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

				Spring 2021
		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 Techinician 2.0 (Non ASHP)	1,999	Career Step
		Pharmacy Techinician 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**			
		Bookeeping Certificate	495	
Feb 1 - Feb 26	Feb 5	Understanding Debits and Credits	195	Sharon DeFonteny
Mar 1 - Mar 26	Mar-5	General Ledger and Month End Procedures	195	Sharon DeFonteny
Apr 5 - Apr 30	Apr-9	Closing Procedures and Financial Statements	195	Sharon DeFonteny
		Certificate in Accounting and Finance for Non-Financial Managers	495	

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Feb 1 - Feb 26	Feb 5	Accounting and Finance fro Non-Financial Manager	195	Sharon DeFonteny
Mar 1 - Mar 26	Mar-5	Cash is King	195	Jodie Trana
Apr 5 - Apr 30	Apr-9	Financial Analysis and Planning for Non-Financial Managers	195	Jodie Trana
		Entrepreneurship Certificate	495	
Feb 1 - Feb 26	Feb 5	Entrepreneur Boot Camp	195	Conrad Brian Law
Mar 1 - Mar 26	Mar-5	The Business Plan	195	Mary Beth Izard
Apr 5 - Apr 30	Apr-9	Entrepreneurial Marketing	195	Kathy Nadlman
Mar 1 - Mar 26	Mar-5	**The Basics of Bookkeeping**	195	Sharon DeFonteny
		ON-LINE BUSINESS COMMUNICATION COURSES		
		Certificate in Basic Game Design	395	
Feb 1 - Feb 26	Feb 5	Introduction to Game Design	245	Moses Wolfenstein
Mar 1 - Mar 26	Mar-5	Intermediate Video Game Design	245	Jean Haefner
		Certificate in Business Writing	495	
Feb 1 - Feb 26	Feb 5	Business Writing	195	Dionne Felix
Mar 1 - Mar 26	Mar-5	Effective Copywriting	195	Kathryn Lynch-Morin
Apr 5 - Apr 30	Apr-9	Writing News and Press Releases	195	William Draves
		Certificate in Customer Service	245	
Feb 1 - Feb 26	Feb 5	Keys to Customer Service	145	Nanette Sanders-Cobb
Mar 1 - Mar 26	Mar-5	Extraordinary Customer Service	145	Greg Marsello
		Certificate in Workplace Communication	595	
Feb 1 - Feb 26	Feb 5	Conflict Management	245	Sally Klauss
Mar 1 - Mar 26	Mar-5	Negotiation: Get What You Want	195	Greg Marsello
Apr 5 - Apr 30	Apr-9	Using Personality Profiles for Better Work Performance	295	Sally Klauss
		Grammer Refresher Certificate	295	
Feb 1 - Feb 26	Feb 5	Word-Level Grammer	145	Ellen Feld
Mar 1 - Mar 26	Mar-5	Sentence-Level Grammer	145	Ellen Feld
Apr 5 - Apr 30	Apr-9	Refining Your Writing	145	Ellen Feld

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		DATA SCIENCE		
		Certificate in Data Analysis	495	
Feb 1 - Feb 26	Feb 5	Introduction to Data Analysis	195	John Rutledge
Mar 1 - Mar 26	Mar-5	Intermediate Data Analysis	195	Mary Dereshiwsky
Apr 5 - Apr 30	Apr-9	Advanced Data Analysis	195	Jeff Kritzer
		Certificate in Mastering Excel	495	
Feb 1 - Feb 26	Feb 5	Mastering Microsoft Excel	195	Betsy Flanagan
Mar 1 - Mar 26	Mar-5	Intermediate Excel	195	Amy Klous
Apr 5 - Apr 30	Apr-9	Advanced Excel	195	John Rutledge
		Power BI Certificate	495	
Feb 1 - Feb 26	Feb 5	Introduction to Power BI	195	Marion Williams
Mar 1 - Mar 26	Mar-5	Intermediate Power BI	195	Marion Williams
Apr 5 - Apr 30	Apr-9	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
		ON-LINE LEADERSHIP COURSES		
		Certificate in Leadership Development	395	
Feb 1 - Feb 26	Feb 5	Leadership Principles	145	Constance Yates
Mar 1 - Mar 26	Mar-5	Developing Your Leadership Skills	145	William A. Draves
Apr 5 - Apr 30	Apr-9	Developing Your Professional Career	145	Tawanda McLaurin
		ON-LINE MANAGEMENT COURSES		
		Certificate in Non-Profit Administration	595	
Feb 1 - Feb 26	Feb-5	Revenue Generation for Non-Profits	495	Fred Bayley
Apr 5 - Apr 30	Apr-9	Program Evaluation for Nonprofit Professionals	245	Myia Welsh

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		Certificate in Project Management	495	
Feb 1 - Feb 26	Feb 5	Introduction to Project Management	195	Andy Stanhope
Mar 1 - Mar 26	Mar-5	Project Management Processes	195	Christina Mitchell
Apr 5 - Apr 30	Apr-9	Project Management Knowledge Areas	195	Andy Stanhope
		Management Certificate	595	
Feb 1 - Feb 26	Feb 5	Management Bootcamp	295	Sally Klauss
Mar 1 - Mar 26	Mar-5	Collaborative Management	245	Joyce Odidison
Apr 5 - Apr 30	Apr-9	Managing Generations in the Workplace	175	Kassia Dellabough
		Six Sigma Green Belt Certificate	495	
Feb 1 - Feb 26	Feb 5	Introduction to Six Sigma Green Belt	195	Scott Follett
Mar 1 - Mar 26	Mar-5	Intermediate Six Sigma Green Belt	195	Scott Follett
Apr 5 - Apr 30	Apr-9	Advanced Six Sigma Green Belt	195	Scott Follett
Feb 1 - Feb 26	Feb 5	**Supervisory & Leadership Certificate**	395	Sally Klauss
		ON-LINE NEW MEDIA MARKETING COURSES		
		Digital Marketing Certificate	495	
Feb 1 - Feb 26	Feb 5	Improving Email Promotions	195	Dan Belhassen & Susan Hurrell
Mar 1 - Mar 26	Mar-5	Boosting Your Website Traffic	195	Dan Belhassen & Susan Hurrell
Apr 5 - Apr 30	Apr-9	Online Advertising	195	Dan Belhassen & Susan Hurrell
		Google Analytics Certificate	345	
Feb 1 - Feb 26	Feb 5	Google Analytics	195	Dan Belhassen
Mar 1 - Mar 26	Mar-5	Advanced Google Analytics	195	Jeff Kritzer
		Mastering Video Marketing	395	
Feb 1 - Feb 26	Feb 5	Video Marketing	245	Rob Lee
Mar 1 - Mar 26	Mar-5	YouTube for Business	245	Rob Lee
Feb 1 - Feb 26	Feb 5	**Podcasting**	245	Travis Allison
		ON-LINE PERSONAL DEVELOPMENT COURSES		
		Basic Life Support	95	Career Step

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		ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES		
		Social Media for Business Certificate	495	
Feb 1 - Feb 26	Feb 5	Introduction to Social Media	195	Nicole Siscaretti
Mar 1 - Mar 26	Mar-5	Marketing Using Social Media	195	Nicole Siscaretti
Apr 5 - Apr 30	Apr-9	Integrating Social Media in Your Organization	195	Jennifer Selke
		ON-LINE TECHNOLOGY SKILLS COURSES		
		Certificate in Mastering Excel	495	
Feb 1 - Feb 26	Feb 5	Mastering Microsoft Excel	195	Betsy Flanagan
Mar 1 - Mar 26	Mar-5	Intermediate Microsoft Excel	195	Amy Klous
Apr 5 - Apr 30	Apr-9	Advanced Microsoft Excel	195	John Rutledge
		Certificate in Web Design	595	
Feb 1 - Feb 26	Feb 5	Introduction to Web Design	245	Tonya Wright
Mar 1 - Mar 26	Mar-5	Intermediate Web Design	245	Marcus Lander
Apr 5 - Apr 30	Apr-9	Advanced Web Design	245	Tonya Wright
		Coding Certificate	595	
Feb 1 - Feb 26	Feb 5	Introduction to Coding	195	Jeff Kritzer
Mar 1 - Mar 26	Mar-5	HTML and CSS Fundamentals	245	Andy Helmi
Apr 5 - Apr 30	Apr-9	Advanced CSS	245	Andy Helmi
		Graphic Design Software Essentials Certificate	545	
Feb 1 - Feb 26	Feb 5	Adobe Illustrator Essentials	225	Andy Helmi
Mar 1 - Mar 26	Mar-5	Adobe Photoshop Essentials	225	Andy Helmi
Apr 5 - Apr 30	Apr-9	Adobe InDesign Essentials	225	Andy Helmi
Feb 1 - Feb 26	Feb-5	**Mastering Computer Skills for the Workplace**	195	Betsy Flanagan
		WordPress Certificate *Only Available as a Certificate	495	Andy Helmi
Feb 1 - Feb 26	Feb 5	Website Setup		
Mar 1 - Mar 26	Mar-5	WordPress Fundamentals		
Apr 5 - Apr 30	Apr-9	Advanced WordPress		

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		ON-LINE TRAINING AND EDUCATION COURSES		
		Certificate in Online Teaching	495	
Feb 1 - Feb 26	Feb 5	Advanced Teaching Online	195	William A. Draves
Mar 1 - Mar 26	Mar-5	Designing Online Instruction	195	Dionne Felix
Apr 5 - Apr 30	Apr-9	Fostering Online Discussion	195	Mary Dereshiwsky
Feb 1 - Feb 26	Feb-7	**Certificate in Teaching Adults**	295	William A. Draves
		TRAINING FOR K-12 TEACHERS		
		Certificate in Learning Styles	395	
Feb 1 - Feb 26	Feb 5	Students with ASD (Autism Spectrum Disorder)	145	Julie Coates
Mar 1 - Mar 26	Mar-5	Gender in the Classroom	145	Julie Coates & William A. Draves
Apr 5 - Apr 30	Apr-9	Generational Learning Syles	145	Kassia Dellabough