CBE Professional Fundamentals Program

Junior Senior Cohort Track (Two-Years)

|  |  |  |  |
| --- | --- | --- | --- |
| **Course:** | **Course Topics:** | **Term Offered:** | **Completed?** |
| **Professional Fundamentals BUS 4540 -JUN.-A (1-Unit)** | Self-Awareness (StrengthsFinder Workshop), Listening, Note-taking, Thinking, Learning, Personal Ethics/Integrity, Networking, Personal Finance, Positive Attitude, Communication (Verbal/Written) | Fall 2020 |  |
| **Professional Fundamentals BUS 4540 -JUN.-B (2-Units)** | Planning/Organizing/Time-Management/Productivity, Business Etiquette (Dress, Office, Meetings, Dining), Teamwork/Collaboration, Leadership/Management, Interpersonal Skills, Personal Branding, Business Ethics, Real-World Problem-Solving, Excel for Work, Tableau, Life Skills, Job Search | Spring 2021 |  |
| **Professional Fundamentals BUS 4540 -JUN.-C (2-Units)** | Business Acumen, Personal Ethics/Integrity Part 2, Business Etiquette Part 2 (Executive Presence), Teamwork/Collaboration Part 2, Leadership/Management Part 2, Negotiation, Persuasion, Interpersonal Skills, Industry Knowledge, Computer/Software Workshop, Life Skills, Job Search Part 2 | Fall 2021 |  |
| **Professional Fundamentals BUS 4540 -JUN.-D (1-Unit)** | Critical Thinking Part 2, Initiative/Self-Motivation/Perseverance, Adaptability, Diversity and Inclusion, Communication (Verbal/Written) Part 2, Industry Knowledge Part 2, Functional Knowledge Part 2, Real-World Problem-Solving Part 2 | Spring 2022 |  |