

Business Training Center
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603-342-

WHITE MOUNTAINS COMMUNITY COLLEGE

Non-Credit and Professional Development Courses and Workshops

				Fall 2021
		ON-LINE CAREER TRAINING		
		Caregiver	2,999	Career Step
		Medical Transcription Editor	3,499	Career Step
		Microsoft Office Specialist 2019	599	Career Step
		Medical Records Specialist	2499	Career Step
		Medical Coding and Billing	3,899	Career Step
		Pharmacy Technician with externship	3,899	Career Step
		Physical Therapy Aide	2,699	Career Step
		Physical Therapy Office Professional	3,999	Career Step
		Dental Assistant with externship	3,999	Career Step
		Mental Health Technician	3,499	Career Step
		EKG Technician with externship	1,899	Career Step
		Patient Care Technician with externship	3,499	Career Step
		Home Health Aid	2,499	Career Step
		Life Coach	3,599	Career Step
		Nutrition and Personal Trainer	3,999	Career Step
		Health Coach	3,499	Career Step
		Substance Abuse Counseling	3,899	Career Step
		Hemodialysis Technician with externship	3,899	Career Step
		Phlebotomy Technician with externship	1,899	Career Step
		Child Care Administration	3,999	Career Step
		Executive Assistant	2,999	Career Step
		Professional Bookkeeping	3,999	Career Step
		ON-LINE BUSINESS COURSES		

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Date	Reg. Deadline			
		Bookkeeping Certificate	495	
Sept 7 - Oct 1	Sept 9	Understanding Debits and Credits	195	Sharon DeFonteny
Oct 4 - Oct 29	Oct 6	General Ledger and Month End Procedures	195	Sharon DeFonteny
Nov 1 - Nov 26	Nov 3	Closing Procedures and Financial Statements	195	Sharon DeFonteny
		Certificate in Accounting and Finance for Non-Financial Managers	495	
Sept 7 - Oct 1	Sept 9	Accounting and Finance for Non-Financial Manager	195	Sharon DeFonteny
Oct 4 - Oct 29	Oct 6	Cash is King	195	Jodie Trana
Nov 1 - Nov 26	Nov 3	Financial Analysis and Planning for Non-Financial Managers	195	Jodie Trana
		Entrepreneurship Certificate	495	
Sept 7 - Oct 1	Sept 9	Entrepreneur Boot Camp	195	Conrad Brian Law
Oct 4 - Oct 29	Oct 6	The Business Plan	195	Mary Beth Izard
Nov 1 - Nov 26	Nov 3	Entrepreneurial Marketing	195	Kathy Nadlman
Oct 4 - Oct 29	Oct 6	The Basics of Bookkeeping	195	Sharon DeFonteny
		ON-LINE BUSINESS COMMUNICATION COURSES		
		Certificate in Basic Game Design	395	
Sept 7 - Oct 1	Sept 9	Introduction to Game Design	245	Moses Wolfenstein
Oct 4 - Oct 29	Oct 6	Intermediate Video Game Design	245	Jean Haefner
		Certificate in Business Writing	495	
Sept 7 - Oct 1	Sept 9	Business Writing	195	Dionne Felix
Oct 4 - Oct 29	Oct 6	Effective Copywriting	195	Kathryn Lynch-Morin
Nov 1 - Nov 26	Nov 3	Writing News and Press Releases	195	William Draves
		Certificate in Customer Service	245	
Sept 7 - Oct 1	Sept 9	Keys to Customer Service	145	Nanette Sanders-Cobb
Oct 4 - Oct 29	Oct 6	Extraordinary Customer Service	145	Greg Marsello
		Certificate in Workplace Communication	595	
Sept 7 - Oct 1	Sept 9	Conflict Management	245	Sally Klauss
Oct 4 - Oct 29	Oct 6	Negotiation: Get What You Want	195	Greg Marsello

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Nov 1 - Nov 26	Nov 3	Using Personality Profiles for Better Work Performance	295	Sally Klauss
		Grammar Refresher Certificate	295	
Sept 7 - Oct 1	Sept 9	Word-Level Grammar	145	Ellen Feld
Oct 4 - Oct 29	Oct 6	Sentence-Level Grammar	145	Ellen Feld
Nov 1 - Nov 26	Nov 3	Refining Your Writing	145	Ellen Feld
		DATA SCIENCE		
		Certificate in Data Analysis	495	
Sept 7 - Oct 1	Sept 9	Introduction to Data Analysis	195	John Rutledge
Oct 4 - Oct 29	Oct 6	Intermediate Data Analysis	195	Mary Dereshiwsy
Nov 1 - Nov 26	Nov 3	Advanced Data Analysis	195	Jeff Kritzer
		Certificate in Mastering Excel	495	
Sept 7 - Oct 1	Sept 9	Mastering Microsoft Excel	195	Betsy Flanagan
Oct 4 - Oct 29	Oct 6	Intermediate Excel	195	Amy Klous
Nov 1 - Nov 26	Nov 3	Advanced Excel	195	John Rutledge
		Power BI Certificate	495	
Sept 7 - Oct 1	Sept 9	Introduction to Power BI	195	Marion Williams
Oct 4 - Oct 29	Oct 6	Intermediate Power BI	195	Marion Williams
Nov 1 - Nov 26	Nov 3	Advanced Power BI	195	Marion Williams
		SQL Certificate	595	
every month		Introduction to SQL	245	Cecelia Allison
every month		Intermediate SQL	245	Cecelia Allison
every month		Advanced SQL	245	Cecelia Allison
		ON-LINE LEADERSHIP COURSES		
		Certificate in Leadership Development	395	
Sept 7 - Oct 1	Sept 9	Leadership Principles	145	Constance Yates
Oct 4 - Oct 29	Oct 6	Developing Your Leadership Skills	145	William A. Draves
Nov 1 - Nov 26	Nov 3	Developing Your Professional Career	145	Tawanda McLaurin

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		ON-LINE MANAGEMENT COURSES		
		Certificate in Non-Profit Administration	595	
Sept 7 - Oct 29	Sept 9	Revenue Generation for Non-Profits	495	Fred Bayley
Nov 1 - Nov 26	Nov 3	Program Evaluation for Nonprofit Professionals	245	Myia Welsh
		Certificate in Project Management	495	
Sept 7 - Oct 1	Sept 9	Introduction to Project Management	195	Andy Stanhope
Oct 4 - Oct 29	Oct 6	Project Management Processes	195	Christina Mitchell
Nov 1 - Nov 26	Nov 3	Project Management Knowledge Areas	195	Andy Stanhope
		Management Certificate	595	
Sept 7 - Oct 1	Sept 9	Management Bootcamp	295	Sally Klauss
Oct 4 - Oct 29	Oct 6	Collaborative Management	245	Joyce Odidison
Nov 1 - Nov 26	Nov 3	Managing Generations in the Workplace	175	Kassia Dellabough
		Six Sigma Green Belt Certificate	495	
Sept 7 - Oct 1	Sept 9	Introduction to Six Sigma Green Belt	195	Scott Follett
Oct 4 - Oct 29	Oct 6	Intermediate Six Sigma Green Belt	195	Scott Follett
Nov 1 - Nov 26	Nov 3	Advanced Six Sigma Green Belt	195	Scott Follett
Sept 7 - Oct 29	Sept 9	Supervisory & Leadership Certificate	395	Sally Klauss
		ON-LINE NEW MEDIA MARKETING COURSES		
		Digital Marketing Certificate	495	
Sept 7 - Oct 1	Sept 9	Improving Email Promotions	195	Dan Belhassen & Susan Hurrell
Oct 4 - Oct 29	Oct 6	Boosting Your Website Traffic	195	Dan Belhassen & Susan Hurrell
Nov 1 - Nov 26	Nov 3	Online Advertising	195	Dan Belhassen & Susan Hurrell
		Google Analytics Certificate	345	
Sept 7 - Oct 1	Sept 9	Google Analytics	195	Dan Belhassen
Oct 4 - Oct 29	Oct 6	Advanced Google Analytics	195	Jeff Kritzer
		Mastering Video Marketing	395	

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Sept 7 - Oct 1	Sept 9	Video Marketing	245	Rob Lee
Oct 4 - Oct 29	Oct 6	YouTube for Business	245	Rob Lee
Sept 7 - Oct 1	Sept 9	Podcasting	245	Travis Allison
		ON-LINE PERSONAL DEVELOPMENT COURSES		
		Basic Life Support	95	Career Step
		ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES		
		Social Media for Business Certificate	495	
Sept 7 - Oct 1	Sept 9	Introduction to Social Media	195	Nicole Siscaretti
Oct 4 - Oct 29	Oct 6	Marketing Using Social Media	195	Nicole Siscaretti
Nov 1 - Nov 26	Nov 3	Integrating Social Media in Your Organization	195	Jennifer Selke
		ON-LINE TECHNOLOGY SKILLS COURSES		
		Certificate in Mastering Excel	495	
Sept 7 - Oct 1	Sept 9	Mastering Microsoft Excel	195	Betsy Flanagan
Oct 4 - Oct 29	Oct 6	Intermediate Microsoft Excel	195	Amy Klous
Nov 1 - Nov 26	Nov 3	Advanced Microsoft Excel	195	John Rutledge
		Certificate in Web Design	595	
Sept 7 - Oct 1	Sept 9	Introduction to Web Design	245	Tonya Wright
Oct 4 - Oct 29	Oct 6	Intermediate Web Design	245	Marcus Lander
Nov 1 - Nov 26	Nov 3	Advanced Web Design	245	Tonya Wright
		Coding Certificate	595	
Sept 7 - Oct 1	Sept 9	Introduction to Coding	195	Jeff Kritzer
Oct 4 - Oct 29	Oct 6	HTML and CSS Fundamentals	245	Andy Helmi
Nov 1 - Nov 26	Nov 3	Advanced CSS	245	Andy Helmi
		Graphic Design Software Essentials Certificate	545	
Sept 7 - Oct 1	Sept 9	Adobe Illustrator Essentials	225	Andy Helmi

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Oct 4 - Oct 29	Oct 6	Adobe Photoshop Essentials	225	Andy Helmi
Nov 1 - Nov 26	Nov 3	Adobe InDesign Essentials	225	Andy Helmi
Sept 7 - Oct 1	Sept 9	Mastering Computer Skills for the Workplace	195	Betsy Flanagan
Sept 7 - Nov 26	Sept 9	WordPress Certificate	495	Andy Helmi
		ON-LINE TRAINING AND EDUCATION COURSES		
		Certificate in Online Teaching	495	
Sept 7 - Oct 1	Sept 9	Advanced Teaching Online	195	William A. Draves
Oct 4 - Oct 29	Oct 6	Designing Online Instruction	195	Dionne Felix
Nov 1 - Nov 26	Nov 3	Fostering Online Discussion	195	Mary Dereshiwsy
		TRAINING FOR K-12 TEACHERS		
		Certificate in Learning Styles	395	
Sept 7 - Oct 1	Sept 9	Students with ASD (Autism Spectrum Disorder)	145	Julie Coates
Oct 4 - Oct 29	Oct 6	Gender in the Classroom	145	Julie Coates & William A. Draves
Nov 1 - Nov 26	Nov 3	Generational Learning Syles	145	Kassia Dellabough
		GEOGRAPHIC INFORMATON SYSTEMS		
Aug 31 - Dec 14	Aug 30	Introduction of Geographic Information Systems	409	Lisa Scott
Aug 31 - Dec 14	Aug 30	Geograpic Information Systems Applications	409	Lisa Scott