

WHITE MOUNTAINS COMMUNITY COLLEGE

Non-Credit and Professional Development Courses and Workshops

Date		TITLE	COST	FACULTY
ON-LINE HEALTH 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
		Dental Assistant with externship	3,869	Career Step
		Dental Assistant without externship	2,989	Career Step
ON-LINE BUSINESS COURSES				
Date	Reg. Deadline	Certificate in Data Analysis	495	UGotClass
FEB 4 – MAR 1	FEB 8	Introduction to Data Analysis	195	
MAR 4 – 29	MAR 8	Intermediate Data Analysis	195	
APRIL 1 – 26	APRIL 5	Advanced Data Analysis	195	
		Certificate in Sales	495	UGotClass
FEB 4 – MAR 1	FEB 8	Strategic Selling with Social Media	195	
MAR 4 – 29	MAR 8	Getting Started in Sales	195	
APRIL 1 – 26	APRIL 5	Power Selling	195	
		Certificate in Leadership Development	395	UGotClass
FEB 4 – MAR 1	FEB 8	Leadership Principles	145	
MAR 4 – 29	MAR 8	Developing Your Leadership Skills	145	
APRIL 1 – 26	APRIL 5	Developing Your Professional Career	145	
		Entrepreneurship Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Entrepreneur Boot Camp	195	
MAR 4 – 29	MAR 8	The Business Plan	195	
APRIL 1 – 26	APRIL 5	Entrepreneurial Marketing	195	
FEB 4 – MAR 1	FEB 8	Introduction to 3D Printing	195	UGotClass
FEB 4 – MAR 1	FEB 8	Law for Non-Lawyers	195	UGotClass
		Productivity & Time Management Certificate	595	UGotClass

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FEB 4 – MAR 1	FEB 8	New 21st Century Strategies for Productivity & Time Management	195	
MAR 4 – 29	MAR 8	Productivity eTools	245	
APRIL 1 – 26	APRIL 5	Managing Productivity	245	
		ON-LINE BUSINESS COMMUNICATION COURSES		
		Certificate in Basic Game Design	395	UGotClass
FEB 4 – MAR 1	FEB 8	Introduction to Game Design	245	
MAR 4 – 29	MAR 8	Intermediate Video Game Design	245	
		Certificate in Business Writing	495	UGotClass
FEB 4 – MAR 1	FEB 8	Business Writing	195	
MAR 4 – 29	MAR 8	Effective Copywriting	195	
APRIL 1 – 26	APRIL 5	Writing News and Press Releases	195	
		Certificate in Customer Service	245	UGotClass
FEB 4 – MAR 1	FEB 8	Keys to Customer Service	145	
MAR 4 – 29	MAR 8	Extraordinary Customer Service	145	
		Certificate in Presentation Media	495	UGotClass
FEB 4 – MAR 1	FEB 8	Infographics	195	
MAR 4 – 29	MAR 8	Photoshop for Presentations	195	
APRIL 1 – 26	APRIL 5	Graphic Design for Visual Presentations	195	
		Certificate in Workplace Communication	595	UGotClass
FEB 4 – MAR 1	FEB 8	Conflict Management	245	
MAR 4 – 29	MAR 8	Negotiation: Get What You Want	195	
APRIL 1 – 26	APRIL 5	Using Personality Profiles for Better Work Performance	295	
		ON-LINE HUMAN RESOURCE COURSES		
MAR 4 – 29	MAR 8	Applying Lean Sigma Practices to HR Functions	245	UGotClass
		Business Coaching Certificate *Only Available as a Certificate	395	UGotClass
FEB 4 – MAR 1	FEB 8	Mentoring and Coaching in the Workplace Level 1		
MAR 4 – 29	MAR 8	Mentoring and Coaching in the Workplace Level 2		
MAR 4 – 29	MAR 8	Strategic Project Management Skills for Human Resource Professionals	245	UGotClass

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ON-LINE LEADERSHIP COURSES				
		Certificate in Leadership Development	375	UGotClass
FEB 4 – MAR 1	FEB 8	Leadership Principles	14	
MAR 4 – 29	MAR 8	Developing Your Leadership Skills	145	
APRIL 1 – 26	APRIL 5	Developing Your Professional Career	145	
ON-LINE MANAGEMENT COURSES				
		Certificate in Non-Profit Administration	595	UGotClass
FEB 4 – MAR 29	FEB 8	Revenue Generation for Non-Profits	495	
APRIL 1 – 26	APRIL 5	Program Evaluation for Nonprofit Professionals	245	
		Certificate in Project Management	495	UGotClass
FEB 4 – MAR 1	FEB 8	Introduction to Project Management	195	
MAR 4 – 29	MAR 8	Project Management Processes	195	
APRIL 1 – 26	APRIL 5	Project Management Knowledge Areas	195	
APRIL 1 – 26	APRIL 5	Lean Six Sigma	245	UGotClass
		Six Sigma Black Belt Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Introduction to Six Sigma Black Belt	195	
MAR 4 – 29	MAR 8	Intermediate Six Sigma Black Belt	195	
APRIL 1 – 26	APRIL 5	Advanced Six Sigma Black Belt	195	
		Six Sigma Green Belt Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Introduction to Six Sigma Green Belt	195	
MAR 4 – 29	MAR 8	Intermediate Six Sigma Green Belt	195	
APRIL 1 – 26	APRIL 5	Advanced Six Sigma Green Belt	195	
		Lean Enterprise Certification, Self-Paced	995	Pearson Ed.
		Six Sigma Green Belt, Self-Paced	695	Pearson Ed.
		Six Sigma Black Belt, Self-Paced	1495	Pearson Ed.
FEB 4 – MAR 29	FEB 8	Supervisory & Leadership Certificate	395	UGotClass
MAR 4 – 29	MAR 8	Beyond Raising Awareness: Strategy and Evaluation of Advocacy Efforts	195	UGotClass

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		Workplace Conflict Solutions Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Conflict Management	245	
MAR 4 – 29	MAR 8	Dealing with Difficult People in the Workplace	245	
APRIL 1 – 26	APRIL 5	Stress Management in the Workplace	145	
		Management Certificate	595	UGotClass
FEB 4 – MAR 1	FEB 8	Management Boot Camp	295	
MAR 4 – 29	MAR 8	Collaborative Management	245	
APRIL 1 – 26	APRIL 5	Managing Generations in the Workplace	175	
		Leading and Managing Virtual Teams Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Introduction to Leading Virtual Teams	195	
MAR 4 – 29	MAR 8	Leading and Mastering Virtual Meetings	245	
APRIL 1 – 26	APRIL 5	Creating High Performance Virtual Teams	195	
		Managing Social Change Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Change Management Skills	195	
MAR 4 – 29	MAR 8	Change in the Workplace	195	
APRIL 1 – 26	APRIL 5	Creating Community & Social Change	195	
		ON-LINE NEW MEDIA MARKETING COURSES		
		Certificate in Google Tools	495	UGotClass
FEB 4 – MAR 1	FEB 8	Google Analytics	195	
MAR 4 – 29	MAR 8	Google Apps for Business	195	
APRIL 1 – 26	APRIL 5	Google +	195	
		Digital Marketing Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Improving Email Promotions	195	
MAR 4 – 29	MAR 8	Boosting Your Website Traffic	195	
APRIL 1 – 26	APRIL 5	Online Advertising	195	
		Inbound Marketing Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Introduction to Inbound Marketing	195	
MAR 4 – 29	MAR 8	Content Marketing	195	
APRIL 1 – 26	APRIL 5	Advanced Inbound Marketing	195	
		Mastering Video Marketing	395	UGotClass
FEB 4 – MAR 1	FEB 8	Video Marketing	245	
MAR 4 – 29	MAR 8	YouTube for Business	245	

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FEB 4 – MAR 1	FEB 8	Podcasting	245	UGotClass
		ON-LINE PERSONAL DEVELOPMENT COURSES		
MAR 4 – 29	MAR 8	Developing Cultural and Global Competence	195	UGotClass
		Medical Math, Self -Paced	149	Pearson Ed.
		Basic Life Support	95	Career Step
		ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES		
FEB 4 – MAR 1	FEB 8	Instagram for Business	195	UGotClass
		Managing Social Media Platforms Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Twitter	195	
MAR 4 – 29	MAR 8	Facebook for Business	245	
APRIL 1 – 26	APRIL 5	LinkedIn for Business	195	
		Social Media for Business Certificate	495	UGotClass
		Introduction to Social Media	195	
		Marketing Using Social Media	195	
		Integrating Social Media in Your Organization		
		ON-LINE TECHNOLOGY SKILLS COURSES		
		Introduction to Programmable Logic Control, Self Paced	299	Pearson Ed.
		Search Engine Optimization, Self-Paced	149	Pearson Ed.
		Certificate in Mastering Excel	495	UGotClass
FEB 4 – MAR 1	FEB 8	Mastering Microsoft Excel	195	
MAR 4 – 29	MAR 8	Intermediate Excel	195	
APRIL 1 – 26	APRIL 5	Advanced Excel	195	
		Certificate in Web Design	595	UGotClass
FEB 4 – MAR 1	FEB 8	Introduction to Web Design	245	
MAR 4 – 29	MAR 8	Intermediate Web Design	245	
APRIL 1 – 26	APRIL 5	Advanced Web Design	245	
		Coding Certificate	595	UGotClass

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FEB 4 – MAR 1	FEB 8	Introduction to Coding	195	
MAR 4 – 29	MAR 8	HTML and CSS Fundamentals	245	
APRIL 1 – 26	APRIL 5	Advanced CSS	245	
		Graphic Design Software Essentials Certificate	545	UGotClass
FEB 4 – MAR 1	FEB 8	Adobe Illustrator Essentials	225	
MAR 4 – 29	MAR 8	Adobe Photoshop Essentials	225	
APRIL 1 – 26	APRIL 5	Adobe InDesign Essentials	225	
		Programming for Non-Programmers Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	How Programming Works	195	
MAR 4 – 29	MAR 8	Basic Programming Concepts	195	
APRIL 1 – 26	APRIL 5	Communicating with Programmers	195	
		WordPress Certificate *Only Available as a Certificate	495	UGotClass
FEB 4 – MAR 1	FEB 8	Website Setup		
MAR 4 – 29	MAR 8	WordPress Fundamentals		
APRIL 1 – 26	APRIL 5	Advanced WordPress		
		ON-LINE TRAINING AND EDUCATION COURSES		
		Certificate in Online Teaching	495	UGotClass
FEB 4 – MAR 1	FEB 8	Advanced Teaching Online	195	
MAR 4 – 29	MAR 8	Designing Online Instruction	195	
APRIL 1 – 26	APRIL 5	Fostering Online Discussion	195	
		Substitute Teacher Preparation	145	UGotClass
		Using Cell Phones in the Classroom	145	UGotClass

CLASSROOM TRAININGS								
4/1 - 5/10	L	21119	CDL-B		M - Th	8:15 am - 3 pm	4335	Mundell, P
1/22 - 5/10	L	21111	CDL-A		M - Th	8:15 am - 3 pm	5787	Mundell, P
JUST FOR FUN								
1/24	b	21077	Fly Tying for Beginners		Th	6 pm - 9 pm	35	Lapointe, D