CBE Professional Fundamentals Program

Freshman Sophomore Cohort Track

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| **Course:** | **Course Topics:** | **Term Offered:** | **Completed?** |
| **Professional Fundamentals**  **BUS 4540 -SOPH-A (1-Unit)** | Self-Awareness (StrengthsFinder Workshop), Listening, Note-taking, Critical Thinking, Learning, Planning, Organizing, Time- Management, Productivity, Personal Ethics/Integrity, Networking, Personal Finance | Fall 2020 |  |
| **Professional Fundamentals**  **BUS 4540 -SOPH-B (1-Unit)** | Business Etiquette (Dress, Dining) Part 1, Positive Attitude, Teamwork/Collaboration, Personal Branding, Business Ethics, Functional Knowledge, Excel for Work, Job Search | Spring 2021 |  |
| **Professional Fundamentals**  **BUS 4540-SOPH-C (1-Unit)** | Personal Ethics/Integrity Part 2, Communication (Verbal/Written), Teamwork/Collaboration Part 2, Interpersonal Skills, Tableau Workshop, Life Skills | Fall 2021 |  |
| **Professional Fundamentals**  **BUS 4540-SOPH-D (1-Unit)** | Initiative/Self-Motivation/Perseverance, Adaptability, Leadership/Management, Diversity and Inclusion, Industry Domain/Knowledge, Computer/Software Workshop | Spring 2022 |  |
| **Professional Fundamentals BUS4540-SOPH-E (1-Unit)** | Business Etiquette (Executive Presence) Part 2, Dress, Meetings, Dining, etc.), Leadership/Management Part 2, Functional Knowledge Part 2, Real-World Problem Solving, Job Search Part 2 | Fall 2022 |  |
| **Professional Fundamentals**  **BUS 4540- SOPH-F (1-Unit)** | Personal Ethics/Integrity Part 3, Communication (Verbal/Written) Part 2, Leadership/Management Part 3, Negotiation, Persuasion, Interpersonal Skills Part 2, Industry Knowledge Part 2, Life Skills | Spring 2023 |  |