

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

				Fall 2021
<b>ON-LINE HEALTHCARE OCCUPATION COURSES</b>				
		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
<b>ON-LINE BUSINESS COURSES</b>				
<b>Date</b>	<b>Reg. Deadline</b>			
		<b>Bookkeeping Certificate</b>	495	
Sept 7 - Oct 1	Sept 9	Understanding Debits and Credits	195	Sharon DeFonteny
Oct 4 - Oct 29	Oct 6	General Ledger and Month End Procedures	195	Sharon DeFonteny
Nov 1 - Nov 26	Nov 3	Closing Procedures and Financial Statements	195	Sharon DeFonteny

# WHITE MOUNTAINS COMMUNITY COLLEGE

		<b>Certificate in Accounting and Finance for Non-Financial Managers</b>	495	
Sept 7 - Oct 1	Sept 9	Accounting and Finance fro Non-Financial Manager	195	Sharon DeFonteny
Oct 4 - Oct 29	Oct 6	Cash is King	195	Jodie Trana
Nov 1 - Nov 26	Nov 3	Financial Analysis and Planning for Non-Financial Managers	195	Jodie Trana
		<b>Entrepreneurship Certificate</b>	495	
Sept 7 - Oct 1	Sept 9	Entrepreneur Boot Camp	195	Conrad Brian Law
Oct 4 - Oct 29	Oct 6	The Business Plan	195	Mary Beth Izard
Nov 1 - Nov 26	Nov 3	Entrepreneurial Marketing	195	Kathy Nadlman
Oct 4 - Oct 29	Oct 6	<b>The Basics of Bookkeeping</b>	195	Sharon DeFonteny
		<b>ON-LINE BUSINESS COMMUNICATION COURSES</b>		
		<b>Certificate in Basic Game Design</b>	395	
Sept 7 - Oct 1	Sept 9	Introduction to Game Design	245	Moses Wolfenstein
Oct 4 - Oct 29	Oct 6	Intermediate Video Game Design	245	Jean Haefner
		<b>Certificate in Business Writing</b>	495	
Sept 7 - Oct 1	Sept 9	Business Writing	195	Dionne Felix
Oct 4 - Oct 29	Oct 6	Effective Copywriting	195	Kathryn Lynch-Morin
Nov 1 - Nov 26	Nov 3	Writing News and Press Releases	195	William Draves
		<b>Certificate in Customer Service</b>	245	
Sept 7 - Oct 1	Sept 9	Keys to Customer Service	145	Nanette Sanders-Cobb
Oct 4 - Oct 29	Oct 6	Extraordinary Customer Service	145	Greg Marsello
		<b>Certificate in Workplace Communication</b>	595	
Sept 7 - Oct 1	Sept 9	Conflict Management	245	Sally Klauss
Oct 4 - Oct 29	Oct 6	Negotiation: Get What You Want	195	Greg Marsello
Nov 1 - Nov 26	Nov 3	Using Personality Profiles for Better Work Performance	295	Sally Klauss
		<b>Grammar Refresher Certificate</b>	295	
Sept 7 - Oct 1	Sept 9	Word-Level Grammar	145	Ellen Feld
Oct 4 - Oct 29	Oct 6	Sentence-Level Grammar	145	Ellen Feld
Nov 1 - Nov 26	Nov 3	Refining Your Writing	145	Ellen Feld

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DATA SCIENCE				
		<b>Certificate in Data Analysis</b>	495	
Sept 7 - Oct 1	Sept 9	Introduction to Data Analysis	195	John Rutledge
Oct 4 - Oct 29	Oct 6	Intermediate Data Analysis	195	Mary Dereshiwsy
Nov 1 - Nov 26	Nov 3	Advanced Data Analysis	195	Jeff Kritzer
		<b>Certificate in Mastering Excel</b>	495	
Sept 7 - Oct 1	Sept 9	Mastering Microsoft Excel	195	Betsy Flanagan
Oct 4 - Oct 29	Oct 6	Intermediate Excel	195	Amy Klous
Nov 1 - Nov 26	Nov 3	Advanced Excel	195	John Rutledge
		<b>Power BI Certificate</b>	495	
Sept 7 - Oct 1	Sept 9	Introduction to Power BI	195	Marion Williams
Oct 4 - Oct 29	Oct 6	Intermediate Power BI	195	Marion Williams
Nov 1 - Nov 26	Nov 3	Advanced Power BI	195	Marion Williams
		<b>SQL Certificate</b>	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				
		<b>Certificate in Leadership Development</b>	395	
Sept 7 - Oct 1	Sept 9	Leadership Principles	145	Constance Yates
Oct 4 - Oct 29	Oct 6	Developing Your Leadership Skills	145	William A. Draves
Nov 1 - Nov 26	Nov 3	Developing Your Professional Career	145	Tawanda McLaurin
ON-LINE MANAGEMENT COURSES				
		<b>Certificate in Non-Profit Administration</b>	595	
Sept 7 - Oct 29	Sept 9	Revenue Generation for Non-Profits	495	Fred Bayley
Nov 1 - Nov 26	Nov 3	Program Evaluation for Nonprofit Professionals	245	Myia Welsh

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		<b>Certificate in Project Management</b>	495	
Sept 7 - Oct 1	Sept 9	Introduction to Project Management	195	Andy Stanhope
Oct 4 - Oct 29	Oct 6	Project Management Processes	195	Christina Mitchell
Nov 1 - Nov 26	Nov 3	Project Management Knowledge Areas	195	Andy Stanhope
		<b>Management Certificate</b>	595	
Sept 7 - Oct 1	Sept 9	Management Bootcamp	295	Sally Klauss
Oct 4 - Oct 29	Oct 6	Collaborative Management	245	Joyce Odidison
Nov 1 - Nov 26	Nov 3	Managing Generations in the Workplace	175	Kassia Dellabough
		<b>Six Sigma Green Belt Certificate</b>	495	
Sept 7 - Oct 1	Sept 9	Introduction to Six Sigma Green Belt	195	Scott Follett
Oct 4 - Oct 29	Oct 6	Intermediate Six Sigma Green Belt	195	Scott Follett
Nov 1 - Nov 26	Nov 3	Advanced Six Sigma Green Belt	195	Scott Follett
Sept 7 - Oct 29	Sept 9	<b>Supervisory &amp; Leadership Certificate</b>	395	Sally Klauss
		<b>ON-LINE NEW MEDIA MARKETING COURSES</b>		
		<b>Digital Marketing Certificate</b>	495	
Sept 7 - Oct 1	Sept 9	Improving Email Promotions	195	Dan Belhassen & Susan Hurrell
Oct 4 - Oct 29	Oct 6	Boosting Your Website Traffic	195	Dan Belhassen & Susan Hurrell
Nov 1 - Nov 26	Nov 3	Online Advertising	195	Dan Belhassen & Susan Hurrell
		<b>Google Analytics Certificate</b>	345	
Sept 7 - Oct 1	Sept 9	Google Analytics	195	Dan Belhassen
Oct 4 - Oct 29	Oct 6	Advanced Google Analytics	195	Jeff Kritzer
		<b>Mastering Video Marketing</b>	395	
Sept 7 - Oct 1	Sept 9	Video Marketing	245	Rob Lee
Oct 4 - Oct 29	Oct 6	YouTube for Business	245	Rob Lee
Sept 7 - Oct 1	Sept 9	<b>Podcasting</b>	245	Travis Allison

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ON-LINE PERSONAL DEVELOPMENT COURSES				
		<b>Basic Life Support</b>	95	Career Step
ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES				
		<b>Social Media for Business Certificate</b>	495	
Sept 7 - Oct 1	Sept 9	Introduction to Social Media	195	Nicole Siscaretti
Oct 4 - Oct 29	Oct 6	Marketing Using Social Media	195	Nicole Siscaretti
Nov 1 - Nov 26	Nov 3	Integrating Social Media in Your Organization	195	Jennifer Selke
ON-LINE TECHNOLOGY SKILLS COURSES				
		<b>Certificate in Mastering Excel</b>	495	
Sept 7 - Oct 1	Sept 9	Mastering Microsoft Excel	195	Betsy Flanagan
Oct 4 - Oct 29	Oct 6	Intermediate Microsoft Excel	195	Amy Klous
Nov 1 - Nov 26	Nov 3	Advanced Microsoft Excel	195	John Rutledge
		<b>Certificate in Web Design</b>	595	
Sept 7 - Oct 1	Sept 9	Introduction to Web Design	245	Tonya Wright
Oct 4 - Oct 29	Oct 6	Intermediate Web Design	245	Marcus Lander
Nov 1 - Nov 26	Nov 3	Advanced Web Design	245	Tonya Wright
		<b>Coding Certificate</b>	595	
Sept 7 - Oct 1	Sept 9	Introduction to Coding	195	Jeff Kritzer
Oct 4 - Oct 29	Oct 6	HTML and CSS Fundamentals	245	Andy Helmi
Nov 1 - Nov 26	Nov 3	Advanced CSS	245	Andy Helmi
		<b>Graphic Design Software Essentials Certificate</b>	545	
Sept 7 - Oct 1	Sept 9	Adobe Illustrator Essentials	225	Andy Helmi
Oct 4 - Oct 29	Oct 6	Adobe Photoshop Essentials	225	Andy Helmi
Nov 1 - Nov 26	Nov 3	Adobe InDesign Essentials	225	Andy Helmi
Sept 7 - Oct 1	Sept 9	<b>Mastering Computer Skills for the Workplace</b>	195	Betsy Flanagan
Sept 7 - Nov 26	Sept 9	<b>WordPress Certificate</b>	495	Andy Helmi

# WHITE MOUNTAINS COMMUNITY COLLEGE

		<b>ON-LINE TRAINING AND EDUCATION COURSES</b>		
		<b>Certificate in Online Teaching</b>	495	
Sept 7 - Oct 1	Sept 9	Advanced Teaching Online	195	William A. Draves
Oct 4 - Oct 29	Oct 6	Designing Online Instruction	195	Dionne Felix
Nov 1 - Nov 26	Nov 3	Fostering Online Discussion	195	Mary Dereshiwsky
		<b>TRAINING FOR K-12 TEACHERS</b>		
		<b>Certificate in Learning Styles</b>	395	
Sept 7 - Oct 1	Sept 9	Students with ASD (Autism Spectrum Disorder)	145	Julie Coates
Oct 4 - Oct 29	Oct 6	Gender in the Classroom	145	Julie Coates & William A. Draves
Nov 1 - Nov 26	Nov 3	Generational Learning Syles	145	Kassia Dellabough