



IMPORTANT INFORMATION

ACADEMIC CALENDAR - Spring 2024

FULL TERM: January 22 – May 17

SESSION I: January 22 – March 15

SESSION II: March 18 – May 17

January 15	Holiday – Martin Luther King, Jr. Day – Campus Closed
January 22	First Day of Classes
February 16	Census Day
March 24 - 31	Spring Semester Break
April 01	Holiday – Cesar Chavez Day – Campus Closed
May 21-22	Grades Due
May 27	Holiday – Memorial Day – Campus Closed

DROP POLICY

16-Week Session	8-Week Session I	8-Week Session II	
Jan 31	Jan 26	Mar 22	Last day to add classes
Feb 16	Feb 2	Mar 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
April 19	Feb 23	April 26	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

	16-Week Session	8-Week Session I	8-Week Session II
100% refund on or before	January 26	January 26	March 22
60% refund on or before	February 12	February 6	April 2
No refund after	February 12	February 6	April 3

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

DRUG AND ALCOHOL STUDIES

SESSION I (January 22 – March 15)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
	BHSX 8000 Professional Writing (2)	Eric Moss emoss@csub.edu	550	Mon/Wed, 6p-7:30p Location: ONLINE
	BHSX 8040 Intro to Case Management (4.5)	Victor Hinojos vhinojos@csub.edu	550	Tues/Thurs, 6p-9p Location: EXTU 401C
	BHSX 8060 Personal & Professional Growth (4.5)	John French jfrench@csub.edu	550	Mon/Wed, 6p-9p Location: EXTU 401C
	BHSX 8080 Basic Counseling Theories (4.5)	Eric Moss emoss@csub.edu	550	10-Week long course (Jan 23 – March 31) Thursdays, 6p-10p Location: RNEC 102
SESSION II (March 18 – May 17)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
	BHSX 8010 Intro to Chemical Dependency Counseling (4.5)	LaTisha Dewberry ldewberry@csub.edu	550	Tues/Thurs, 6p-9p Location: EXTU 401C
	BHSX 8030 Law & Ethics (4.5)	Deran Smith dsmith12@csub.edu	550	Mon/Wed 6p-9p Location: EXTU 401C
	BHSX 8090 Chemical Dependency Assessment (4.5)	Leslie Rich lrich1@csub.edu	550	Mon/Wed, 6p-9p Location: RNEC 102
FULL SEMESTER (January 22 – May 17)				
CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
	BHSX 8070 Practicum (4.5)	Beverly Rhodes brhodes@csub.edu	600	Tuesdays, 6p-9p Location: SCI III 213

HUMAN RESOURCE MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
	HRMX 8042 California Labor Laws & Regulations (3)	Adrian Nevarez anevarez@csub.edu	850	Full Term: Jan 22 – May 17 Tuesdays, 6p-8p Location: ONLINE

OCCUPATIONAL SAFETY AND RISK MANAGEMENT

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
	OSRX 8020 Occ Safety & Risk Mgmt. – Foundation (2)	Tyler Payne tpayne6@csub.edu	700	Session I: Jan 22 – March 15 Thursday, 6p – 8:30p Location: SCI III 120
	OSRX 8010 Occ Safety & Risk Mgmt. – Core (2)	Luis Vargas lvargas25@csub.edu	700	Session II: March 18 – May 17 Thursday, 6p – 8:30p Location: SCI III 120

PHARMACY TECHNICIAN

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
	PHTX 8010 Intro to Pharmacy Technician (8)	J. Pat Person jperson@csub.edu	1500	Session I: Jan 22 – March 15 Tues/Thurs, 6:30p-9p - Location: WSL 016 Wednesdays 6:30p-9:30p - Location: WSL 016
	PHTX 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person jperson@csub.edu	1500	Session II: March 18 – May 17 Tues/Thurs, 6:30p-9p - Location: WSL 016 Wednesdays 6:30p-9:30p - Location: WSL 016
	PHTX 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person jperson@csub.edu	3000	Full Term: Jan 22 – May 17 Tues/Thurs, 6:30p-9p - Location: WSL 016 Wednesdays 6:30p-9:30p - Location: WSL 016

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
	PJMX 8010 Intro to Project Management (1.2)	R.D. Kissinger	400	January 23 – February 12
	PJMX 8020 Project Planning & Scheduling (1.6)	R.D. Kissinger	500	February 13 – March 11
	PJMX 8030 Managing the Project Team (1.2)	R.D. Kissinger	400	March 12 – April 01
	PJMX 8040 Project Procurement and Quality Management (1.2)	R.D. Kissinger	400	April 02 – April 22
	PJMX 8050 Project Ethics and Risk Management (1.2)	R.D. Kissinger	400	April 23 – May 13

Workers' Compensation Law

CLASS NBR	SUBJECT CATALOG NBR TITLE UNITS	INSTRUCTOR	COST	DAYS TIME LOCATION
	WCLX 8090 Introduction to Workers' Compensation Law (2)	Elizabeth Barravecchia ebarravecchia@csub.edu	850	Session I: Jan 22 – March 15 Wednesday, 6p-8:30p Location: Online
	WCLX 8100 Advanced Workers' Compensation Law (2)	Elizabeth Barravecchia ebarravecchia@csub.edu	1500	Session II: March 18 – May 17 Wednesday, 6p-8:30p Location: Online

Textbook list on next page.

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REQUIRED TEXTBOOKS

Drug & Alcohol Studies

BHSX 8000	<ul style="list-style-type: none"> No textbooks required
BHSX 8010	<ul style="list-style-type: none"> Addictions Counseling Today Substances and Addictive Behaviors by Kevin G. Alderson
BHSX 8030	<ul style="list-style-type: none"> Issues & Ethics in the Helping Profession by Corey, Gerald et al., 10th edition
BHSX 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)
BHSX 8060	<ul style="list-style-type: none"> The Resilient Practitioner: Burnout and Compassion Fatigue Prevention and Self-Care Strategies for the Helping Professions by Skovholt and Trotter-Mathison, 3rd edition
BHSX 8070	<ul style="list-style-type: none"> Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by Herdman, John, 8th edition
BHSX 8080	<ul style="list-style-type: none"> Corey, Gerald (2016). Theory and Practice of Counseling and Psychotherapy (10th ed). Cengage Learning Small, Jacquelyn (1990). Becoming Naturally Therapeutic (3rd ed.) New York, New York: Bantam Books.
BHSX 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 – TR, by American Psychiatric Association, 5th edition-TR

Human Resources Management

HRMX 8042

- California Labor Law Digest by California Chamber of Commerce, 63rd edition, 2023; Most Recent Edition

Occupational Safety & Risk Management

OSRX 8010/8011

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

Pharmacy Technician (Optional)

PHTX 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

PJMX 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

WCLX 8090/8100

- California Workers' Compensation Handbook: A Practical Guide to the Workers' Compensation Law of California by Standford, H.; Most Recent Edition