu	550	Tues/Thurs, 6p-9p Location: SCI II - 180
SESSION II (October 18 – December 14)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83446	BEHS 8010 Intro to Chemical Dependency Counseling (4.5)	Beverly Rhodes brhodes@csub.edu	550	Mon/Wed, 6p-9p Location: Online
83447	BEHS 8030 Law & Ethics (4.5)	Victor Hinojos vhinojos@csub.edu	550	Tues/Thurs, 6p-9p Location: Online
83448	BEHS 8020 Physiology & Pharmacology (4.5)	Vanessa Seymour vwilson7@csub.edu	550	Tues/Thurs, 6p-9p Location: Online
83449	BEHS 8060 Personal & Professional Growth (4.5)	John French jfrench@csub.edu	550	Mon/Wed, 6p-9p Location: BDC 401C
FULL SEMESTER (August 23 – December 14)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83450	BEHS 8070 Practicum (4.5)	John French jfrench@csub.edu	600	Tuesdays, 6p-9p Location: BDC 154B

GEOGRAPHIC INFORMATION SYSTEMS

Location: All courses will be taught online via Canvas <http://canvas.csub.edu/>

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME
83465	GEOG 8110 Thinking Spatially – The Fundamentals of GIS (2)	Chris Schultz cschultz3@csub.edu	500	Aug 23 – Oct 03 Tuesdays, 6p-9p
83466	GEOG 8120 Principles of Cartography (2)	Suzanne Baehr sbaehr@csub.edu	500	Oct 04 – Nov 14 Tuesdays, 6p-9p
83467	GEOG 8130 Online Mapping – Intro to Web GIS (2)	Chris Schultz cschultz3@csub.edu	500	Nov 15 – Jan 02 Tuesdays, 6p-9p

HUMAN RESOURCE MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83452	BA 8041 Managing Human Resources (3)	Tom See tsee@csub.edu Adrian Nevarez anevarez@csub.edu	850	Full Term: Aug 23 – Dec 14 Tuesdays, 6p-8p Location: Online

OCCUPATIONAL SAFETY AND RISK MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83430	BA 8010 Occ Safety & Risk Mgmt – General (2)	Quinlan Brown qbrown1@csub.edu	700	Session I: Aug 23 – Oct 15 Location: BDC 165B Tuesdays, 6p – 8:30p
83431	BA 8011 Occ Safety & Risk Mgmt – Core (2)	Daniel Bustos dbustos2@csub.edu	700	Session II: Oct 18 – Dec 14 Location: BDC 165B Tuesdays, 6p – 8:30p

PHARMACY TECHNICIAN

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83434	NURS 8010 Intro to Pharmacy Technician (8)	J. Pat Person jperson@csub.edu	1500	Session I: Aug 23 – Oct 15 Tues/Thurs, 6:30p-9p - Location: SCI III - 101 Wednesdays 6:30p-9:30p - Location: SCI I - 408
83436	NURS 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person jperson@csub.edu	1500	Session II: Oct 18 – Dec 14 Tues/Thurs, 6:30p-9p - Location: SCI III - 101 Wednesdays 6:30p-9:30p - Location: SCI I - 408
83438	NURS 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person jperson@csub.edu	3000	Full Term: Aug 23 – Dec 14 Tues/Thurs, 6:30p-9p - Location: SCI III - 101 Wednesdays 6:30p-9:30p - Location: SCI I - 408

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
83342	MGMT 8010 Intro to Project Management (1.2)	R.D. Kissinger	400	Aug 24 – Sep 13
83426	MGMT 8020 Project Planning & Scheduling (1.6)	R.D. Kissinger	500	Sept 14 – Oct 11
83427	MGMT 8030 Managing the Project Team (1.2)	R.D. Kissinger	400	Oct 12 – Nov 11
83428	MGMT 8040 Project Procurement and Quality Management (1.2)	R.D. Kissinger	400	Nov 02 – Nov 22
83429	MGMT 8050 Project Ethics and Risk Management (1.2)	R.D. Kissinger	400	Nov 23 – Dec 13

WORKERS' COMPENSATION LAW - CANCELLED

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
83440	BA 8090 Intro to Workers' Comp Law (2)	Joel Sherman jsherman@csub.edu	850	Session I: Aug 23 – Oct 15 Mondays, 6p-8p Location: SCI III, room 102
83441	BA 8100 Advanced Workers' Comp Law (2)	Joel Sherman jsherman@csub.edu	850	Session II: Oct 18 – Dec 14 Mondays, 6p-8p Location: SCI III, room 102

Textbook list on next page.

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REQUIRED TEXTBOOKS

Change Management and Organizational Development - **CANCELLED**

~~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 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

Geographic Information Systems

GEOG 8010/8020/8030 - No textbook required

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 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 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

Workers' Compensation Law - **CANCELLED**

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