

Course Schedule Fall 2022 Trimester

Below is a list of all courses being held in the Fall 2022 trimester, including days/times for each course per timezone. Courses available to you are dependent on your chosen pathway at Foundry College. Course summaries can be found on the following page for reference. Classes begin the week of August 29, 2022 and continue through the week of December 12, 2022. Information about Fall trimester holidays is available in the [Academic Calendar 2022](#).

Note: Courses offered each trimester will vary. Course schedule subject to change based on enrollment numbers.

Professional Skills Courses				
COURSE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PRO-101: Managing Yourself at Work		3:30pm - 5pm PT 4:30pm - 6pm MT 5:30pm - 7pm CT 6:30pm - 8pm ET		3:30pm - 5pm PT 4:30pm - 6pm MT 5:30pm - 7pm CT 6:30pm - 8pm ET
PRO-104: Clear Communication*	3:30pm - 5pm PT 4:30pm - 6pm MT 5:30pm - 7pm CT 6:30pm - 8pm ET		3:30pm - 5pm PT 4:30pm - 6pm MT 5:30pm - 7pm CT 6:30pm - 8pm ET	
PRO-105: Working with Others*	3:30pm - 5pm PT 4:30pm - 6pm MT 5:30pm - 7pm CT 6:30pm - 8pm ET		3:30pm - 5pm PT 4:30pm - 6pm MT 5:30pm - 7pm CT 6:30pm - 8pm ET	
Credential Courses: first course				
COURSE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
BUS-211: Salesforce Admin Super Set Foundations**		5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET
BUS-215: Project Management Foundations**	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	

Credential Courses: second course				
COURSE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
BUS-212: Salesforce Admin Super Set Skills***		5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET
BUS-216: Project Management in Practice***	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	5:30pm - 7pm PT 6:30pm - 8pm MT 7:30pm - 9pm CT 8:30pm - 10pm ET	

Prerequisites for the credentialed certificate programs:

* Students who plan to complete the program in 8 months [two trimesters] should take these two professional skills courses (plus the first course in the credential series), as they may not be available next trimester. Please see your coach with any questions.

** The first credential course is only open to students who have mastered, or are concurrently taking and on track to master, a minimum of one (1) Professional Skills course.

*** The second of the credential courses is only open to students who have mastered a minimum of one professional skills course and the first course in the credential series, and have already taken and mastered, or are concurrently taking and on track to master a second professional skills course.

Course Introductions

Below is an introduction to the courses available for the Fall 2022 trimester.

PROFESSIONAL SKILLS COURSES

PRO-101: Managing Yourself at Work

Managing Yourself at Work focuses on learning how to organize yourself to be efficient and effective, as well as learning how to be resilient, have a positive attitude, and have a growth mindset. The course also addresses topics such as how to be proactive at work, the nature and importance of personal responsibility and conscientiousness, how to set and achieve goals, and how to assess how well one is functioning at work.

PRO-104: Clear Communication

Communication is a two-way street: it means both understanding what others say and write—and effectively conveying your own thoughts through speech or writing. This course will help you to improve your verbal and written communication skills as well as your ability to understand and analyze what you read. You will learn to read critically, develop your own arguments, write specific kinds of communications, and communicate more effectively with others and in groups.

PRO-105: Working with Others

Skills that help people to work with others—including relationship management, working in teams, and communication skills—are already in high demand among employers, and will be in even higher demand in the coming years. In this course, students build these important skills and learn how to apply them at work. Students learn key aspects of how to behave professionally, how to participate in and run meetings, how to collaborate with others effectively, how to receive and give feedback, negotiation techniques, the problem of implicit bias in the workplace, and the value of diversity and inclusion.

CREDENTIAL COURSES

BUS-211: Salesforce Admin Super Set Foundations

The Salesforce Admin Super Set Foundations course is the first in a two-course sequence that prepares students for an entry-level Salesforce administrator position. Students learn the basics of the Salesforce platform and become familiar with the vocabulary, functions, and interface of the Salesforce software. The curriculum consists of learning to create and modify reports and dashboards, manage access to information to ensure data security, customize an organization's data model, and manage users. Students also work to earn the first of three Salesforce Admin Super Set "Superbadges," the Business Administration Specialist Superbadge.

BUS-212: Salesforce Admin Super Set Skills

During the Salesforce Admin Super Set Skills course, the second in the two-course Salesforce-related sequence, students continue to build their knowledge of the Salesforce ecosystem. They continue to build reports and dashboards, learn to set up a mobile interface, build their own apps to achieve company goals, learn and deploy industry-standard identity and access management tools, and customize an organization's Salesforce platform to achieve business goals. Students also work to earn the second two of the three Salesforce Admin Super Set "Superbadges," the Lightning Experience Reports & Dashboards Specialist and the Security Specialist.

BUS-215: Project Management Foundations

The Project Management Foundations course is the first in a two-course sequence that prepares students for an entry-level project management position. The course provides the foundational knowledge to enter this growing job field while building practical skills for on-the-job application. Students will learn how to initiate, plan, schedule, budget, execute, monitor, and document projects from beginning to end, for small to medium-sized projects.

BUS-216: Project Management in Practice

During the Project Management in Practice course, the second in the two-course project management-related sequence, students will continue to work toward preparing for an industry-recognized credential: CompTIA Project+, which demonstrates core foundational project management knowledge and skills, and they will also produce a new product prototype using Agile project management methodology. Students will also learn how to combine the different project management methodologies into a hybrid approach, giving them a versatile and unique set of skills and tools to manage projects of various sizes across different industries.