

# WHITE MOUNTAINS COMMUNITY COLLEGE

## Non-Credit and Professional Development Courses and Workshops

				Summer 2020
		<b>ON-LINE HEALTHCARE OCCUPATION COURSES</b>		
		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 with 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	Career Step
		Hemodialysis Technician with externship	3,199	Career Step
		<b>ON-LINE BUSINESS COURSES</b>		
<b>Date</b>	<b>Reg. Deadline</b>			
		<b>Bookkeeping Certificate</b>	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
Aug 3 - Aug 28	Aug 7	Closing Procedures and Financial Statements	195	Sharon DeFonteny
		<b>ON-LINE BUSINESS COURSES Cont.</b>		
		<b>Certificate in Data Analysis</b>	495	
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
		<b>Certificate in Sales</b>	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
		<b>Entrepreneurship Certificate</b>	495	
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	<b>Cyber Security for Managers</b>	195	Stan Waddell
		<b>Productivity &amp; Time Management Certificate</b>	595	
June 1 - June 26	June 5	New 21st Century Strategies for Productivity & Time Management	195	William A. Draves
July 6 - July 31	July 10	Productivity eTools	245	Jennifer Selke
Aug 3 - Aug 28	Aug 7	Managing Productivity	245	William A. Draves
		<b>ON-LINE BUSINESS COMMUNICATION COURSES</b>		
		<b>Certificate in Basic Game Design</b>	395	
June 1 - June 26	June 5	Introduction to Game Design	245	Moses Wolfenstein
July 6 - July 31	July 10	Intermediate Video Game Design	245	Jean Haefner
		<b>Certificate in Business Writing</b>	495	
June 1 - June 26	June 5	Business Writing	195	Dionne Felix
July 6 - July 31	July 10	Effective Copywriting	195	Kathryn Lynch-Morin
Aug 3 - Aug 28	Aug 7	Writing News and Press Releases	195	William Draves

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		<b>ON-LINE BUSINESS COMMUNICATION COURSES Cont.</b>		
		<b>Certificate in Customer Service</b>	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
		<b>Certificate in Presentation Media</b>	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
		<b>Certificate in Workplace Communication</b>	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
		<b>ON-LINE HUMAN RESOURCE COURSES</b>		
July 6 - July 31	July 10	<b>Applying Lean Sigma Practices to HR Functions</b>	245	Sally Schmall
		<b>Business Coaching Certificate *Only Available as a Certificate</b>	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
July 6 - July 31	July 10	<b>Strategic Project Management Skills for Human Resource Professionals</b>	245	Sally Schmall
July 6 - July 31	July 10	<b>Your Workplace, Your Employees &amp; The Law</b>	195	Lupe McElroy
		<b>ON-LINE LEADERSHIP COURSES</b>		
		<b>Certificate in Leadership Development</b>	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
		<b>ON-LINE MANAGEMENT COURSES</b>		
		<b>Certificate in Non-Profit Administration</b>	595	
June 1 - June 26	June 5	Revenue Generation for Non-Profits	495	Fred Bayley
Aug 3 - Aug 28	Aug 7	Program Evaluation for Nonprofit Professionals	245	Myia Welsh
		<b>Certificate in Project Management</b>	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	<b>Lean Six Sigma</b>	245	Scott Follett
		<b>Six Sigma Green Belt Certificate</b>	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	<b>Supervisory &amp; Leadership Certificate</b>	395	Sally Klauss
July 6 - July 31	July 10	<b>Beyond Raising Awareness: Strategy and Evaluation of Advocacy Efforts</b>	195	Myia Welsh
		<b>Workplace Conflict Solutions Certificate</b>	495	
June 1 - June 26	June 5	Conflict Management	245	Sally Klauss
July 6 - July 31	July 10	Dealing with Difficult People in the Workplace	245	Kate Webster
Aug 3 - Aug 28	Aug 7	Stress Management in the Workplace	145	Meredith Brown
		<b>Management Certificate</b>	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
		<b>Managing Social Change Certificate</b>	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
		<b>ON-LINE NEW MEDIA MARKETING COURSES</b>		
June 1 - June 26	June 5	<b>Google Analytics</b>	195	Dan Belhassen
		<b>Digital Marketing Certificate</b>	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
		<b>Mastering Video Marketing</b>	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	<b>Podcasting</b>	245	Travis Allison
		<b>ON-LINE PERSONAL DEVELOPMENT COURSES</b>		
		<b>Basic Life Support</b>	95	Career Step
		<b>ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES</b>		
June 1 - June 26	June 5	<b>Instagram for Business</b>	195	Nicole Siscaretti
July 6 - July 31	July 10	<b>Facebook for Business</b>	245	Nicole Siscaretti
		<b>Social Media for Business Certificate</b>	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
		<b>ON-LINE TECHNOLOGY SKILLS COURSES</b>		
		<b>Certificate in Mastering Excel</b>	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
		<b>ON-LINE TECHNOLOGY SKILLS COURSES Cont.</b>		
		<b>Certificate in Web Design</b>	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
		<b>Coding Certificate</b>	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
		<b>Graphic Design Software Essentials Certificate</b>	545	
June 1 - June 26	June 5	Adobe Illustrator Essentials	225	Andy Helmi
July 6 - July 31	July 10	Adobe Photoshop Essentials	225	Andy Helmi
Aug 3 - Aug 28	Aug 7	Adobe InDesign Essentials	225	Andy Helmi
June 1 - June 26	June 5	<b>Mastering Computer Skills for the Workplace</b>	195	Betsy Flanagan
		<b>Programming for Non-Programmers Certificate</b>	495	
June 1 - June 26	June 5	How Programming Works	195	Tonya Wright
July 6 - July 31	July 10	Basic Programming Concepts	195	Marcus Lander

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Aug 3 - Aug 28	Aug 7	Communicating with Programmers	195	Tonya Wright
		<b>WordPress Certificate *Only Available as a Certificate</b>	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		
		<b>ON-LINE TRAINING AND EDUCATION COURSES</b>		
		<b>Certificate in Online Teaching</b>	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 Dereshiowsky
		<b>TRAINING FOR K-12 TEACHERS</b>		
		<b>Certificate in Learning Styles</b>	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	<b>Substitute Teacher Preparation</b>	145	David Reilly
July 6 - July 31	July 10	<b>Talking Circles: A Restorative Approach to Student Discipline</b>	#####	Dan Torrez