**Business Training Center**
**Tamara Roberge**
**603-342-3062, troberge@ccsnh.edu**

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

| | | | | Summer 2022 |
|---|---|---|---|---|
| | | **ON-LINE CAREER TRAINING** | | |
| | | Bookkeeping and Administrative Pro | 3,999 | Career Step |
| | | Caregiver | 2,999 | Career Step |
| | | Certified Healthcare Documentaion Specialist | 3,999 | Career Step |
| | | Child Care Administration | 3,999 | Career Step |
| | | CompTIA Certification Pro | 3,999 | Career Step |
| | | Computer Technician | 2,499 | Career Step |
| | | Dental Assistant with externship | 3,999 | Career Step |
| | | EKG Technician with externship | 1,899 | Career Step |
| | | Executive Assistant | 2,999 | Career Step |
| | | Fitness and Wellness Coach | 2,799 | Career Step |
| | | Health and Lifestyle Coach | 3,499 | Career Step |
| | | Healthcare IT Professional | 3,999 | Career Step |
| | | Healthcare IT Security Manager | 1,999 | Career Step |
| | | Hemodialysis Technician with externship | 3,899 | Career Step |
| | | Home Health Aide | 2,499 | Career Step |
| | | Medical Administrative Assistant | 3,199 | Career Step |
| | | Medical Billing and Coding | 3,099 | Career Step |
| | | Medical Office Manager | 3,899 | Career Step |
| | | Medical Records Specialist | 2,499 | Career Step |
| | | Medical Transcription Editor | 3,499 | Career Step |
| | | Medical Scribe | 3,499 | Career Step |
| | | Mental Health Technician | 3,499 | Career Step |
| | | Microsoft Office Specialist 2019 | 599 | Career Step |
| | | Nutrition and Personal Trainer | 3,999 | Career Step |
| | | Patient Care Technician | 3,499 | Career Step |
| | | Pharmacy Technician | 3,899 | Career Step |

# WHITE MOUNTAINS COMMUNITY COLLEGE

| Date | Reg. Deadline | | | |
|---|---|---|---|---|
| | | Phlebotomy Technician | 1,899 | Career Step |
| | | Physical Therapy Aide | 2,699 | Career Step |
| | | Physical Therapy Office Professional | 3,999 | Career Step |
| | | Telehealth Coordinator | 2,599 | Career Step |
| | | Veterinary Receptionist | 3,999 | Career Step |
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| | | **ON-LINE BUSINESS COURSES** | | |
| **Date** | **Reg. Deadline** | | | |
| | | **Bookeeping Certificate** | 495 | |
| June 6 - July 1 | June 8 | Understanding Debits and Credits | 195 | Sharon DeFonteny |
| July 5 - July 29 | July 7 | General Ledger and Month End Procedures | 195 | Sharon DeFonteny |
| Aug 1 - Aug 26 | Aug 3 | Closing Procedures and Financial Statements | 195 | Sharon DeFonteny |
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| | | **Certificate in Accounting and Finance for Non-Financial Managers** | 495 | |
| June 6 - July 1 | June 8 | Accounting and Finance fro Non-Financial Manager | 195 | Sharon DeFonteny |
| July 5 - July 29 | July 7 | Cash is King | 195 | Jodie Trana |
| Aug 1 - Aug 26 | Aug 3 | Financial Analysis and Planning for Non-Financial Managers | 195 | Jodie Trana |
| | | | | |
| | | **Entrepreneurship Certificate** | 495 | |
| June 6 - July 1 | June 8 | Entrepreneur Boot Camp | 195 | Conrad Brian Law |
| July 5 - July 29 | July 7 | The Business Plan | 195 | Mary Beth Izard |
| Aug 1 - Aug 26 | Aug 3 | Entrepreneurial Marketing | 195 | Kathy Nadlman |
| | | | | |
| July 7 - July 29 | July 9 | **The Basics of Bookkeeping** | 195 | Sharon DeFonteny |
| | | | | |
| | | **ON-LINE BUSINESS COMMUNICATION COURSES** | | |
| | | | | |
| | | **Certificate in Basic Game Design** | 395 | |
| June 6 - July 1 | June 8 | Introduction to Game Design | 245 | Moses Wolfenstein |
| July 5 - July 29 | July 7 | Intermediate Video Game Design | 245 | Jean Haefner |
| | | | | |
| | | **Certificate in Business Writing** | 495 | |
| June 6 - July 1 | June 8 | Business Writing | 195 | Dionne Felix |
| July 5 - July 29 | July 7 | Effective Copywriting | 195 | Kathryn Lynch-Morin |
| Aug 1 - Aug 26 | Aug 3 | Writing News and Press Releases | 195 | William Draves |
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# WHITE MOUNTAINS COMMUNITY COLLEGE

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|---|---|---|---|---|
| | | **Certificate in Customer Service** | 245 | |
| June 6 - July 1 | June 8 | Keys to Customer Service | 145 | Nanette Sanders-Cobb |
| July 5 - July 29 | July 7 | Extraordinary Customer Service | 145 | Greg Marsello |
| | | | | |
| | | **Certificate in Workplace Communication** | 595 | |
| June 6 - July 1 | June 8 | Conflict Management | 245 | Sally Klauss |
| July 5 - July 29 | July 7 | Negotiation: Get What You Want | 195 | Greg Marsello |
| Aug 1 - Aug 26 | Aug 3 | Using Personality Profiles for Better Work Performance | 295 | Sally Klauss |
| | | | | |
| June 6 - July 29 | June 8 | **Certificate in Effective Grammer** | 295 | Ellen Feld |
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| | | **DATA SCIENCE** | | |
| | | | | |
| | | **Certificate in Data Analysis** | 495 | |
| June 6 - July 1 | June 8 | Introduction to Data Analysis | 195 | John Rutledge |
| July 5 - July 29 | July 7 | Intermediate Data Analysis | 195 | Mary Dereshiwsky |
| Aug 1 - Aug 26 | Aug 3 | Advanced Data Analysis | 195 | Jeff Kritzer |
| | | | | |
| | | **Certificate in Mastering Excel** | 495 | |
| June 6 - July 1 | June 8 | Mastering Microsoft Excel | 195 | Betsy Flanagan |
| July 5 - July 29 | July 7 | Intermediate Excel | 195 | Amy Klous |
| Aug 1 - Aug 26 | Aug 3 | Advanced Excel | 195 | John Rutledge |
| | | | | |
| | | **Power BI Certificate** | 495 | |
| June 6 - July 1 | June 8 | Introduction to Power BI | 195 | Marion Williams |
| July 5 - July 29 | July 7 | Intermediate Power BI | 195 | Marion Williams |
| Aug 1 - Aug 26 | Aug 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 |
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# WHITE MOUNTAINS COMMUNITY COLLEGE

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| | | **ON-LINE LEADERSHIP COURSES** | | |
| | | **Certificate in Leadership Development** | 395 | |
| June 6 - July 1 | June 8 | Leadership Principles | 145 | William A. Draves |
| July 5 - July 29 | July 7 | Developing Your Leadership Skills | 145 | William A. Draves |
| Aug 1 - Aug 26 | Aug 3 | Developing Your Professional Career | 145 | Tawanda McLaurin |
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| | | **ON-LINE MANAGEMENT COURSES** | | |
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| | | **Certificate in Non-Profit Administration** | 595 | |
| June 6 - July 29 | June 8 | Revenue Generation for Non-Profits | 495 | Myia Welsh |
| Aug 1 - Aug 26 | Aug 3 | Program Evaluation for Nonprofit Professionals | 245 | Myia Welsh |
| | | | | |
| | | **Certificate in Project Management** | 495 | |
| June 6 - July 1 | June 8 | Introduction to Project Management | 195 | Jim Gray |
| July 5 - July 29 | July 7 | Project Management Processes | 195 | Christina Mitchell |
| Aug 1 - Aug 26 | Aug 3 | Project Management Knowledge Areas | 195 | Jim Gray |
| | | | | |
| | | **Management Certificate** | 595 | |
| June 6 - July 1 | June 8 | Management Bootcamp | 295 | Sally Klauss |
| July 5 - July 29 | July 7 | Collaborative Management | 245 | Joyce Odidison |
| Aug 1 - Aug 26 | Aug 3 | Managing Generations in the Workplace | 175 | William A Draves |
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| | | **Six Sigma Green Belt Certificate** | 495 | |
| June 6 - July 1 | June 8 | Introduction to Six Sigma Green Belt | 195 | Scott Follett |
| July 5 - July 29 | July 7 | Intermediate Six Sigma Green Belt | 195 | Scott Follett |
| Aug 1 - Aug 26 | Aug 3 | Advanced Six Sigma Green Belt | 195 | Scott Follett |
| | | | | |
| June 6 - July 29 | June 8 | **Supervisory & Leadership Certificate** | 395 | Sally Klauss |
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| | | **Managing Remote Workers Certificate** | 395 | |
| June 6 - July 1 | June 8 | Remote Working and Communicating | 245 | William A. Draves |
| July 5 - July 29 | July 7 | Managing Remote Workers | 245 | William A. Draves |
| | | **NEW CAREERS COURSES** | | |
| | | | | |
| June 6 - July 1 | June 8 | Digital Reporting | 195 | Eva Walsh and Lisa Jo Hubacher |
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# WHITE MOUNTAINS COMMUNITY COLLEGE

| | | ON-LINE NEW MEDIA MARKETING COURSES | | |
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| | | | | |
| | | **Digital Marketing Certificate** | 495 | |
| June 6 - July 1 | June 8 | Improving Email Promotions | 195 | Dan Belhassen & Susan Hurrell |
| July 5 - July 29 | July 7 | Boosting Your Website Traffic | 195 | Dan Belhassen & Susan Hurrell |
| Aug 1 - Aug 26 | Aug 3 | Online Advertising | 195 | Dan Belhassen & Susan Hurrell |
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| | | **Google Analytics Certificate** | 345 | |
| June 6 - July 1 | June 8 | Google Analytics | 195 | Dan Belhassen |
| July 5 - July 29 | July 7 | Advanced Google Analytics | 195 | Jeff Kritzer |
| | | | | |
| | | **Mastering Video Marketing** | 395 | |
| June 6 - July 1 | June 8 | Video Marketing | 245 | Rob Lee |
| July 5 - July 29 | July 7 | YouTube for Business | 245 | Rob Lee |
| | | | | |
| June 6 - July 1 | June 8 | **Podcasting** | 245 | Travis Allison |
| | | | | |
| | | **Integrated Marketing Certificate** | 495 | |
| June 6 - July 1 | June 8 | Advanced Marketing Concepts | 195 | William A. Draves |
| July 5 - July 29 | July 7 | Successful Print Marketing | 195 | William A. Draves |
| Aug 1 - Aug 26 | Aug 3 | Integrated Marketing Best Practices | 195 | William A. Draves |
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| | | ON-LINE PERSONAL DEVELOPMENT COURSES | | |
| | | | | |
| open enrollment | | Basic Life Support | 95 | Career Step |
| June 6 - July 29 | June 8 | Spanish for Medical Professionals | 290 | Cristine Sempe |
| June 6 - July 29 | June 8 | Beginning Conversational Spanish | 290 | Cristine Sempe |
| June 6 - July 1 | June 8 | Introduction to Fiction Writing | 195 | Jacqui Lipton |
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| | | ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES | | |
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| | | **Social Media for Business Certificate** | 495 | |
| June 6 - July 1 | June 8 | Introduction to Social Media | 195 | Nicole Siscaretti |
| July 5 - July 29 | July 7 | Marketing Using Social Media | 195 | Nicole Siscaretti |
| Aug 1 - Aug 26 | Aug 3 | Integrating Social Media in Your Organization | 195 | Jennifer Selke |
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# WHITE MOUNTAINS COMMUNITY COLLEGE

| | | ON-LINE TECHNOLOGY SKILLS COURSES | | |
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| | | **Certificate in Mastering Excel** | 495 | |
| June 6 - July 1 | June 8 | Mastering Microsoft Excel | 195 | Betsy Flanagan |
| July 5 - July 29 | July 7 | Intermediate Microsoft Excel | 195 | Amy Klous |
| Aug 1 - Aug 26 | Aug 3 | Advanced Microsoft Excel | 195 | John Rutledge |
| | | | | |
| | | **Certificate in Web Design** | 595 | |
| June 6 - July 1 | June 8 | Introduction to Web Design | 245 | Marcus Lander |
| July 5 - July 29 | July 7 | Intermediate Web Design | 245 | Marcus Lander |
| Aug 1 - Aug 26 | Aug 3 | Advanced Web Design | 245 | Marcus Lander |
| | | | | |
| | | **Coding Certificate** | 595 | |
| June 6 - July 1 | June 8 | Introduction to Coding | 195 | Jeff Kritzer |
| July 5 - July 29 | July 7 | HTML and CSS Fundamentals | 245 | Andy Helmi |
| Aug 1 - Aug 26 | Aug 3 | Advanced CSS | 245 | Andy Helmi |
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| | | **Graphic Design Software Essentials Certificate** | 545 | |
| June 6 - July 1 | June 8 | Adobe Illustrator Essentials | 225 | Andy Helmi |
| July 5 - July 29 | July 7 | Adobe Photoshop Essentials | 225 | Andy Helmi |
| Aug 1 - Aug 26 | Aug 3 | Adobe InDesign Essentials | 225 | Andy Helmi |
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| June 6 - July 1 | June 8 | **Mastering Computer Skills for the Workplace** | 195 | Betsy Flanagan |
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| June 6 - July 1 | June 8 | **WordPress Certificate** | 495 | Andy Helmi |
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| | | ON-LINE TRAINING AND EDUCATION COURSES | | |
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| | | **Certificate in Online Teaching** | 495 | |
| June 6 - July 1 | June 8 | Advanced Teaching Online | 195 | William A. Draves |
| July 5 - July 29 | July 7 | Designing Online Instruction | 195 | Dionne Felix |
| Aug 1 - Aug 26 | Aug 3 | Fostering Online Discussion | 195 | Mary Dereshiwsky |
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| not running | | Certificate in Teaching Adults | 295 | William A. Draves |
| June 6 - July 1 | June 8 | Advanced Live Online and Zoom Instructor Training | 195 | William A. Draves |
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# WHITE MOUNTAINS COMMUNITY COLLEGE

| | | TRAINING FOR K-12 TEACHERS | | |
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| | | **Certificate in Learning Styles** | 395 | |
| June 6 - July 1 | June 8 | Students with ASD (Autism Spectrum Disorder) | 145 | Julie Coates |
| July 5 - July 29 | July 7 | Gender in the Classroom | 145 | Julie Coates & William A. Draves |
| Aug 1 - Aug 26 | Aug 3 | Generational Learning Syles | 145 | Kassia Dellabough |
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| June 6 - July 1 | June 8 | Culturally Responsive Pedagogy in the Diverse Classroom | 145 | Dionne Felix and Julie Coates |
| June 6 - July 1 | June 8 | The Teen Brain | 145 | Julie Coats |

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