

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 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
		Phlebotomy Technician	899	Career Step
ON-LINE BUSINESS COURSES				
Date	Reg. Deadline			
		Bookkeeping Certificate	495	
Apr 5 - Apr 30	Apr-9	Understanding Debits and Credits	195	Sharon DeFonteny
May 3 - May 28	May 7	General Ledger and Month End Procedures	195	Sharon DeFonteny
June 7 - July 2	June 11	Closing Procedures and Financial Statements	195	Sharon DeFonteny

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		Certificate in Accounting and Finance for Non-Financial Managers	495	
Apr 5 - Apr 30	Apr-9	Accounting and Finance fro Non-Financial Manager	195	Sharon DeFonteny
May 3 - May 28	May 7	Cash is King	195	Jodie Trana
June 7 - July 2	June 11	Financial Analysis and Planning for Non-Financial Managers	195	Jodie Trana
		Entrepreneurship Certificate	495	
Apr 5 - Apr 30	Apr-9	Entrepreneur Boot Camp	195	Conrad Brian Law
May 3 - May 28	May 7	The Business Plan	195	Mary Beth Izard
June 7 - July 2	June 11	Entrepreneurial Marketing	195	Kathy Nadlman
May 3 - May 28	May 7	The Basics of Bookkeeping	195	Sharon DeFonteny
		ON-LINE BUSINESS COMMUNICATION COURSES		
		Certificate in Basic Game Design	395	
Apr 5 - Apr 30	Apr-9	Introduction to Game Design	245	Moses Wolfenstein
May 3 - May 28	May 7	Intermediate Video Game Design	245	Jean Haefner
		Certificate in Business Writing	495	
Apr 5 - Apr 30	Apr-9	Business Writing	195	Dionne Felix
May 3 - May 28	May 7	Effective Copywriting	195	Kathryn Lynch-Morin
June 7 - July 2	June 11	Writing News and Press Releases	195	William Draves
		Certificate in Customer Service	245	
Apr 5 - Apr 30	Apr-9	Keys to Customer Service	145	Nanette Sanders-Cobb
May 3 - May 28	May 7	Extraordinary Customer Service	145	Greg Marsello
		Certificate in Workplace Communication	595	
Apr 5 - Apr 30	Apr-9	Conflict Management	245	Sally Klauss
May 3 - May 28	May 7	Negotiation: Get What You Want	195	Greg Marsello
June 7 - July 2	June 11	Using Personality Profiles for Better Work Performance	295	Sally Klauss
		Grammar Refresher Certificate	295	
Apr 5 - Apr 30	Apr-9	Word-Level Grammar	145	Ellen Feld
May 3 - May 28	May 7	Sentence-Level Grammar	145	Ellen Feld
June 7 - July 2	June 11	Refining Your Writing	145	Ellen Feld

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		DATA SCIENCE		
		Certificate in Data Analysis	495	
Apr 5 - Apr 30	Apr-9	Introduction to Data Analysis	195	John Rutledge
May 3 - May 28	May 7	Intermediate Data Analysis	195	Mary Dereshiwsy
June 7 - July 2	June 11	Advanced Data Analysis	195	Jeff Kritzer
		Certificate in Mastering Excel	495	
Apr 5 - Apr 30	Apr-9	Mastering Microsoft Excel	195	Betsy Flanagan
May 3 - May 28	May 7	Intermediate Excel	195	Amy Klous
June 7 - July 2	June 11	Advanced Excel	195	John Rutledge
		Power BI Certificate	495	
Apr 5 - Apr 30	Apr-9	Introduction to Power BI	195	Marion Williams
May 3 - May 28	May 7	Intermediate Power BI	195	Marion Williams
June 7 - July 2	June 11	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	
Apr 5 - Apr 30	Apr-9	Leadership Principles	145	Constance Yates
May 3 - May 28	May 7	Developing Your Leadership Skills	145	William A. Draves
June 7 - July 2	June 11	Developing Your Professional Career	145	Tawanda McLaurin
		ON-LINE MANAGEMENT COURSES		
		Certificate in Non-Profit Administration	595	
Apr 5 - Apr 30	Apr-9	Revenue Generation for Non-Profits	495	Fred Bayley
May 3 - May 28	May 7	Program Evaluation for Nonprofit Professionals	245	Myia Welsh

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		Certificate in Project Management	495	
Apr 5 - Apr 30	Apr-9	Introduction to Project Management	195	Andy Stanhope
May 3 - May 28	May 7	Project Management Processes	195	Christina Mitchell
June 7 - July 2	June 11	Project Management Knowledge Areas	195	Andy Stanhope
		Management Certificate	595	
Apr 5 - Apr 30	Apr-9	Management Bootcamp	295	Sally Klauss
May 3 - May 28	May 7	Collaborative Management	245	Joyce Odidison
June 7 - July 2	June 11	Managing Generations in the Workplace	175	Kassia Dellabough
		Six Sigma Green Belt Certificate	495	
Apr 5 - Apr 30	Apr-9	Introduction to Six Sigma Green Belt	195	Scott Follett
May 3 - May 28	May 7	Intermediate Six Sigma Green Belt	195	Scott Follett
June 7 - July 2	June 11	Advanced Six Sigma Green Belt	195	Scott Follett
Apr 5 - Apr 30	Apr-9	Supervisory & Leadership Certificate	395	Sally Klauss
		ON-LINE NEW MEDIA MARKETING COURSES		
		Digital Marketing Certificate	495	
Apr 5 - Apr 30	Apr-9	Improving Email Promotions	195	Dan Belhassen & Susan Hurrell
May 3 - May 28	May 7	Boosting Your Website Traffic	195	Dan Belhassen & Susan Hurrell
June 7 - July 2	June 11	Online Advertising	195	Dan Belhassen & Susan Hurrell
		Google Analytics Certificate	345	
Apr 5 - Apr 30	Apr-9	Google Analytics	195	Dan Belhassen
May 3 - May 28	May 7	Advanced Google Analytics	195	Jeff Kritzer
		Mastering Video Marketing	395	
Apr 5 - Apr 30	Apr-9	Video Marketing	245	Rob Lee
May 3 - May 28	May 7	YouTube for Business	245	Rob Lee
Apr 5 - Apr 30	Apr-9	Podcasting	245	Travis Allison
		ON-LINE PERSONAL DEVELOPMENT COURSES		

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		Basic Life Support	95	Career Step
		ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES		
		Social Media for Business Certificate	495	
Apr 5 - Apr 30	Apr-9	Introduction to Social Media	195	Nicole Siscaretti
May 3 - May 28	May 7	Marketing Using Social Media	195	Nicole Siscaretti
June 7 - July 2	June 11	Integrating Social Media in Your Organization	195	Jennifer Selke
		ON-LINE TECHNOLOGY SKILLS COURSES		
		Certificate in Mastering Excel	495	
Apr 5 - Apr 30	Apr-9	Mastering Microsoft Excel	195	Betsy Flanagan
May 3 - May 28	May 7	Intermediate Microsoft Excel	195	Amy Klous
June 7 - July 2	June 11	Advanced Microsoft Excel	195	John Rutledge
		Certificate in Web Design	595	
Apr 5 - Apr 30	Apr-9	Introduction to Web Design	245	Tonya Wright
May 3 - May 28	May 7	Intermediate Web Design	245	Marcus Lander
June 7 - July 2	June 11	Advanced Web Design	245	Tonya Wright
		Coding Certificate	595	
Apr 5 - Apr 30	Apr-9	Introduction to Coding	195	Jeff Kritzer
May 3 - May 28	May 7	HTML and CSS Fundamentals	245	Andy Helmi
June 7 - July 2	June 11	Advanced CSS	245	Andy Helmi
		Graphic Design Software Essentials Certificate	545	
Apr 5 - Apr 30	Apr-9	Adobe Illustrator Essentials	225	Andy Helmi
May 3 - May 28	May 7	Adobe Photoshop Essentials	225	Andy Helmi
June 7 - July 2	June 11	Adobe InDesign Essentials	225	Andy Helmi
Apr 5 - Apr 30	Apr-9	Mastering Computer Skills for the Workplace	195	Betsy Flanagan
		WordPress Certificate *Only Available as a Certificate	495	Andy Helmi
Apr 5 - Apr 30	Apr-9	Website Setup		
May 3 - May 28	May 7	WordPress Fundamentals		
June 7 - July 2	June 11	Advanced WordPress		

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		ON-LINE TRAINING AND EDUCATION COURSES		
		Certificate in Online Teaching	495	
Apr 5 - Apr 30	Apr-9	Advanced Teaching Online	195	William A. Draves
May 3 - May 28	May 7	Designing Online Instruction	195	Dionne Felix
June 7 - July 2	June 11	Fostering Online Discussion	195	Mary Dereshiwsky
		TRAINING FOR K-12 TEACHERS		
		Certificate in Learning Styles	395	
Apr 5 - Apr 30	Apr-9	Students with ASD (Autism Spectrum Disorder)	145	Julie Coates
May 3 - May 28	May 7	Gender in the Classroom	145	Julie Coates & William A. Draves
June 7 - July 2	June 11	Generational Learning Syles	145	Kassia Dellabough