**COURSE** | **SECTION**
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VBUS-012, Workforce Readiness (Job Readiness Skills) — Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, lifelong learning, and job seeking skills. | 73501 05/20 - 07/27
VBUS-014, Introduction to Mobile and Social Media Tools — Provides instruction on how to incorporate social networks and mobile technology in a business environment utilizing applications and tools such as LinkedIn, Facebook, twitter, wikis, and blogs. | 73287 05/20 - 07/27
VBUS-140, Introduction to Google Applications for Work — This course provides an over-view of Google Apps for Work, a collection of cloud computing, productivity, and collaboration tools, with an emphasis on their use in effective workplace communication. Applications covered include Google Documents, Sheets, Slides, Drive, and Forms. | 73500 05/20 - 07/27
VBUS-150, Introduction to Digital Marketing — This course is an introduction to the use of digital marketing methods to research market conditions in local, regional, or national areas, and to gather information to determine potential sales of a product or service. Students will learn how to use marketing tools to gather and analyze information on competitors, prices, and sales. | 73283 05/20 - 07/27
VBUS-258, Navigating the Internet — (1st time computer users okay) Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques and email. | 73285 05/20 - 07/27
WKPR-100, Understanding Employees with Disabilities — Provides an overview of the laws pertaining to disabilities in the workplace and how to distinguish between different disabilities. | 73249 05/20 – 6/27
WKPR-101, Strategies for Working with Employees with Disabilities — Focuses on supporting employees in communicating and collaborating with their co-workers who have a disability, to sustain an inclusive, productive, and rewarding work environment. | 73896 07/01 – 08/08