

SPRING 2022 CLASS SCHEDULE
ACADEMIC CALENDAR – SPRING 2022
FULL TERM: JANUARY 24 – MAY 20
SESSION I: JANUARY 24 – MARCH 18
SESSION II: MARCH 21 – MAY 20

November 8	Registration Begins (for Spring 2022)
January 17	Holiday – Martin Luther King, Jr. Day – Campus Closed
January 24	First Day of Classes
February 18	Census Day
March 31	Holiday – Cesar Chavez Day Observed – Campus Closed
April 10 – 17	Spring Semester Break
April 18	Registration Begins (for Summer 2022)
May 24-25	All Grades Due
May 30	Holiday – Memorial Day – Campus Closed

REFUND POLICY FOR SPRING 2022 SEMESTER

	16-WEEK 01/24-05/20	8-WEEK SESSION I 01/24-03/18	8-WEEK SESSION II 03/21-05/20
100% refund on or before	Aug 27	Aug 27	Oct 22
60% refund on or before	Sept 13	Sept 07	Nov 02
No refund after	Sept 13	Sept 07	Nov 02

Refund Policy for 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

Failure to withdraw from a course in which one is officially registered, but does not complete, will result in a grade of F or No Credit. Refunds are based on the date when the official withdrawal is received in the Extended Education office. If you need to drop a class, you may do so via your myCSUB account, in-person, email, fax or mail to the Extended Education office. The day you drop online or when the form is received is the official date of withdrawal and determines the amount of refund, if any. Allow up to six weeks for refunds to be processed. If you do not receive your refund by that time, please call the Extended Education office at 661.654.2441. A delay in dropping online or submitting required forms may result in a reduced refund and/or subject to \$25 administrative fee.

DROP POLICY FOR SPRING 2022
8-WEEK COURSE

SESSION I 01/24-3/18	SESSION II 3/21-5/20	
Jan 28	Mar 25	Last day to add classes
Feb 04	Apr 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
Feb 25	Apr 29	Last day to withdraw from classes for a serious and compelling reason; Withdrawals after this date require a petition of exception

16-WEEK COURSE (01/24-05/20)

Feb 02	Last day to add classes
Feb 18	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 22	Last day to withdraw from classes for a serious and compelling reason; Withdrawals after this date require a petition of exception

Drop Policy for 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.

AccessCSUB <https://www.csub.edu/accesscsub> AccessCSUB is the hub for all of your accounts at CSUB. Use the links on this site to login to Canvas for online courses and check your CSUB student email account. The university-assigned student email account is the official means of university communication with all students.

DRUG AND ALCOHOL STUDIES

SUBJ/CAT#	TITLE (UNITS)	CLASS NBR	COST	INSTRUCTOR	LOCATION	DATES AND TIMES
BEHS 8000	Professional Writing (2)	33101	550	Eric Moss emoss@csub.edu	Walter Stiern Library, Lab 5	Session I: 1/24 – 3/18 Tues/Thurs, 6p – 7:30p
BEHS 8040	Intro to Case Management (4.5)	33102	550	Eric Moss emoss@csub.edu	EXTU 401C	Session I: 1/24 – 3/18 Mon/Wed, 6p – 9p
BEHS 8080	Basic Counseling Theories (4.5)	33103	550	Javon Kemp jkemp3@csub.edu	DDH 146H	10-weeks: 1/24 – 4/01 Tues/Thurs, 6p – 8p
BEHS 8090	Chemical Dependency Assessment (4.5)	33138	550	Erica Ballesteros eballesteros@csub.edu	DDH 146H	Session I: 1/24 – 3/18 Mon/Wed, 6p – 9p
BEHS 8010	Intro to Chemical Dependency Counseling (4.5)	33104	550	Christina Cornejo-Felix ccornejo@csub.edu	Online	Session II: 3/21 – 5/20 Tues/Thurs, 6p – 9p
BEHS 8030	Law & Ethics (4.5)	33105	550	Victor Hinojos vhinojos@csub.edu	EXTU 401C	Session II: 3/21 – 5/20 Mon/Wed, 6p – 9p
BEHS 8060	Personal & Professional Growth (4.5)	33139	550	John French jfrench@csub.edu	DDH 146H	Session II: 3/21 – 5/20 Mon/Wed, 6p – 9p
BEHS 8070	Practicum (4.5)	33106	600	Beverly Rhodes brhodes@csub.edu	DDH 107K	Full Term: 1/24 – 5/20 Mondays, 6p – 9p

GEOGRAPHIC INFORMATION SYSTEMS Courses are online via Canvas <http://canvas.csub.edu/>

SUBJ/CAT#	TITLE (UNITS)	CLASS NBR	COST	INSTRUCTOR	LOCATION	DATES AND TIMES
GEOG 8140	Advanced Web GIS (2)	33050	500	Jacqui Martin jmartin12@csub.edu	Online	January 3 – February 13
GEOG 8150	Field Data Collection (2)	33051	500	Jacqui Martin jmartin12@csub.edu	Online	February 14 – March 27
GEOG 8160	Independent Research: Capstone Project (2)	33052	500	Christopher Schultz cschultz3@csub.edu	Online	March 28 – May 15

HUMAN RESOURCE MANAGEMENT Courses are online via Canvas <http://canvas.csub.edu/>

SUBJ/CAT#	TITLE (UNITS)	CLASS NBR	COST	INSTRUCTOR	LOCATION	DATES AND TIMES
BA 8042	California Labor Laws & Regulations (3)	33107	850	Adrian Nevarez anevarez@csub.edu	Online	Full Term: 1/24 – 5/20 Tuesdays, 6p-8p

OCCUPATIONAL SAFETY AND RISK MANAGEMENT

SUBJ/CAT#	TITLE (UNITS)	CLASS NBR	COST	INSTRUCTOR	LOCATION	DATES AND TIMES
BA 8020	Occ Safety & Risk Mgmt – Foundation (2)	33060	700	Quinlan Brown qbrown1@csub.edu	SCI III - 103	Session I: 1/24 – 3/18 Tuesdays, 6p – 8:30p
BA 8010	Occ Safety & Risk Mgmt – General (2)	33061	700	Daniel Bustos dbustos2@csub.edu	Romberg Nurs Bldg - 102	Session II: 3/21 – 5/20 Tuesdays, 6p – 8:30p

PHARMACY TECHNICIAN

SUBJ/CAT#	TITLE (UNITS)	CLASS NBR	COST	INSTRUCTOR	LOCATION	DATES AND TIMES
NURS 8010	Intro to Pharmacy Technician (8)	33122	1500	J. Pat Person jperson@csub.edu	Lec: BDC 401C Lab: SCI I-408	Session I: 1/24 – 3/18 Lec: Tues/Thurs, 6:30-9p Lab: Wed, 6:30-9:30p
NURS 8020	Intro to Pharmacology & Adv Calculation (8)	33124	1500	J. Pat Person jperson@csub.edu	Lec: BDC 401C Lab: SCI I-408	Session II: 3/21 – 5/20 Lec: Tues/Thurs, 6:30-9p Lab: Wed, 6:30-9:30p
NURS 8030	Pharmacy Tech Certification Exam Prep (8)	33126	3000	J. Pat Person jperson@csub.edu	Lec: BDC 401C Lab: SCI I-408	Full Term: 1/24 – 5/20 Lec: Tues/Thurs, 6:30-9p Lab: Wed, 6:30-9:30p

PROJECT MANAGEMENT Courses are online via Canvas <http://canvas.csub.edu/>

SUBJ/CAT#	TITLE (UNITS)	CLASS NBR	COST	INSTRUCTOR	LOCATION	DATES AND TIMES
MGMT 8010	Introduction to Project Management (1.2)	33108	400	R. Dohn Kissinger rdkissinger@att.net	Online	January 25 – February 14
MGMT 8020	Project Planning & Scheduling (1.6)	33109	500	R. Dohn Kissinger rdkissinger@att.net	Online	February 15 – March 14
MGMT 8030	Managing the Project Team (1.2)	33110	400	R. Dohn Kissinger rdkissinger@att.net	Online	March 15 – April 4
MGMT 8040	Project Procurement and Quality Mgmt (1.2)	33111	400	R. Dohn Kissinger rdkissinger@att.net	Online	April 5 – April 25
MGMT 8050	Project Ethics and Risk Management (1.2)	33112	400	R. Dohn Kissinger rdkissinger@att.net	Online	April 26 – May 16

WORKERS' COMPENSATION LAW

SUBJ/CAT#	TITLE (UNITS)	CLASS NBR	COST	INSTRUCTOR	LOCATION	DATES AND TIMES
BA 8090	Intro to Workers' Compensation Law (2)	33163	850	Joel Sherman jsherman@csub.edu	Romberg Nurs Bldg - 102	Session I: 1/24 – 3/18 Mondays, 6p-8p
BA 8100	Advanced Workers' Compensation Law (2)	33164	850	Joel Sherman jsherman@csub.edu	Romberg Nurs Bldg - 102	Session II: 3/21 – 5/13 Mondays, 6p-8p

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 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 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 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: 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 - No textbook required

Human Resources Management - BA 8042

- California Labor Law Digest, most current edition

Occupational Safety & Risk Management - BA 8010/8020

- 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

- 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

- | | |
|--|--|
| <ul style="list-style-type: none"> 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) | <ul style="list-style-type: none"> 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