

ADMN 6980 – Canvas Course Information & Syllabus

Course Purpose

The Portfolio Course has two main purposes:

- (1) Professional Development - which focus your career and professional aspirations via career resources to prepare you for the next step in your professional life.
- (2) Program Evaluation - which contains your insights to us, allowing the MBA faculty to evaluate the effectiveness of its programs and courses.

Course Prerequisite & Contact Information: Taken in your last term and grading = Credit / No Credit

Contact	Email /Address	Phone number	Office	Question type
Dr. Pamela Abell	pabell@csusb.edu	909-537-3393	JB 213	All MBA 6980 questions
MBA office	mba@csusb.edu	909-537-5703	JB 283	All other questions

MBA 6980 Course Overview

There are 4 modules in the course which you must complete and pass in order to graduate. You will find detailed instructions for each section on Canvas. Here is the overview:

1. Academic Documents – total of 4 items required
 - a. Three papers uploaded
 - b. Checklist of learning goals
2. Test and Survey – total of 2 items required
 - a. Administrative Assessment Test (AAT)
 - b. Exit survey
3. Resume and Reflective Essay – total of 2 items required
 - a. Updated resume
 - b. Reflective essay
4. Career Activities – total of 3 activities required

NOTE: Along with your degree, the NEW activities highlighted in yellow contain the highest value ROI work skills of effective Management Communication for you to practice if you choose.

1	Career Webinars	Online
2	Career Zone Skills Profiler	Online
3	Career Zone Work Importance Profiler	Online
4	Career Interest Profiler	Online
5	Toastmasters public speaking meetings	Online / In Person
6	Resume Training	Online / In Person
7	Interview Skills Training	Online / In Person
8	Unlocking the Power of Soft Skills	Build Skill
9	Speed of Trust, 4 Cores of Credibility and 13 Behaviors	Build Skill
10	Management Fundamentals	Build Skill
11	Guide to 1-on-1 Meetings	Build Skill
12	Weak Language – How to Find and Eliminate It	Build Skill