



**IMPORTANT INFORMATION**

**ACADEMIC CALENDAR - Spring 2025**

**FULL TERM: January 21 – May 19**

**SESSION I: January 21 – March 16**

**SESSION II: March 17 – May 19**

January 20	<b>Holiday</b> – Martin Luther King, Jr. Day – Campus Closed
January 21	First Day of Classes
March 31	<b>Holiday</b> – Cesar Chavez Day – Campus Closed
April 13 - 20	<b>Spring Semester Break</b>
May 21	Grades Due
May 26	<b>Holiday</b> – Memorial Day – Campus Closed

**DROP POLICY**

16-Week Session	8-Week Session I	8-Week Session II	
Jan 30	Jan 24	Mar 21	Last day to add classes
Feb 17	Jan 31	Mar 28	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; <b>Census Day</b>
April 11	Feb 21	April 25	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 <sup>th</sup> 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 <sup>th</sup> 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 25	January 25	March 21
60% refund on or before	February 11	February 5	April 1
No refund after	February 11	February 5	April 1

*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 21 – March 16)				
CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
33065	BHSX 8000 Professional Writing (2)	Eric Moss <a href="mailto:emoss@csub.edu">emoss@csub.edu</a>	550	Mon/Wed, 6p - 7:30p Location: ONLINE
33063	BHSX 8020: Physiology & Pharmacology (4.5)	Castina Hurst <a href="mailto:churst2@csub.edu">churst2@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: EXTU 401C
33062	<b>CANCELED</b> BHSX 8040 Intro to Case Management (4.5)	Eric Moss <a href="mailto:emoss@csub.edu">emoss@csub.edu</a>	550	<b>CANCELED</b> Tues/Thurs, 6:30p - 9:30p Location: Music Bldg 113
33066	BHSX 8060 Personal & Professional Growth (4.5)	John French <a href="mailto:jfrench@csub.edu">jfrench@csub.edu</a>	550	Mon/Wed, 6p - 9p Location: EXTU 401C
SESSION II (March 17 – May 19)				
CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
33067	BHSX 8010 Intro to Chemical Dependency Counseling (4.5)	LaTisha Dewberry <a href="mailto:ldewberry@csub.edu">ldewberry@csub.edu</a>	550	Mon/Wed, 6p - 9p Location: EXTU 401C
33068	BHSX 8030 Law & Ethics (4.5)	Victor Hinojos <a href="mailto:vhinojos@csub.edu">vhinojos@csub.edu</a>	550	Tues/Thurs, 6:30p - 9:30p Location: Music Bldg 113
33102	BHSX 8080 Basic Counseling Theories (4.5)	Eric Moss <a href="mailto:emoss@csub.edu">emoss@csub.edu</a>	550	<b>10-Weeks (March 17 – May 30)</b> Tuesdays, 6p - 10p Location: EXTU 401C
33069	BHSX 8090 Chemical Dependency Assessment (4.5)	Alex Medina <a href="mailto:amedina27@csub.edu">amedina27@csub.edu</a>	550	Mon/Wed, 6p - 9p Location: EDUC 225
FULL SEMESTER (January 21 – May 19)				
CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
33070	BHSX 8070 Practicum (4.5)	John French <a href="mailto:jfrench@csub.edu">jfrench@csub.edu</a>	600	Tuesdays, 6p - 9p Location: WS Library Cmptr Lab 7

## HUMAN RESOURCE MANAGEMENT

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
33071	HRMX 8042 California Labor Laws & Regulations (3)	Adrian Nevarez <a href="mailto:anevarez@csub.edu">anevarez@csub.edu</a>	850	<b>Full Term: Jan 21 – May 15</b> Tuesdays, 6p - 8p Location: ONLINE

## OCCUPATIONAL SAFETY AND RISK MANAGEMENT

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
33072	OSRX 8011 Occupational Safety & Risk Management – Core (2)	Tyler Payne <a href="mailto:tpayne6@csub.edu">tpayne6@csub.edu</a>	700	<b>Session I: Jan 21 – March 14</b> Tuesday, 6p – 8:30p Location: ONLINE

33073	OSRX 8010 Occ Safety & Risk Mgmt. – General (2)	Tyler Payne <a href="mailto:tpayne6@csub.edu">tpayne6@csub.edu</a>	700	<b>Session II: March 17 – May 15</b> Tuesday, 6p – 8:30p Location: ONLINE
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## PHARMACY TECHNICIAN

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
33074	PHTX 8010 Intro to Pharmacy Technician (8)	J. Pat Person <a href="mailto:jperson@csub.edu">jperson@csub.edu</a>	1500	<b>Session I: Jan 21 – March 14</b> Tues/Thurs, 6:30p - 9p - Location: WSL 14 Wednesdays 6:30p - 9:30p - Location: WSL 14
33076	PHTX 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person <a href="mailto:jperson@csub.edu">jperson@csub.edu</a>	1500	<b>Session II: March 17 – May 15</b> Tues/Thurs, 6:30p - 9p - Location: WSL 14 Wednesdays 6:30p - 9:30p - Location: WSL 14
33078	PHTX 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person <a href="mailto:jperson@csub.edu">jperson@csub.edu</a>	3000	<b>Full Term: Jan 21 – May 15</b> Tues/Thurs, 6:30p - 9p - Location: WSL 14 Wednesdays 6:30p - 9:30p - Location: WSL 14

## PROJECT MANAGEMENT

Location: All courses will be taught online via Canvas <http://canvas.csub.edu/> by R. Dohn Kissinger [rdkissinger@att.net](mailto:rdkissinger@att.net)

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DATES
33082	PJMX 8010 Intro to Project Management (1.2)	R.D. Kissinger	400	January 21 – February 10
33083	PJMX 8020 Project Planning & Scheduling (1.6)	R.D. Kissinger	500	February 11 – March 10
33084	PJMX 8030 Managing the Project Team (1.2)	R.D. Kissinger	400	March 11 – March 31
33085	PJMX 8040 Project Procurement and Quality Management (1.2)	R.D. Kissinger	400	April 01 – April 21
33086	PJMX 8050 Project Ethics and Risk Management (1.2)	R.D. Kissinger	400	April 22 – May 12

## WORKERS' COMPENSATION LAW

CLASS NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
33087	WCLX 8090 Introduction to Workers' Compensation Law (2)	Matthew Gutierrez <a href="mailto:mgutierrez3@csub.edu">mgutierrez3@csub.edu</a>	850	<b>Session I: Jan 21 – March 14</b> Mondays, 6p - 8:30p Location: Online
33088	WCLX 8100 Advanced Workers' Compensation Law (2)	Elizabeth Barravecchia <a href="mailto:ebarravecchia@csub.edu">ebarravecchia@csub.edu</a>	850	<b>Session II: March 17 – May 15</b> Mondays, 6p - 8:30p Location: Online

## REQUIRED TEXTBOOKS

### Drug & Alcohol Studies

BHSX 8000	<ul style="list-style-type: none"> <li>No textbooks required</li> </ul>
BHSX 8010	<ul style="list-style-type: none"> <li>Addictions Counseling Today Substances and Addictive Behaviors by Kevin G. Alderson</li> </ul>
BHSX 8020	<ul style="list-style-type: none"> <li>Uppers, Downers, and All Arounders by Inaba and Cohen, 8<sup>th</sup> edition</li> </ul>
BHSX 8030	<ul style="list-style-type: none"> <li>Issues &amp; Ethics in the Helping Profession by Corey, Gerald et al., 10<sup>th</sup> edition</li> </ul>
BHSX 8040	<ul style="list-style-type: none"> <li>Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by Herdman, John, 8<sup>th</sup> edition</li> <li>Tip 35: Enhancing Motivation for Change in Substance Use Disorder Treatment (<b>available for free online</b> <a href="https://store.samhsa.gov/product/TIP-35-Enhancing-Motivation-for-Change-in-Substance-Use-Disorder-Treatment/PEP19-02-01-003">https://store.samhsa.gov/product/TIP-35-Enhancing-Motivation-for-Change-in-Substance-Use-Disorder-Treatment/PEP19-02-01-003</a>)</li> <li>Matrix Intensive Outpatient Treatment for People with Stimulant Use Disorders: Counselor's Treatment Manual (<b>available for free online</b> <a href="https://store.samhsa.gov/product/Matrix-Intensive-Outpatient-Treatment-for-People-With-Stimulant-Use-Disorders-Counselor-s-Treatment-Manual/SMA13-4152">https://store.samhsa.gov/product/Matrix-Intensive-Outpatient-Treatment-for-People-With-Stimulant-Use-Disorders-Counselor-s-Treatment-Manual/SMA13-4152</a>)</li> </ul>
BHSX 8060	<ul style="list-style-type: none"> <li>The Resilient Practitioner: Burnout and Compassion Fatigue Prevention and Self-Care Strategies for the Helping Professions by Skovholt and Trotter-Mathison, 3<sup>rd</sup> edition</li> </ul>
BHSX 8080	<ul style="list-style-type: none"> <li>Corey, Gerald (2023). Theory and Practice of Counseling and Psychotherapy (11<sup>th</sup> ed). Cengage Learning</li> <li>Small, Jacquelyn (1990). Becoming Naturally Therapeutic (3<sup>rd</sup> ed.) New York, New York: Bantam Books.</li> </ul>
BHSX 8090	<ul style="list-style-type: none"> <li>Co-Occurring Disorders: A Whole-Person Approach to the Assessment and Treatment of Substance Use and Mental Disorder by Atkins, Charles, 2<sup>nd</sup> edition</li> <li>Diagnostic Statistical Manual of Mental Disorders – TR, by American Psychiatric Association, 5<sup>th</sup> edition-TR</li> </ul>

### Human Resources Management

HRMX 8042

- California Labor Law Digest by California Chamber of Commerce, 63<sup>rd</sup> edition, 2025 (an online version will be available to purchase in early January 2025).

### Occupational Safety & Risk Management

OSRX 8010/8011

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

### Pharmacy Technician (Optional)

PHTX 8010/8020/8030

- Math Calculations for Pharmacy Technicians: A Worktext by Beale, Elaine, 3<sup>rd</sup> edition
- Pharmacology for Technicians by Ballington, Don, et al., 6<sup>th</sup> edition

### Project Management

PJMX 8010/8020/8030/8040/8050

- A Guide to the Project Management Body of Knowledge (PMBOK guide) by Project Management Institute, 6<sup>th</sup> ed., 2017
- Microsoft® Project Step by Step (covering Project Online Desktop Client), 1st Edition, Microsoft® Press, 2022
- The Team® Handbook, Third Edition, GOAL/QPC, 2018
- Identifying and Managing Project Risk by Kendrick, Tom, 4<sup>th</sup> ed.
- Ethics 101: What Every Leader Needs to Know by Maxwell, John C., 2005

### Workers Compensation

WCLX 8090/8100

- California Workers' Compensation Handbook: A Practical Guide to the Workers' Compensation Law of California by Standford, H., 2025

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