

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

| | | | | Fall 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 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 |
| ON-LINE BUSINESS COURSES | | | | |
| Date | Reg. Deadline | | | |
| | | Bookkeeping Certificate | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Understanding Debits and Credits | 195 | Sharon DeFonteny |
| Oct 5 - Oct 30 | Oct 9 | General Ledger and Month End Procedures | 195 | Sharon DeFonteny |
| Nov 2 - Nov 27 | Nov 6 | Closing Procedures and Financial Statements | 195 | Sharon DeFonteny |
| ON-LINE BUSINESS COURSES Cont. | | | | |
| | | Certificate in Data Analysis | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Introduction to Data Analysis | 195 | Sharon DeFonteny |
| Oct 5 - Oct 30 | Oct 9 | Intermediate Data Analysis | 195 | Jodie Trana |
| Nov 2 - Nov 27 | Nov 6 | Advanced Data Analysis | 195 | Jodie Trana |
| | | Certificate in Sales | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Strategic Selling with Social Media | 195 | Geoff Evans |
| Oct 5 - Oct 30 | Oct 9 | Getting Started in Sales | 195 | Tim Street |
| Nov 2 - Nov 27 | Nov 6 | Power Selling | 195 | Maria Coons |
| | | Entrepreneurship Certificate | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Entrepreneur Boot Camp | 195 | Conrad Brian Law |
| Oct 5 - Oct 30 | Oct 9 | The Business Plan | 195 | Mary Beth Izard |
| Nov 2 - Nov 27 | Nov 6 | Entrepreneurial Marketing | 195 | Kathy Nadlman |
| Oct 5 - Oct 30 | Oct 9 | Cyber Security for Managers | 195 | Stan Waddell |
| | | Productivity & Time Management Certificate | 595 | |
| Sept 8 - Oct 2 | Sept 11 | New 21st Century Strategies for Productivity & Time Management | 195 | William A. Draves |
| Oct 5 - Oct 30 | Oct 9 | Productivity eTools | 245 | Jennifer Selke |
| Nov 2 - Nov 27 | Nov 6 | Managing Productivity | 245 | William A. Draves |
| ON-LINE BUSINESS COMMUNICATION COURSES | | | | |
| | | Certificate in Basic Game Design | 395 | |
| Sept 8 - Oct 2 | Sept 11 | Introduction to Game Design | 245 | Moses Wolfenstein |
| Oct 5 - Oct 30 | Oct 9 | Intermediate Video Game Design | 245 | Jean Haefner |
| | | Certificate in Business Writing | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Business Writing | 195 | Dionne Felix |
| Oct 5 - Oct 30 | Oct 9 | Effective Copywriting | 195 | Kathryn Lynch-Morin |
| Nov 2 - Nov 27 | Nov 6 | Writing News and Press Releases | 195 | William Draves |

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| | | ON-LINE BUSINESS COMMUNICATION COURSES Cont. | | |
| | | | | |
| | | Certificate in Customer Service | 245 | |
| Sept 8 - Oct 2 | Sept 11 | Keys to Customer Service | 145 | Nanette Sanders-Cobb |
| Oct 5 - Oct 30 | Oct 9 | Extraordinary Customer Service | 145 | Fred Bayley |
| | | | | |
| | | Certificate in Presentation Media | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Infographics | 195 | Jeff Kritzer |
| Oct 5 - Oct 30 | Oct 9 | Photoshop for Presentations | 195 | Andy Helmi |
| Nov 2 - Nov 27 | Nov 6 | Graphic Design for Visual Presentations | 195 | Rob Lee |
| | | | | |
| | | Certificate in Workplace Communication | 595 | |
| Sept 8 - Oct 2 | Sept 11 | Conflict Management | 245 | Sally Klaus |
| Oct 5 - Oct 30 | Oct 9 | Negotiation: Get What You Want | 195 | Greg Marsello |
| Nov 2 - Nov 27 | Nov 6 | Using Personality Profiles for Better Work Performance | 295 | Sally Klaus |
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| | | ON-LINE HUMAN RESOURCE COURSES | | |
| | | | | |
| Oct 5 - Oct 30 | Oct 9 | Applying Lean Sigma Practices to HR Functions | 245 | Sally Schmall |
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| | | Business Coaching Certificate *Only Available as a Certificate | 395 | |
| Sept 8 - Oct 2 | Sept 11 | Mentoring and Coaching in the Workplace Level 1 | | Sherri Restauri |
| Oct 5 - Oct 30 | Oct 9 | Mentoring and Coaching in the Workplace Level 2 | | Sherri Restauri |
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| Oct 5 - Oct 30 | Oct 9 | Strategic Project Management Skills for Human Resource Professionals | 245 | Sally Schmall |
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| Oct 5 - Oct 30 | Oct 9 | Your Workplace, Your Employees & The Law | 195 | Lupe McElroy |
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| | | ON-LINE LEADERSHIP COURSES | | |
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| | | Certificate in Leadership Development | 375 | |
| Sept 8 - Oct 2 | Sept 11 | Leadership Principles | 145 | Constance Yates |
| Oct 5 - Oct 30 | Oct 9 | Developing Your Leadership Skills | 145 | William A. Draves |
| Nov 2 - Nov 27 | Nov 6 | 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 | |
| Sept 8 - Oct 2 | Sept 11 | Revenue Generation for Non-Profits | 495 | Fred Bayley |
| Nov 2 - Nov 27 | Nov 6 | Program Evaluation for Nonprofit Professionals | 245 | Myia Welsh |
| | | | | |
| | | Certificate in Project Management | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Introduction to Project Management | 195 | Andy Stanhope |
| Oct 5 - Oct 30 | Oct 9 | Project Management Processes | 195 | Christina Mitchell |
| Nov 2 - Nov 27 | Nov 6 | Project Management Knowledge Areas | 195 | Andy Stanhope |
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| Nov 2 - Nov 27 | Nov 6 | Lean Six Sigma | 245 | Scott Follett |
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| | | Six Sigma Green Belt Certificate | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Introduction to Six Sigma Green Belt | 195 | Scott Follett |
| Oct 5 - Oct 30 | Oct 9 | Intermediate Six Sigma Green Belt | 195 | Scott Follett |
| Nov 2 - Nov 27 | Nov 6 | Advanced Six Sigma Green Belt | 195 | Scott Follett |
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| Sept 8 - Oct 2 | Sept 11 | Supervisory & Leadership Certificate | 395 | Sally Klaus |
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| Oct 5 - Oct 30 | Oct 9 | Beyond Raising Awareness: Strategy and Evaluation of Advocacy Efforts | 195 | Myia Welsh |
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| | | Workplace Conflict Solutions Certificate | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Conflict Management | 245 | Sally Klaus |
| Oct 5 - Oct 30 | Oct 9 | Dealing with Difficult People in the Workplace | 245 | Kate Webster |
| Nov 2 - Nov 27 | Nov 6 | Stress Management in the Workplace | 145 | Meredith Brown |
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| | | Management Certificate | 595 | |

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| Sept 8 - Oct 2 | Sept 11 | Management Boot Camp | 295 | Sally Klauss |
| Oct 5 - Oct 30 | Oct 9 | Collaborative Management | 245 | Joyce Odidison |
| Nov 2 - Nov 27 | Nov 6 | Managing Generations in the Workplace | 175 | Kassia Dellabough |
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| | | Managing Social Change Certificate | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Change Management Skills | 195 | Sally Schmall |
| Oct 5 - Oct 30 | Oct 9 | Change in the Workplace | 195 | Brenton Rolle |
| Nov 2 - Nov 27 | Nov 6 | Creating Community & Social Change | 195 | Lisa Barrow |
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| | | ON-LINE NEW MEDIA MARKETING COURSES | | |
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| Sept 8 - Oct 2 | Sept 11 | Google Analytics | 195 | Dan Belhassen |
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| | | Digital Marketing Certificate | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Improving Email Promotions | 195 | Dan Belhassen & Susan Hurrell |
| Oct 5 - Oct 30 | Oct 9 | Boosting Your Website Traffic | 195 | Dan Belhassen & Susan Hurrell |
| Nov 2 - Nov 27 | Nov 6 | Online Advertising | 195 | Dan Belhassen & Susan Hurrell |
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| | | Mastering Video Marketing | 395 | |
| Sept 8 - Oct 2 | Sept 11 | Video Marketing | 245 | Rob Lee |
| Oct 5 - Oct 30 | Oct 9 | YouTube for Business | 245 | Rob Lee |
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| Sept 8 - Oct 2 | Sept 11 | Podcasting | 245 | Travis Allison |
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| | | ON-LINE PERSONAL DEVELOPMENT COURSES | | |
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| | | Basic Life Support | 95 | Career Step |
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| | | ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES | | |
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| Sept 8 - Oct 2 | Sept 11 | Instagram for Business | 195 | Nicole Siscaretti |
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| Oct 5 - Oct 30 | Oct 9 | Facebook for Business | 245 | Nicole Siscaretti |
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| | | Social Media for Business Certificate | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Introduction to Social Media | 195 | Nicole Siscaretti |
| Oct 5 - Oct 30 | Oct 9 | Marketing Using Social Media | 195 | Nicole Siscaretti |
| Nov 2 - Nov 27 | Nov 6 | Integrating Social Media in Your Organization | 195 | Jennifer Selke |
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| | | ON-LINE TECHNOLOGY SKILLS COURSES | | |
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| | | Certificate in Mastering Excel | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Mastering Microsoft Excel | 195 | Betsy Flanagan |
| Oct 5 - Oct 30 | Oct 9 | Intermediate Excel | 195 | Amy Klous |
| Nov 2 - Nov 27 | Nov 6 | Advanced Excel | 195 | John Rutledge |
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| | | ON-LINE TECHNOLOGY SKILLS COURSES Cont. | | |
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| | | Certificate in Web Design | 595 | |
| Sept 8 - Oct 2 | Sept 11 | Introduction to Web Design | 245 | Tonya Wright |
| Oct 5 - Oct 30 | Oct 9 | Intermediate Web Design | 245 | Marcus Lander |
| Nov 2 - Nov 27 | Nov 6 | Advanced Web Design | 245 | Tonya Wright |
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| | | | | |
| | | Coding Certificate | 595 | |
| Sept 8 - Oct 2 | Sept 11 | Introduction to Coding | 195 | Jeff Kritzer |
| Oct 5 - Oct 30 | Oct 9 | HTML and CSS Fundamentals | 245 | Andy Helmi |
| Nov 2 - Nov 27 | Nov 6 | Advanced CSS | 245 | Andy Helmi |
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| | | Graphic Design Software Essentials Certificate | 545 | |
| Sept 8 - Oct 2 | Sept 11 | Adobe Illustrator Essentials | 225 | Andy Helmi |
| Oct 5 - Oct 30 | Oct 9 | Adobe Photoshop Essentials | 225 | Andy Helmi |
| Nov 2 - Nov 27 | Nov 6 | Adobe InDesign Essentials | 225 | Andy Helmi |
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| Sept 8 - Oct 2 | Sept 11 | Mastering Computer Skills for the Workplace | 195 | Betsy Flanagan |
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| | | Programming for Non-Programmers Certificate | 495 | |
| Sept 8 - Oct 2 | Sept 11 | How Programming Works | 195 | Tonya Wright |
| Oct 5 - Oct 30 | Oct 9 | Basic Programming Concepts | 195 | Marcus Lander |

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| Nov 2 - Nov 27 | Nov 6 | Communicating with Programmers | 195 | Tonya Wright |
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| | | WordPress Certificate *Only Available as a Certificate | 495 | Andy Helmi |
| Sept 8 - Oct 2 | Sept 11 | Website Setup | | |
| Oct 5 - Oct 30 | Oct 9 | WordPress Fundamentals | | |
| Nov 2 - Nov 27 | Nov 6 | Advanced WordPress | | |
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| | | ON-LINE TRAINING AND EDUCATION COURSES | | |
| | | | | |
| | | Certificate in Online Teaching | 495 | |
| Sept 8 - Oct 2 | Sept 11 | Advanced Teaching Online | 195 | William A. Draves |
| Oct 5 - Oct 30 | Oct 9 | Designing Online Instruction | 195 | Dionne Felix |
| Nov 2 - Nov 27 | Nov 6 | Fostering Online Discussion | 195 | Mary Dereshiwsky |
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| | | TRAINING FOR K-12 TEACHERS | | |
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| | | Certificate in Learning Styles | 395 | |
| Sept 8 - Oct 2 | Sept 11 | Students with ASD (Autism Spectrum Disorder) | 145 | Julie Coates |
| Oct 5 - Oct 30 | Oct 9 | Gender in the Classroom | 145 | Julie Coates & William A. Draves |
| Nov 2 - Nov 27 | Nov 6 | Generational Learning Styles | 145 | Kassia Dellabough |
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| Oct 5 - Oct 30 | Oct 9 | Substitute Teacher Preparation | 145 | David Reilly |
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| Oct 5 - Oct 30 | Oct 9 | Talking Circles: A Restorative Approach to Student Discipline | 195 | Dan Torrez |