

FALL 2020



WAUBONSEE
COMMUNITY COLLEGE



PROFESSIONAL DEVELOPMENT FOR YOUR CAREER



Acquire the career skills you need to succeed.

Keep learning and growing - no matter what phase of your career you're in. Use Waubonsee's flexible and focused professional development offerings to expand your perspective, polish existing skills—even explore an entirely different profession.



So go ahead... start, advance or change your career — that's your Waubonsee Win.

Professional development courses are being offered in-person and online for fall.

More information can be found at waubonsee.edu/work or profdev@waubonsee.edu.

AMERICAN HEART ASSOCIATION

BUSINESS AND FINANCE

COMPUTER SOFTWARE

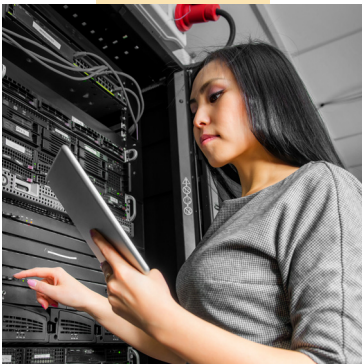
HEALTH AND SAFETY

LEADERSHIP

MANUFACTURING

ONLINE OPTIONS

FEATURED COURSES



Google IT Program

Google IT Professional Certificates provide you with job-ready skills to start or advance your career in IT. They're entirely developed by Google, and connect you with over 50 employers who are hiring for IT roles. Each course has a \$37.80 registration fee.

Tech Support 8/24 - 9/16

Bits/Bytes Computer Networking 9/17 - 10/10

Operating Systems and You 10/11 - 10/27

System Admin/IT Infrastructure 10/28 - 11/13

IT Security: Defense Against Dark 11/14 - 12/4



You Can Teach Online 8/24 - 9/28

This course will provide learners with a "how-to guide" on creating and instructing an online learning course. This course offering consists of 5 contact hours per course topic for a total of 15 contact hours. There are three main course objectives that include how to transition face-to-face courses to the online environment, online discussion facilitation, and how to design online courses. \$299 registration fee



Leading Change 9/1 - 9/8

NEW! Change is inevitable no matter what type of business is involved. Find out how you can lead change with COINS: communication opportunities, innovation, negotiation and sensitivity. \$149 registration fee



NEW Manufacturing Courses

Introduction to Supply Chain Management 8/24 - 9/13

Supply chain management has never been more critical to the financial and competitive success of a business. \$119 registration fee

Schematic Concepts 9/7 - 9/20

Leading up to an introduction to blueprint reading and schematics this seminar introduces employees and group leaders to practical mathematics used in the workplace. \$229 registration fee

Introduction to Inventory Management 9/21 - 10/11

Learning the definitions, types, and controls for inventory management can help your business define expectations rather than being subject to them. \$119 registration fee

Introduction to Lean Manufacturing 11/9 - 12/14

Lean manufacturing is the elimination of waste, resulting in lower costs, higher quality and improved delivery. \$119 registration fee



Mental Health First Aid 10/23

This 8-hour course incorporates an evidence-based curriculum that is appropriate for educators, health care professionals, first responders, human resource professionals, social service staff, and caring citizens. Participants will learn how to identify risk factors for and warning signs of several mental health issues including: major depression, anxiety disorder, psychosis, substance abuse and suicidal behavior. Upon successful completion of the course, participants will receive the nationally-recognized certification in Mental Health First Aid. \$99 registration fee



Public Health Contact Tracing

Thousands of trained contact tracers are needed to help fight against the COVID-19 pandemic. Tracers contact individuals who have contracted the disease, giving them support and resources, but also gathering information about the people and places they have recently been in contact with. Then tracers reach out to those individuals who have potentially been exposed so that appropriate prevention measures can be taken. Courses run every two weeks through October. \$99 registration fee

COURSE CALENDAR

W A U B O N S E E . E D U / W O R K

COURSES BEGINNING IN AUGUST

8/24 Introduction to Microsoft Excel 2019
8/24 Change Management
8/24 Technical Support (GOOGLE IT)
8/24 You Can Teach Online
8/24 Introduction to Supply Chain Management
8/24 Real Estate Broker Preparation
8/25 OSHA COVID-19 Acute Illness Infectious Disease Preparedness and Response Plan
8/26 BLS Provider CPR
8/27 BLS Provider CPR
8/29 BLS Provider CPR
8/28 Successful Interviewing

COURSES BEGINNING IN SEPTEMBER

9/1 BLS Provider CPR Skills Session
9/1 Leading Change
9/3 Heartsaver CPR/AED for Adults, Children, and Infants
9/7 Schematic Concepts
9/8 BLS Provider CPR
9/12 BLS Provider CPR
9/24 BLS Provider CPR
9/11 Arc Flash and NFPA 70E
9/12 Introduction to Microsoft Outlook 2019
9/14 Intermediate Microsoft Excel 2019

9/14 Equine Studies I
9/17 Essentials of Project Management
9/17 The Bits and Bytes of Computer Networking (GOOGLE IT)
9/18 Machine Guarding
9/19 Heartsaver First Aid
9/21 OSHA 10-Hour for General Industry
9/22 American Heart Association CPR Instructor Renewal
9/21 Introduction to Inventory Management
9/21 Blueprint Reading Basics
9/24 Advanced Project Management
9/28 Advanced Microsoft Excel 2019
9/29 OSHA Recordkeeping Requirements
9/29 OSHA Lockout/Tagout
9/29 OSHA Confined Space Standard
9/30 Food Service Sanitation Manager Certification Exam Prep (1-day)

COURSING BEGINNING IN OCTOBER

10/1 AutoCAD - Three Dimensions
10/2 PMP Exam Prep Course
10/3 BLS Provider CPR
10/5 Shop Practices and Measurement
10/11 Operating Systems and You: Becoming a Power User (GOOGLE IT)
10/13 BLS Provider CPR

10/22 BLS Provider CPR

10/14 Heartsaver CPR/AED for Adults, Children,
and Infants

10/15 AHA Instructor Certification for BLS CPR
and Heartsaver CPR and First Aid

10/16 Wastewater Operator Continuing
Education

10/17 Social Media Marketing Portfolio
Workshop

10/19 Maintenance Basics

10/19 Teaching Methodology for Therapeutic
Riding Instructor I

10/21 OSHA Stop the Bleed

10/23 Mental Health First Aid

10/25 Social Media: Marketing Business
Primer

10/28 System Administration and IT
Infrastructure Services (GOOGLE IT)

COURSES BEGINNING IN NOVEMBER

11/9 Home Inspection

11/9 Introduction to Lean Manufacturing

11/9 Real Estate Broker Pre-License: Applied
Principles

11/11 American Heart Association CPR
Instructor Renewal

11/12 BLS Provider CPR Skills Session

11/14 IT Security: Defense Against the Digital
Dark Arts (GOOGLE IT)

11/16 Introduction to Psychology for Therapeutic
Riding Instructor I

11/18 Food Service Sanitation Manager
Certification Exam Prep (1-day)

COURSES BEGINNING IN DECEMBER

12/5 BLS Provider CPR

12/10 BLS Provider CPR

12/9 Heartsaver CPR/AED for Adults, Children,
and Infants

Relevant Training
for Today's Changing Workforce
from Waubonsee's **PROs**



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