## WHITE MOUNTAINS COMMUNITY COLLEGE Non-Credit and Professional Development Courses and Workshops

	<u>Non-Cre</u>	dit and Professional Development Courses and	wor	
		ON-LINE HEALTHCARE OCCUPATION COURSES		Summer 2020
		ON-LINE HEALTHCARE OCCUPATION COURSES		
		Inpatient Auditing	2,699	Career Step
		Medical Transcription Editor	3,199	Career Step
		Microsoft Office 2016	499	Career Step
		Pharmacy Technician 2.0 (Non ASHP)	1,999	Career Step
		Pharmacy Technician 3.0 (ASHP)	2,999	Career Step
		Physical Therapy Aide	2,999	Career Step
		Physical Therapy Office Professional	3,899	Career Step
		Dental Assistant with externship	3,869	Career Step
		Dental Assistant without externship	2,989	Career Step
		Mental Health Technician	3,099	Career Step
		EKG Technician	699	Career Step
		Patient Care Technician without externship	3,099	Career Step
		Patient Care Technician without externship	3,999	Career Step
		Home Health Aid	2,599	Career Step
		Nutrition and Personal Trainer	3,099	Career Step
		Substance Abuse Counseling	3,699	
		č		Career Step
		Hemodialysis Technician with externship	3,199	Career Step
		ON-LINE BUSINESS COURSES		
Date	Reg. Deadline	Bookkeeping Certificate	495	
June 1 - June 26	June 5	Understanding Debits and Credits	195	Sharon DeFonteny
July 6 - July 31	July 10	General Ledger and Month End Procedures	195	Sharon DeFonteny
		Closing Procedures and Financial Statements	195	Sharon DeFonteny
Aug 3 - Aug 28	Aug 7	Closing Frocedures and Financial Statements	193	Sharon Deronteny
		ON-LINE BUSINESS COURSES Cont.		
			405	
I 1 I 26	I 5	Certificate in Data Analysis	495	Cl D . Γ
June 1 - June 26	June 5	Introduction to Data Analysis	195	Sharon DeFonteny
July 6 - July 31	July 10	Intermediate Data Analysis	195	Jodie Trana
Aug 3 - Aug 28	Aug 7	Advanced Data Analysis	195	Jodie Trana
		Certificate in Sales	495	
June 1 - June 26	June 5	Strategic Selling with Social Media	195	Geoff Evans
July 6 - July 31	July 10	Getting Started in Sales	195	Tim Street
Aug 3 - Aug 28	Aug 7	Power Selling	195	Maria Coons
			405	
	T 5	Entrepreneurship Certificate	495	G ID: I
June 1 - June 26	June 5	Entrepreneur Boot Camp	195	Conrad Brian Law
July 6 - July 31	July 10	The Business Plan	195	Mary Beth Izard
Aug 3 - Aug 28	Aug 7	Entrepreneurial Marketing	195	Kathy Nadlman
July 6 - July 31	July 10	Cyber Security for Managers	195	Stan Waddell
		Productivity & Time Management Certificate	595	
				William A. Draves
June 1 - June 26	June 5	New 21st Century Strategies for Productivity & Time Management	1 195 1	
	June 5 July 10	New 21st Century Strategies for Productivity & Time Management Productivity eTools	195 245	
July 6 - July 31	June 5 July 10 Aug 7	Productivity eTools	195 245 245	Jennifer Selke William A. Draves
July 6 - July 31	July 10	Productivity eTools  Managing Productivity	245	Jennifer Selke
July 6 - July 31	July 10	Productivity eTools	245	Jennifer Selke
July 6 - July 31 Aug 3 - Aug 28	July 10 Aug 7	Productivity eTools  Managing Productivity  ON-LINE BUSINESS COMMUNICATION COURSES  Certificate in Basic Game Design	245 245 395	Jennifer Selke William A. Draves
July 6 - July 31 Aug 3 - Aug 28 June 1 - June 26	July 10 Aug 7  June 5	Productivity eTools  Managing Productivity  ON-LINE BUSINESS COMMUNICATION COURSES  Certificate in Basic Game Design  Introduction to Game Design	245 245 395 245	Jennifer Selke William A. Draves Moses Wolfenstein
July 6 - July 31 Aug 3 - Aug 28 June 1 - June 26	July 10 Aug 7	Productivity eTools  Managing Productivity  ON-LINE BUSINESS COMMUNICATION COURSES  Certificate in Basic Game Design	245 245 395	Jennifer Selke William A. Draves
July 6 - July 31 Aug 3 - Aug 28 June 1 - June 26	July 10 Aug 7  June 5	Productivity eTools  Managing Productivity  ON-LINE BUSINESS COMMUNICATION COURSES  Certificate in Basic Game Design  Introduction to Game Design  Intermediate Video Game Design	245 245 395 245	Jennifer Selke William A. Draves Moses Wolfenstein
July 6 - July 31 Aug 3 - Aug 28 June 1 - June 26 July 6 - July 31	July 10 Aug 7  June 5	Productivity eTools  Managing Productivity  ON-LINE BUSINESS COMMUNICATION COURSES  Certificate in Basic Game Design  Introduction to Game Design	245 245 395 245 245	Jennifer Selke William A. Draves Moses Wolfenstein
June 1 - June 26 July 6 - July 31 Aug 3 - Aug 28 June 1 - June 26 July 6 - July 31 June 1 - June 26 July 6 - July 31	July 10 Aug 7  June 5 July 10	Productivity eTools  Managing Productivity  ON-LINE BUSINESS COMMUNICATION COURSES  Certificate in Basic Game Design  Introduction to Game Design  Intermediate Video Game Design  Certificate in Business Writing	245 245 395 245 245 495	Jennifer Selke William A. Draves  Moses Wolfenstein Jean Haefner

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		ON-LINE BUSINESS COMMUNICATION COURSES Cont.		
		Certificate in Customer Service	245	
June 1 - June 26	June 5	Keys to Customer Service	145	Nanette Sanders-Cobb
July 6 - July 31	July 10	Extraordinary Customer Service	145	Fred Bayley
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		Certificate in Presentation Media	495	
June 1 - June 26	June 5	Infographics	195	Jeff Kritzer
July 6 - July 31	July 10	Photoshop for Presentations	195	Andy Helmi
Aug 3 - Aug 28	Aug 7	Graphic Design for Visual Presentations	195	Rob Lee
		Certificate in Workplace Communication	595	
June 1 - June 26	June 5	Conflict Management	245	Sally Klauss
July 6 - July 31	July 10	Negotiation: Get What You Want	195	Greg Marsello
Aug 3 - Aug 28	Aug 7	Using Personality Profiles for Better Work Performance	295	Sally Klauss
		ON-LINE HUMAN RESOURCE COURSES		
July 6 July 21	J.,l., 10	Applying Loan Sigma Draotices to HD Eurotices	245	Colle. Coh
July 6 - July 31	July 10	Applying Lean Sigma Practices to HR Functions	243	Sally Schmall
		Business Coaching Certificate *Only Available as a Certificate	395	
June 1 - June 26	June 5	Mentoring and Coaching in the Workplace Level 1		Sherri Restauri
July 6 - July 31	July 10	Mentoring and Coaching in the Workplace Level 2		Sherri Restauri
11 ( 11 21	T 1 10	Control Design Management of Cliffs of the Control Design of Control Design of Cliffs of the Control Design of Cliffs of C	245	G-11 G-111
July 6 - July 31	July 10	Strategic Project Management Skills for Human Resource Professionals	245	Sally Schmall
July 6 - July 31	July 10	Your Workplace, Your Employees & The Law	195	Lupe McElroy
		ON-LINE LEADERSHIP COURSES		
		Certificate in Leadership Development	375	
June 1 - June 26	June 5	Leadership Principles	145	Constance Yates
July 6 - July 31	July 10	Developing Your Leadership Skills	145	William A. Draves
Aug 3 - Aug 28	Aug 7	Developing Your Professional Career	145	Tawanda McLaurin
		ON-LINE MANAGEMENT COURSES		
I 1 I 26	I 5	Certificate in Non-Profit Administration  Revenue Generation for Non-Profits	595	F., I.D. 1.
June 1 - June 26 Aug 3 - Aug 28	June 5 Aug 7	Program Evaluation for Nonprofit Professionals	495 245	Fred Bayley Myia Welsh
Aug 3 - Aug 28	Aug /	Frogram Evaluation for Nonprofit Frofessionals	243	Wiyia Weisii
		Certificate in Project Management	495	
June 1 - June 26	June 5	Introduction to Project Management	195	Andy Stanhope
July 6 - July 31	July 10	Project Management Processes	195	Christina Mitchell
Aug 3 - Aug 28	Aug 7	Project Management Knowledge Areas	195	Andy Stanhope
Aug 3 - Aug 28	Aug 7	Lean Six Sigma	245	Scott Follett
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		Six Sigma Green Belt Certificate	495	
June 1 - June 26	June 5	Introduction to Six Sigma Green Belt	195	Scott Follett
July 6 - July 31	July 10	Intermediate Six Sigma Green Belt	195	Scott Follett
Aug 3 - Aug 28	Aug 7	Advanced Six Sigma Green Belt	195	Scott Follett
June 1 - June 26	June 5	Supervisory & Leadership Certificate	395	Sally Klauss
July 6 - July 31	July 10	Beyond Raising Awareness: Strategy and Evaluation of Advocacy Efforts	195	Myia Welsh
		Walder College College College	405	
June 1 June 24	Inno 5	Workplace Conflict Solutions Certificate  Conflict Management	495 245	Sally Vlaves
June 1 - June 26	June 5 July 10	Dealing with Difficult People in the Workplace	245	Sally Klauss Kate Webster
July 6 - July 31 Aug 3 - Aug 28	Aug 7	Stress Management in the Workplace	145	Meredith Brown
	1145 /	2.2.2.2.3.mgomen. in the Workplace	1.5	
		Management Certificate	595	
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June 1 - June 26	June 5	Management Boot Camp	295	Sally Klauss
July 6 - July 31	July 10	Collaborative Management	245	Joyce Odidison
Aug 3 - Aug 28	Aug 7	Managing Generations in the Workplace	175	Kassia Dellabough
		Managing Social Change Certificate	495	
June 1 - June 26	June 5	Change Management Skills	195	Sally Schmall
July 6 - July 31	July 10	Change in the Workplace	195	Brenton Rolle
Aug 3 - Aug 28	Aug 7	Creating Community & Social Change	195	Lisa Barrow
		ON LINE NEW MEDIA MADIZETING COURSES		
		ON-LINE NEW MEDIA MARKETING COURSES		
June 1 - June 26	June 5	Google Analytics	195	Dan Belhassen
June 1 June 20	June 3	Sogic mary aco	175	Buil Belliussell
		Digital Marketing Certificate	495	
June 1 - June 26	June 5	Improving Email Promotions	195	Dan Belhassen & Susan Hurrell
July 6 - July 31	July 10	Boosting Your Website Traffic	195	Dan Belhassen & Susan Hurrell
Aug 3 - Aug 28	Aug 7	Online Advertising	195	Dan Belhassen & Susan Hurrell
		Mastering Video Marketing	395	
June 1 - June 26	June 5	Video Marketing	245	Rob Lee
July 6 - July 31	July 10	YouTube for Business	245	Rob Lee
June 1 - June 26	June 5	Podcasting	245	Travis Allison
		ON-LINE PERSONAL DEVELOPMENT COURSES		
		Basic Life Support	95	Career Step
		ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES		
June 1 - June 26	June 5	Instagram for Business	195	Nicole Siscaretti
July 6 - July 31	July 10	Facebook for Business	245	Nicole Siscaretti
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		Social Media for Business Certificate	495	
June 1 - June 26	June 5	Introduction to Social Media	195	Nicole Siscaretti
July 6 - July 31	July 10	Marketing Using Social Media	195	Nicole Siscaretti
Aug 3 - Aug 28	Aug 7	Integrating Social Media in Your Organization	195	Jennifer Selke
Aug 3 - Aug 20	Aug /	integrating Social Media in Tour Organization	173	Jennier Beike
		ON-LINE TECHNOLOGY SKILLS COURSES		
		ON-ENVE TECHNOLOGI SKILLS COOKSES		
		Certificate in Mastering Excel	495	
June 1 - June 26	June 5	Mastering Microsoft Excel	195	Betsy Flanagan
July 6 - July 31	July 10	Intermediate Excel	195	Amy Klous
Aug 3 - Aug 28	Aug 7	Advanced Excel	195	John Rutledge
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		ON-LINE TECHNOLOGY SKILLS COURSES Cont.		
		Certificate in Web Design	595	
June 1 - June 26	June 5	Introduction to Web Design	245	Tonya Wright
July 6 - July 31	July 10	Intermediate Web Design	245	Marcus Lander
Aug 3 - Aug 28	Aug 7	Advanced Web Design	245	Tonya Wright
		Coding Certificate	595	
June 1 - June 26	June 5	Introduction to Coding	195	Jeff Kritzer
July 6 - July 31	July 10	HTML and CSS Fundamentals	245	Andy Helmi
Aug 3 - Aug 28	Aug 7	Advanced CSS	245	Andy Helmi
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		Graphic Design Software Essentials Certificate	545	
June 1 - June 26	June 5	Adobe Illustrator Essentials	225	Andy Helmi
July 6 - July 31	July 10	Adobe Photoshop Essentials  Adobe Photoshop Essentials	225	Andy Helmi
	Aug 7	Adobe InDesign Essentials	225	Andy Helmi
Aug 3 - Aug 28			1	
	T 6	Mastaring Commuter Chille & Alle West start	107	D. 4. Pl
June 1 - June 26	June 5	Mastering Computer Skills for the Workplace	195	Betsy Flanagan
	June 5			Betsy Flanagan
June 1 - June 26		Programming for Non-Programmers Certificate	495	
	June 5 June 5 July 10			Betsy Flanagan  Tonya Wright  Marcus Lander

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Aug 3 - Aug 28	Aug 7	Communicating with Programmers	195	Tonya Wright
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		WordPress Certificate *Only Available as a Certificate	495	Andy Helmi
June 1 - June 26	June 5	Website Setup		
July 6 - July 31	July 10	WordPress Fundamentals		
Aug 3 - Aug 28	Aug 7	Advanced WordPress		
		ON-LINE TRAINING AND EDUCATION COURSES		
		Certificate in Online Teaching	495	
June 1 - June 26	June 5	Advanced Teaching Online	195	William A. Draves
July 6 - July 31	July 10	Designing Online Instruction	195	Dionne Felix
Aug 3 - Aug 28	Aug 7	Fostering Online Discussion	195	Mary Dereshiwsky
		TRAINING FOR K-12 TEACHERS		
		TRAINING FOR K-12 TEACHERS		
		Certificate in Learning Styles	395	
June 1 - June 26	June 5	Students with ASD (Autism Spectrum Disorder)	145	Julie Coates
July 6 - July 31	July 10	Gender in the Classroom	145	Julie Coates & William A. Draves
Aug 3 - Aug 28	Aug 7	Generational Learning Styles	145	Kassia Dellabough
July 6 - July 31	July 10	Substitute Teacher Preparation	145	David Reilly
July 6 - July 31	July 10	Talking Circles: A Restorative Approach to Student Discipline	#####	Dan Torrez