



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	Holiday – Labor Day – Campus Closed
September 22	Census Day
November 11	Holiday – Veterans Day Observed – Campus Closed
November 26-28	Holiday – Thanksgiving – Campus Closed
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 spetitt@csub.edu	550	Mon/Wed, 6p - 7:30p Location: LAB WSL 03
83119	BHSX 8020: Physiology & Pharmacology (4.5)	Salina Perez sperez29@csub.edu	550	Tues/Thurs, 6p - 9p Location: BDC-401C
83120	BHSX 8040 Intro to Case Management (4.5)	Victor Hinojos vhinojos@csub.edu	550	Mon/Wed, 6p - 9p Location: BDC-401C
83121	BHSX 8050: Chemical Dependency Counseling: Individual, Family and Group (4.5)	John French jfrench@csub.edu	550	Tues/Thurs, 6p - 9p Location: HUM 1109
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 churst2@csub.edu	550	Mon/Wed, 6p - 9p Location: BDC-401C
83123	BHSX 8030 Law & Ethics (4.5)	Sherry Bowden sbowden@csub.edu	550	Tues/Thurs, 6p - 9p Location: BDC-401C
83124	BHSX 8060 Personal & Professional Growth (4.5)	John French jfrench@csub.edu	550	Mon/Wed, 6p - 9p Location: DDH H 101
83125	BHSX 8090: Assessment (4.5)	Alex Medina amedina27@csub.edu	550	Tues/Thurs, 6p - 9p Location: HUM 1109
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 dblankenship5@csub.edu	600	Tuesdays, 7:00 p – 10:00 p Location: DDH H 103

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 anevarez@csub.edu	850	Full Term: Aug 25 – Dec 12 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 tpayne6@csub.edu	700	Session I: Aug 25 – Oct 17 Tuesdays, 6p – 8:30p Location: Online
83128	OSRX 8011 Occupational Safety & Risk Management – Core (2)	Tyler Payne tpayne6@csub.edu	700	Session II: Oct 20 – Dec 12 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 jperson@csub.edu	1500	Session I: Aug 25 – Oct 17 Tues/Thurs, 6:30p-9:30p - Location: DDH G 100 Wednesdays 6:30p-9:30p - Location: LAB – SCI III 123
83132	PHTX 8020 Intro to Pharmacology & Advanced Calculation (8)	J. Pat Person jperson@csub.edu	1500	Session II: Oct 20 – Dec 12 Tues/Thurs, 6:30p-9:30p - Location: DDH G 100 Wednesdays 6:30p-9:30p - Location: LAB – SCI III 123
83134	PHTX 8030 Pharmacy Technician Certification Exam Preparation (8)	J. Pat Person jperson@csub.edu	3000	Full Term: Aug 25 – Dec 12 Tues/Thurs, 6:30p-9:30p - Location: DDH G 100 Wednesdays 6:30p-9:30p - Location: LAB – SCI III 123

REQUIRED TEXTBOOKS

Drug & Alcohol Studies

BHSX 8000	No textbooks required
BHSX 8010	<ul style="list-style-type: none"> Addictions Counseling Today: Substances and Addictive Behaviors by Kevin G. Alderson
BHSX 8020	<ul style="list-style-type: none"> Uppers, Downers, and All Arounders by Inaba and Cohen, 8th edition
BHSX 8030	<ul style="list-style-type: none"> Issues & Ethics in the Helping Profession by Corey, Gerald et al., 11th edition
BHSX 8040	<ul style="list-style-type: none"> Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by Herdman, John, 9th 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 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
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, 9th edition
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 – 5th edition TR, by American Psychiatric Association, 5th edition-TR

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, 3rd edition
- Pharmacology for Technicians by Ballington, Don, et al., 6th edition