

Business Training Center

Tamara Roberge

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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	3,299	Career Step
		CompTIA Certification Pro	4,299	Career Step
		Computer Technician	2,799	Career Step
		Dental Assistant with externship	4,299	Career Step
		EKG Technician with externship	2,799	Career Step
		Executive Assistant	3,299	Career Step
		Fitness and Wellness Coach	2,999	Career Step
		Health and Lifestyle Coach	4,199	Career Step
		Healthcare IT Professional	4,299	Career Step
		Hemodialysis Technician with externship	4,199	Career Step
		Home Health Aide	2,799	Career Step
		Medical Administrative Assistant	3,499	Career Step
		Medical Billing	3,399	Career Step
		Medical Billing and Coding for Outpatient Services	4,199	Career Step
		Medical Office Manager	4,199	Career Step
		Medical Records Specialist	2,799	Career Step
		Medical Transcription Editor	3,799	Career Step
		Medical Scribe	3,599	Career Step
		Mental Health Technician	3,799	Career Step
		Microsoft Office Specialist 2019	599	Career Step
		Nutrition and Personal Trainer	4,299	Career Step
		Patient Care Technician	3,799	Career Step
		Pharmacy Technician	4,199	Career Step

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		Phlebotomy Technician	2,199	Career Step
		Physical Therapy Aide	3,299	Career Step
		Physical Therapy Office Professional	3,799	Career Step
		Veterinary Receptionist	4,299	Career Step
		ON-LINE BUSINESS COURSES		
Date	Reg. Deadline			
		Bookkeeping 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
		Certificate in Accounting and Finance for Non-Financial Managers	495	
June 6 - July 1	June 8	Accounting and Finance for 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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		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
		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 Dereshiwsy
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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		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
		ON-LINE MANAGEMENT COURSES		
		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
		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
		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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		ON-LINE NEW MEDIA MARKETING COURSES		
		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
		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
		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
		ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES		
		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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		ON-LINE TECHNOLOGY SKILLS COURSES		
		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
		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
June 6 - July 1	June 8	Mastering Computer Skills for the Workplace	195	Betsy Flanagan
June 6 - July 1	June 8	WordPress Certificate	495	Andy Helmi
		ON-LINE TRAINING AND EDUCATION COURSES		
		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 Dereshiwsy
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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		TRAINING FOR K-12 TEACHERS		
		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 Styles	145	Kassia Dellabough
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 Coates