



WAUBONSEE
COMMUNITY COLLEGE



PROFESSIONAL DEVELOPMENT



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.

Check out all of the [Spring 2021 courses here!](#)

Professional development courses are being offered in-person and sync online for spring. Courses are categorized by subject matter.

Sync Online is like face-to-face instruction, except course instruction and student participation occurs online through a video conferencing platform (such as Zoom) on scheduled meeting days and times.

To register or for more information, please visit www.waubonsee.edu/work



AMERICAN HEART ASSOCIATION



BUSINESS AND FINANCE



COMPUTER SCIENCE AND TECHNOLOGY



EVENTS AND WEBINARS



HEALTH AND SAFETY



INDUSTRIAL MAINTENANCE AND AUTOMATION



ONLINE OPTIONS



REAL ESTATE

FEATURED COURSES



Social Media Marketing Specialist Certificate

Social media can broaden a company's scope of business, keep current customers engaged, and reach new potential customers and audiences. From Facebook to Twitter, blogging, YouTube, LinkedIn, Google and more, discover how to navigate the social media arena to enhance communications and effectively market goods and services. This virtual instructor-led certificate program will clarify the rapidly changing landscape of social media, including internet advertising and online marketing, interactive content development, utilizing varied social media platforms, and analyzing results of campaigns. If you are a marketing professional, web designer and developer, recent marketing graduate, or someone who desires to implement social media effectively in the workplace, this certificate program will give you the cutting-edge tools you need. CLASS FEE: \$1,995

Meets between January 25 - May 10

MKT950.980 6:00pm- 8:00pm M OLSYNC Staff



Heartsaver CPR/AED for Adults, Children, and Infants

Our Heartsaver CPR AED Course, taught by seasoned instructors with real-life experience, you gain the confidence and skills to respond. Using the American Heart Association's research-proven Practice-While-Watching (PWW) technique allows instructors to provide feedback while participants gain hands-on experience performing CPR and working with an AED. Successful completion of hands-on skills testing is required for certification. Note: Meets DCFS requirements for child care providers. WORKBOOK FEE: \$79

[Get information on all CPR/AED and First Aid courses.](#)

Meets on January 23

AHA902.800 8:00am- 12:00pm Sa FOXVLY217 Baum

Meets on February 20

AHA902.801 8:00am- 12:00pm Sa FOXVLY217 Ries

Meets on April 15

AHA902.600 5:30pm- 9:30pm Th FOXVLY217 Salvador



REAL ESTATE COURSES

Our well-developed courses provide effective online learning with instruction by Robert Krueger. Krueger is a Certified Public Accountant, licensed Real Estate Broker (IL), Certified Hospitality Accountant Executive, has his MBA in Management from Northern Illinois University and is currently a Ph.D. candidate at Iowa State University.

Real Estate Broker Preparation

Required to take the Illinois Real Estate Broker Licensing Exam, this 60 hour course introduces real estate principles including agency, career options, client and customer relationships, contracts, employment agreements, financing, local, state and federal laws, real property, marketing, market analysis, disclosure and property valuation. CLASS FEE: \$675

Meets between January 21-April 8

REL900.980 (20950) 6:00pm- 8:30pm T OLSYNC Krueger

Real Estate Broker Pre-License: Applied Principles

Required to take the Illinois Real Estate Broker Licensing Exam, this interactive 15 hour course applies the real estate concepts introduced in REL900 to the practice of real estate agency through the use of case and situational studies focusing on listing and selling, closing costs, and anti-trust and ethics violations. Prereq: REL900. CLASS FEE: \$175

Meets between April 15-May 6

REL905.980 (20951) 6:00pm- 8:30pm T OLSYNC Krueger



OSHA SAFETY COURSES

Training employees on workplace safety is time and money well spent. An effective occupational safety and health training program can result in fewer injuries and illnesses, better morale, and lower workers' compensation insurance premiums. Waubonsee offers Occupational Safety and Health Administration (OSHA) courses regulated by the United States Department of Labor. Spring courses include Lockout/Tagout, OSHA Confined Space Standard, OSHA Recordkeeping Requirements, and OSHA 10-Hour for General Industry. [Get information on all OSHA courses.](#)

COURSE CALENDAR

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

COURSES BEGINNING IN JANUARY

1/4 Industrial Maintenance Level 1

1/7 BLS Provider CPR

1/11 Industrial Maintenance Level 2

1/12 BLS Provider CPR

1/16 BLS Provider CPR

1/19 OSHA 10-Hour for General Industry

1/20 BLS Provider CPR

1/21 Real Estate Broker Preparation

1/22 Access Level 1

1/22 American Heart Association CPR Instructor Renewal

1/23 Heartsaver CPR/AED for Adults, Children, and Infants

1/25 Social Media Marketing Specialist Certificate

1/25 Google IT Technical Support

1/25 Google IT Aspectos Basicos de la Asistencia Tecnica

1/29 Access Level 2

COURSES BEGINNING IN FEBRUARY

2/5 Introduction to Microsoft Excel 2019

2/9 BLS Provider CPR

2/16 Google IT The Bits and Bytes of Computer Networking

2/16 Google IT Los Bits y Bytes de las Redes Informaticas

2/20 Heartsaver CPR/AED for Adults, Children, and Infants

2/20 Heartsaver First Aid

2/20 Heartsaver First Aid, CPR/AED for Adults, Children, and Infants

2/23 American Heart Association CPR Instructor Renewal

2/24 Lockout/Tagout

2/24 OSHA Confined Space Standard

2/24 OSHA Recordkeeping Requirements

2/26 Intermediate Microsoft Excel 2019

2/27 BLS Provider CPR

COURSES BEGINNING IN MARCH

3/2 BLS Provider CPR

3/6 BLS Provider CPR

3/10 Food Service Sanitation Manager Certification Exam Prep (1-day)

3/16 Google IT Operating Systems and You: Becoming a Power User

3/16 Google IT Sistemas Operativos y Tu

3/19 Advanced Microsoft Excel 2019

3/24 AHA Instructor Certification for BLS CPR and Heartsaver CPR and First Aid

3/26 BLS Provider CPR

COURSE CALENDAR

WAUBONSEE.EDU/WORK

COURSES BEGINNING IN APRIL

4/10 Google IT System Administration and IT Infrastructure Services

4/10 Google IT Administracion de Sistemas y Servicios de Infraestructura de TI

4/14 American Heart Association CPR Instructor Renewal

4/15 Heartsaver CPR/AED for Adults, Children, and Infants

4/15 Real Estate Broker Pre-License: Applied Principles

4/21 BLS Provider CPR

4/22 Bookkeeping for Small Business Success

COURSES BEGINNING IN MAY

5/1 BLS Provider CPR

5/5 Food Service Sanitation Manager Certification Exam Prep (1-day)

5/11 Google IT Seguridad Informatica

5/11 Google IT Security: Defense Against the Digital Dark Arts

DOES YOUR BUSINESS NEED A CUSTOM TRAINING SOLUTION?

For more than 25 years, Waubonsee's Corporate Training Team has been helping businesses meet and conquer their current challenges, and we look forward to helping you next. In just the past four years, we've helped almost 100 companies, including Wrigley, Suncast, Chick-fil-A, The Reserve of Geneva, and many others.



waubonsee.edu/corptrain



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