

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

				Summer 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
		Phlebotomy Technician	899	Career Step
<b>ON-LINE BUSINESS COURSES</b>				
<b>Date</b>	<b>Reg. Deadline</b>			
		<b>Bookkeeping Certificate</b>	495	
June 7 - July 2	June 9	Understanding Debits and Credits	195	Sharon DeFonteny
July 7 - July 30	July 9	General Ledger and Month End Procedures	195	Sharon DeFonteny
Aug 2 - Aug 27	Aug 4	Closing Procedures and Financial Statements	195	Sharon DeFonteny

# WHITE MOUNTAINS COMMUNITY COLLEGE

		<b>Certificate in Accounting and Finance for Non-Financial Managers</b>	495	
June 7 - July 2	June 9	Accounting and Finance fro Non-Financial Manager	195	Sharon DeFonteny
July 7 - July 30	July 9	Cash is King	195	Jodie Trana
Aug 2 - Aug 27	Aug 4	Financial Analysis and Planning for Non-Financial Managers	195	Jodie Trana
		<b>Entrepreneurship Certificate</b>	495	
June 7 - July 2	June 9	Entrepreneur Boot Camp	195	Conrad Brian Law
July 7 - July 30	July 9	The Business Plan	195	Mary Beth Izard
Aug 2 - Aug 27	Aug 4	Entrepreneurial Marketing	195	Kathy Nadlman
July 6 - July 30	July 9	<b>The Basics of Bookkeeping</b>	195	Sharon DeFonteny
		<b>ON-LINE BUSINESS COMMUNICATION COURSES</b>		
		<b>Certificate in Basic Game Design</b>	395	
June 7 - July 2	June 9	Introduction to Game Design	245	Moses Wolfenstein
July 6 - July 30	July 9	Intermediate Video Game Design	245	Jean Haefner
		<b>Certificate in Business Writing</b>	495	
June 7 - July 2	June 9	Business Writing	195	Dionne Felix
July 7 - July 30	July 9	Effective Copywriting	195	Kathryn Lynch-Morin
Aug 2 - Aug 27	Aug 4	Writing News and Press Releases	195	William Draves
		<b>Certificate in Customer Service</b>	245	
June 7 - July 2	June 9	Keys to Customer Service	145	Nanette Sanders-Cobb
July 6 - July 30	July 9	Extraordinary Customer Service	145	Greg Marsello
		<b>Certificate in Workplace Communication</b>	595	
June 7 - July 2	June 9	Conflict Management	245	Sally Klauss
July 7 - July 30	July 9	Negotiation: Get What You Want	195	Greg Marsello
Aug 2 - Aug 27	Aug 4	Using Personality Profiles for Better Work Performance	295	Sally Klauss
		<b>Grammar Refresher Certificate</b>	295	
June 7 - July 2	June 9	Word-Level Grammar	145	Ellen Feld
July 7 - July 30	July 9	Sentence-Level Grammar	145	Ellen Feld
Aug 2 - Aug 27	Aug 4	Refining Your Writing	145	Ellen Feld

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		<b>DATA SCIENCE</b>		
		<b>Certificate in Data Analysis</b>	495	
June 7 - July 2	June 9	Introduction to Data Analysis	195	John Rutledge
July 7 - July 30	July 9	Intermediate Data Analysis	195	Mary Dereshiwsky
Aug 2 - Aug 27	Aug 4	Advanced Data Analysis	195	Jeff Kritzer
		<b>Certificate in Mastering Excel</b>	495	
June 7 - July 2	June 9	Mastering Microsoft Excel	195	Betsy Flanagan
July 7 - July 30	July 9	Intermediate Excel	195	Amy Klous
Aug 2 - Aug 27	Aug 4	Advanced Excel	195	John Rutledge
		<b>Power BI Certificate</b>	495	
June 7 - July 2	June 9	Introduction to Power BI	195	Marion Williams
July 7 - July 30	July 9	Intermediate Power BI	195	Marion Williams
Aug 2 - Aug 27	Aug 4	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
		<b>ON-LINE LEADERSHIP COURSES</b>		
		<b>Certificate in Leadership Development</b>	395	
June 7 - July 2	June 9	Leadership Principles	145	Constance Yates
July 7 - July 30	July 9	Developing Your Leadership Skills	145	William A. Draves
Aug 2 - Aug 27	Aug 4	Developing Your Professional Career	145	Tawanda McLaurin
		<b>ON-LINE MANAGEMENT COURSES</b>		
		<b>Certificate in Non-Profit Administration</b>	595	
June 7 - July 30	June 9	Revenue Generation for Non-Profits	495	Fred Bayley
Aug 2 - Aug 27	Aug 4	Program Evaluation for Nonprofit Professionals	245	Myia Welsh

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		<b>Certificate in Project Management</b>	495	
June 7 - July 2	June 9	Introduction to Project Management	195	Andy Stanhope
July 7 - July 30	July 9	Project Management Processes	195	Christina Mitchell
Aug 2 - Aug 27	Aug 4	Project Management Knowledge Areas	195	Andy Stanhope
		<b>Management Certificate</b>	595	
June 7 - July 2	June 9	Management Bootcamp	295	Sally Klauss
July 7 - July 30	July 9	Collaborative Management	245	Joyce Odidison
Aug 2 - Aug 27	Aug 4	Managing Generations in the Workplace	175	Kassia Dellabough
		<b>Six Sigma Green Belt Certificate</b>	495	
June 7 - July 2	June 9	Introduction to Six Sigma Green Belt	195	Scott Follett
July 7 - July 30	July 9	Intermediate Six Sigma Green Belt	195	Scott Follett
Aug 2 - Aug 27	Aug 4	Advanced Six Sigma Green Belt	195	Scott Follett
June 7 - July 30	June 9	<b>Supervisory &amp; Leadership Certificate</b>	395	Sally Klauss
		<b>ON-LINE NEW MEDIA MARKETING COURSES</b>		
		<b>Digital Marketing Certificate</b>	495	
June 7 - July 2	June 9	Improving Email Promotions	195	Dan Belhassen & Susan Hurrell
July 7 - July 30	July 9	Boosting Your Website Traffic	195	Dan Belhassen & Susan Hurrell
Aug 2 - Aug 27	Aug 4	Online Advertising	195	Dan Belhassen & Susan Hurrell
		<b>Google Analytics Certificate</b>	345	
Apr 5 - Apr 30	Apr-9	Google Analytics	195	Dan Belhassen
May 3 - May 28	May 7	Advanced Google Analytics	195	Jeff Kritzer
		<b>Mastering Video Marketing</b>	395	
June 7 - July 2	June 9	Video Marketing	245	Rob Lee
July 7 - July 30	July 9	YouTube for Business	245	Rob Lee
June 7 - July 2	June 9	<b>Podcasting</b>	245	Travis Allison

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		<b>ON-LINE PERSONAL DEVELOPMENT COURSES</b>		
		<b>Basic Life Support</b>	95	Career Step
		<b>ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES</b>		
		<b>Social Media for Business Certificate</b>	495	
June 7 - July 2	June 9	Introduction to Social Media	195	Nicole Siscaretti
July 7 - July 30	July 9	Marketing Using Social Media	195	Nicole Siscaretti
Aug 2 - Aug 27	Aug 4	Integrating Social Media in Your Organization	195	Jennifer Selke
		<b>ON-LINE TECHNOLOGY SKILLS COURSES</b>		
		<b>Certificate in Mastering Excel</b>	495	
June 7 - July 2	June 9	Mastering Microsoft Excel	195	Betsy Flanagan
July 7 - July 30	July 9	Intermediate Microsoft Excel	195	Amy Klous
Aug 2 - Aug 27	Aug 4	Advanced Microsoft Excel	195	John Rutledge
		<b>Certificate in Web Design</b>	595	
June 7 - July 2	June 9	Introduction to Web Design	245	Tonya Wright
July 7 - July 30	July 9	Intermediate Web Design	245	Marcus Lander
Aug 2 - Aug 27	Aug 4	Advanced Web Design	245	Tonya Wright
		<b>Coding Certificate</b>	595	
June 7 - July 2	June 9	Introduction to Coding	195	Jeff Kritzer
July 7 - July 30	July 9	HTML and CSS Fundamentals	245	Andy Helmi
Aug 2 - Aug 27	Aug 4	Advanced CSS	245	Andy Helmi
		<b>Graphic Design Software Essentials Certificate</b>	545	
June 7 - July 2	June 9	Adobe Illustrator Essentials	225	Andy Helmi
July 7 - July 30	July 9	Adobe Photoshop Essentials	225	Andy Helmi
Aug 2 - Aug 27	Aug 4	Adobe InDesign Essentials	225	Andy Helmi
Apr 5 - Apr 30	Apr-9	<b>Mastering Computer Skills for the Workplace</b>	195	Betsy Flanagan
June 7 - Aug 27	June 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	
June 7 - July 2	June 9	Advanced Teaching Online	195	William A. Draves
July 7 - July 30	July 9	Designing Online Instruction	195	Dionne Felix
Aug 2 - Aug 27	Aug 4	Fostering Online Discussion	195	Mary Dereshiwsy
		<b>TRAINING FOR K-12 TEACHERS</b>		
		<b>Certificate in Learning Styles</b>	395	
July 7 - July 30	July 9	Students with ASD (Autism Spectrum Disorder)	145	Julie Coates
July 7 - July 30	July 9	Gender in the Classroom	145	Julie Coates & William A. Draves
Aug 2 - Aug 27	Aug 4	Generational Learning Syles	145	Kassia Dellabough