



## IMPORTANT INFORMATION

### ACADEMIC CALENDAR - Fall 2025

**FULL TERM (16 weeks): AUGUST 25 – DECEMBER 08**

**SESSION I (8 weeks): AUGUST 25 – OCTOBER 17**

**SESSION II (8 weeks): OCTOBER 20 – DECEMBER 12**

August 25	First Day of Classes
September 01	<b>Holiday – Labor Day – Campus Closed</b>
September 22	Census Day
November 11	<b>Holiday – Veterans Day Observed – Campus Closed</b>
November 26-28	<b>Holiday – Thanksgiving – Campus Closed</b>
December 18	Grades Due

### DROP POLICY

16-Week Session	8-Week Session I	8-Week Session II	
Sep 03	August 29	Oct 24	Last day to add classes
Sep 22	Sep 05	Oct 31	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 14	Sep 26	Nov 21	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	August 29	August 29	October 24
60% refund on or before	September 15	September 09	November 04
No refund after	September 15	September 09	November 04

## COURSE SCHEDULE INFORMATION

### DRUG AND ALCOHOL STUDIES

SESSION I (August 25 – October 17)				
COURSE NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83118	BHSX 8000 Professional Writing (2)	Sylvia Petitt <a href="mailto:spetitt@csub.edu">spetitt@csub.edu</a>	550	Mon/Wed, 6p - 7:30p Location: Online
83119	BHSX 8020: Physiology & Pharmacology (4.5)	Salina Perez <a href="mailto:sperez29@csub.edu">sperez29@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: BDC-401C
83120	BHSX 8040 Intro to Case Management (4.5)	Victor Hinojos <a href="mailto:vhinojos@csub.edu">vhinojos@csub.edu</a>	550	Mon/Wed, 6p - 9p Location: BDC-401C
83121	BHSX 8050: Chemical Dependency Counseling: Individual, Family and Group (4.5)	John French <a href="mailto:jfrench@csub.edu">jfrench@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: <b>TBD</b>
SESSION II (October 20 – December 12)				
COURSE NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83122	BHSX 8010 Intro to Chemical Dependency Counseling (4.5)	Castina Hurst <a href="mailto:churst2@csub.edu">churst2@csub.edu</a>	550	Mon/Wed, 6p - 9p Location: BDC-401C
83123	BHSX 8030 Law & Ethics (4.5)	Sherry Bowden <a href="mailto:sbowden@csub.edu">sbowden@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: BDC-401C
83124	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: <b>TBD</b>
83125	BHSX 8090: Assessment (4.5)	Alex Medina <a href="mailto:amedina27@csub.edu">amedina27@csub.edu</a>	550	Tues/Thurs, 6p - 9p Location: <b>TBD</b>
FULL SEMESTER (August 25 – December 12)				
COURSE NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83126	BHSX 8070 Practicum (4.5)	Deanna Ackerman <a href="mailto:dblankenship5@csub.edu">dblankenship5@csub.edu</a>	600	Tuesdays, 6:00 p – 9:00 p Location: <b>TBD</b>

**Required textbook list on last page.**

### HUMAN RESOURCE MANAGEMENT

COURSE NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83127	HRMX 8041 Managing Human Resources (3)	Adrian Nevarez <a href="mailto:anevarez@csub.edu">anevarez@csub.edu</a>	850	<b>Full Term: Aug 25 – Dec 12</b> Tuesdays, 6p - 8p Location: Online

## OCCUPATIONAL SAFETY AND RISK MANAGEMENT

COURSE NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83136	OSRX 8010 Occupational Safety & Risk Management – General (2)	Tyler Payne <a href="mailto:tpayne6@csub.edu">tpayne6@csub.edu</a>	700	<b>Session I: Aug 25 – Oct 17</b> Tuesdays, 6p – 8:30p Location: Online
83128	OSRX 8011 Occupational Safety & Risk Management – Core (2)	Tyler Payne <a href="mailto:tpayne6@csub.edu">tpayne6@csub.edu</a>	700	<b>Session II: Oct 20 – Dec 12</b> Tuesdays, 6p – 8:30p Location: Online

**Textbook list on next page.**

## PHARMACY TECHNICIAN

COURSE NBR	SUBJECT   CATALOG NBR   TITLE   UNITS	INSTRUCTOR	COST	DAYS   TIME   LOCATION
83130	PHTX 8010 Intro to Pharmacy Technician (8)	J. Pat Person <a href="mailto:jperson@csub.edu">jperson@csub.edu</a>	1500	<b>Session I: Aug 25 – Oct 17</b> Tues/Thurs, 6:30p-9:30p - Location: <b>TBD</b> Wednesdays 6:30p-9:30p - Location: <b>TBD</b>
83132	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: Oct 20 – Dec 12</b> Tues/Thurs, 6:30p-9:30p - Location: <b>TBD</b> Wednesdays 6:30p-9:30p - Location: <b>TBD</b>
83134	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: Aug 25 – Dec 12</b> Tues/Thurs, 6:30p-9:30p - Location: <b>TBD</b> Wednesdays 6:30p-9:30p - Location: <b>TBD</b>

## REQUIRED TEXTBOOKS

### Drug & Alcohol Studies

BHSX 8000	No textbooks required
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., 11<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 8050	<ul style="list-style-type: none"> <li>Substance Abuse Counseling Theory and Practice by Stevens, P. and Smith, R. L., 6<sup>th</sup> edition</li> <li>Motivational Interviewing and Stages of Change: Integrating Best Practices for Substance Abuse Professionals by Tomlin, K. and Richardson, H., 1<sup>st</sup> edition</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 8070	<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> </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 8041 - Human Resource Management: People, Data, and Analytics by Bauer et al., 2nd edition

- Available through Sage Publishing with the **Vantage Learning Platform required.**

### Occupational Safety & Risk Management

OSRX 8010/8011

- Occupational Safety and Health for Technologists, Engineers, and Managers (10th ed.). Goetsch, David.
- Human Factors and Behavioral Safety (1st ed.). Stranks, Jeremy.

### Pharmacy Technician

PHTX 8010/8020/8030 – Textbooks are recommended / not required

- 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