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

				Spring 2022
		ON-LINE CAREER TRAINING		
		Caregiver	2,999	Career Step
		Medical Transcription Editor	3,499	Career Step
		Microsoft Office Specialist 2019	599	Career Step
		Medical Records Specialist	2499	Career Step
		Medical Coding and Billing	3,899	Career Step
		Pharmacy Technician with externship	3,899	Career Step
		Physical Therapy Aide	2,699	Career Step
		Physical Therapy Office Professional	3,999	Career Step
		Dental Assistant with externship	3,999	Career Step
		Mental Health Technician	3,499	Career Step
		EKG Technician with externship	1,899	Career Step
		Patient Care Technician with externship	3,499	Career Step
		Home Health Aid	2,499	Career Step
		Life Coach	3,599	Career Step
		Nutrition and Personal Trainer	3,999	Career Step
		Health Coach	3,499	Career Step
		Hemodialysis Technician with externship	3,899	Career Step
		Phlebotomy Technician with externship	1,899	Career Step
		Child Care Administration	3,999	Career Step
		Executive Assistant	2,999	Career Step
		Professional Bookkeeping	3,999	Career Step

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Date	Reg. Deadline	ON-LINE BUSINESS COURSES		
		Bookeeping Certificate	495	
Feb 7 - Mar 4	Feb 9	Understanding Debits and Credits	195	Sharon DeFonteny
Mar 7 - Apr 1	Mar 9	General Ledger and Month End Procedures	195	Sharon DeFonteny
Apr 4 - Apr 29	Apr 6	Closing Procedures and Financial Statements	195	Sharon DeFonteny
		Certificate in Accounting and Finance for Non-Financial Managers	495	
Feb 7 - Mar 4	Feb 9	Accounting and Finance fro Non-Financial Manager	195	Sharon DeFonteny
Mar 7 - Apr 1	Mar 9	Cash is King	195	Jodie Trana
Apr 4 - Apr 29	Apr 6	Financial Analysis and Planning for Non-Financial Managers	195	Jodie Trana
		Entrepreneurship Certificate	495	
Feb 7 - Mar 4	Feb 9	Entrepreneur Boot Camp	195	Conrad Brian Law
Mar 7 - Apr 1	Mar 9	The Business Plan	195	Mary Beth Izard
Apr 4 - Apr 29	Apr 6	Entrepreneurial Marketing	195	Kathy Nadlman
Mar 7 - Apr 1	Mar 9	**The Basics of Bookkeeping**	195	Sharon DeFonteny
		ON-LINE BUSINESS COMMUNICATION COURSES		
		Certificate in Basic Game Design	395	
Feb 7 - Mar 4	Feb 9	Introduction to Game Design	245	Moses Wolfenstein
Mar 7 - Apr 1	Mar 9	Intermediate Video Game Design	245	Jean Haefner
		Certificate in Business Writing	495	
Feb 7 - Mar 4	Feb 9	Business Writing	195	Dionne Felix
Mar 7 - Apr 1	Mar 9	Effective Copywriting	195	Kathryn Lynch-Morin
Apr 4 - Apr 29	Apr 6	Writing News and Press Releases	195	William Draves
		Certificate in Customer Service	245	
Feb 7 - Mar 4	Feb 9	Keys to Customer Service	145	Nanette Sanders-Cobb
Mar 7 - Apr 1	Mar 9	Extraordinary Customer Service	145	Greg Marsello

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		Certificate in Workplace Communication	595	
Feb 7 - Mar 4	Feb 9	Conflict Management	245	Sally Klauss
Mar 7 - Apr 1	Mar 9	Negotiation: Get What You Want	195	Greg Marsello
Apr 4 - Apr 29	Apr 6	Using Personality Profiles for Better Work Performance	295	Sally Klauss
Feb 7 - April 1	Feb 9	**Certificate in Effective Grammer**	295	Ellen Feld
		DATA SCIENCE		
		Certificate in Data Analysis	495	
Feb 7 - Mar 4	Feb 9	Introduction to Data Analysis	195	John Rutledge
Mar 7 - Apr 1	Mar 9	Intermediate Data Analysis	195	Mary Dereshiwsky
Apr 4 - Apr 29	Apr 6	Advanced Data Analysis	195	Jeff Kritzer
		Certificate in Mastering Excel	495	
Feb 7 - Mar 4	Feb 9	Mastering Microsoft Excel	195	Betsy Flanagan
Mar 7 - Apr 1	Mar 9	Intermediate Excel	195	Amy Klous
Apr 4 - Apr 29	Apr 6	Advanced Excel	195	John Rutledge
		Power BI Certificate	495	
Feb 7 - Mar 4	Feb 9	Introduction to Power BI	195	Marion Williams
Mar 7 - Apr 1	Mar 9	Intermediate Power BI	195	Marion Williams
Apr 4 - Apr 29	Apr 6	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 7 - Mar 4	Feb 9	Leadership Principles	145	William A. Draves
Mar 7 - Apr 1	Mar 9	Developing Your Leadership Skills	145	William A. Draves
Apr 4 - Apr 29	Apr 6	Developing Your Professional Career	145	Tawanda McLaurin

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		ON-LINE MANAGEMENT COURSES		
		Certificate in Non-Profit Administration	595	
Feb 7 - April 1	Feb 9	Revenue Generation for Non-Profits	495	Myia Welsh
Apr 4 - Apr 29	Apr 6	Program Evaluation for Nonprofit Professionals	245	Myia Welsh
		Certificate in Project Management	495	
Feb 7 - Mar 4	Feb 9	Introduction to Project Management	195	Jim Gray
Mar 7 - Apr 1	Mar 9	Project Management Processes	195	Christina Mitchell
Apr 4 - Apr 29	Apr 6	Project Management Knowledge Areas	195	Jim Gray
		Management Certificate	595	
Feb 7 - Mar 4	Feb 9	Management Bootcamp	295	Sally Klauss
Mar 7 - Apr 1	Mar 9	Collaborative Management	245	Joyce Odidison
Apr 4 - Apr 29	Apr 6	Managing Generations in the Workplace	175	William A Draves
		Six Sigma Green Belt Certificate	495	
Feb 7 - Mar 4	Feb 9	Introduction to Six Sigma Green Belt	195	Scott Follett
Mar 7 - Apr 1	Mar 9	Intermediate Six Sigma Green Belt	195	Scott Follett
Apr 4 - Apr 29	Apr 6	Advanced Six Sigma Green Belt	195	Scott Follett
Feb 7 - April 1	Feb 9	**Supervisory & Leadership Certificate**	395	Sally Klauss
		Managing Remote Workers Certificate	395	
Feb 7 - Mar 4	Feb 9	Remote Working and Communicating	245	William A. Draves
Mar 7 - Apr 1	Mar 9	Managing Remote Workers	245	William A. Draves
		NEW CAREERS COURSES		
Feb 7 - Mar 4	Feb 9	Digital Reporting	195	Eva Walsh and Lisa Jo Hubacher
		ON-LINE NEW MEDIA MARKETING COURSES		
		Digital Marketing Certificate	495	
Feb 7 - Mar 4	Feb 9	Improving Email Promotions	195	Dan Belhassen & Susan Hurrell
Mar 7 - Apr 1	Mar 9	Boosting Your Website Traffic	195	Dan Belhassen & Susan Hurrell
Apr 4 - Apr 29	Apr 6	Online Advertising	195	Dan Belhassen & Susan Hurrell

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		Google Analytics Certificate	345	
Feb 7 - Mar 4	Feb 9	Google Analytics	195	Dan Belhassen
Mar 7 - Apr 1	Mar 9	Advanced Google Analytics	195	Jeff Kritzer
		Mastering Video Marketing	395	
Feb 7 - Mar 4	Feb 9	Video Marketing	245	Rob Lee
Mar 7 - Apr 1	Mar 9	YouTube for Business	245	Rob Lee
Feb 7 - Mar 4	Feb 9	**Podcasting**	245	Travis Allison
		Integrated Marketing Certificate	495	
Feb 7 - Mar 4	Feb 9	Advanced Marketing Concepts	195	William A. Draves
Mar 7 - Apr 1	Mar 9	Successful Print Marketing	195	William A. Draves
Apr 4 - Apr 29	Apr 6	Integrated Marketing Best Practices	195	William A. Draves
		ON-LINE PERSONAL DEVELOPMENT COURSES		
open enrollment		Basic Life Support	95	Career Step
Feb 7 - Apr 1	Feb 9	Spanish for Medical Professionals	290	Cristine Sempe
Feb 7 - Apr 1	Feb 9	Beginning Conversational Spanish	290	Cristine Sempe
Feb 7 - Mar 4	Feb 9	Introduction to Fiction Writing	195	Jacqui Lipton
		ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES		
		Social Media for Business Certificate	495	
Feb 7 - Mar 4	Feb 9	Introduction to Social Media	195	Nicole Siscaretti
Mar 7 - Apr 1	Mar 9	Marketing Using Social Media	195	Nicole Siscaretti
Apr 4 - Apr 29	Apr 6	Integrating Social Media in Your Organization	195	Jennifer Selke
		ON-LINE TECHNOLOGY SKILLS COURSES		
		Certificate in Mastering Excel	495	
Feb 7 - Mar 4	Feb 9	Mastering Microsoft Excel	195	Betsy Flanagan
Mar 7 - Apr 1	Mar 9	Intermediate Microsoft Excel	195	Amy Klous
Apr 4 - Apr 29	Apr 6	Advanced Microsoft Excel	195	John Rutledge

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		Certificate in Web Design	595	
Feb 7 - Mar 4	Feb 9	Introduction to Web Design	245	Marcus Lander
Mar 7 - Apr 1	Mar 9	Intermediate Web Design	245	Marcus Lander
Apr 4 - Apr 29	Apr 6	Advanced Web Design	245	Marcus Lander
		Coding Certificate	595	
Feb 7 - Mar 4	Feb 9	Introduction to Coding	195	Jeff Kritzer
Mar 7 - Apr 1	Mar 9	HTML and CSS Fundamentals	245	Andy Helmi
Apr 4 - Apr 29	Apr 6	Advanced CSS	245	Andy Helmi
		Graphic Design Software Essentials Certificate	545	
Feb 7 - Mar 4	Feb 9	Adobe Illustrator Essentials	225	Andy Helmi
Mar 7 - Apr 1	Mar 9	Adobe Photoshop Essentials	225	Andy Helmi
Apr 4 - Apr 29	Apr 6	Adobe InDesign Essentials	225	Andy Helmi
Feb 7 - Mar 4	Feb 9	**Mastering Computer Skills for the Workplace**	195	Betsy Flanagan
Feb 7 - Apr 29	Feb 9	**WordPress Certificate**	495	Andy Helmi
		ON-LINE TRAINING AND EDUCATION COURSES		
		Certificate in Online Teaching	495	
Feb 7 - Mar 4	Feb 9	Advanced Teaching Online	195	William A. Draves
Mar 7 - Apr 1	Mar 9	Designing Online Instruction	195	Dionne Felix
Apr 4 - Apr 29	Apr 6	Fostering Online Discussion	195	Mary Dereshiwsky
Feb 7 - April 1	Feb 9	Certificate in Teaching Adults	295	William A. Draves
Feb 7 - Mar 4	Feb 9	Advanced Live Online and Zoom Instructor Training	195	William A. Draves
		TRAINING FOR K-12 TEACHERS		
		Certificate in Learning Styles	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

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Feb 7 - Mar 4	Feb 9	Culturally Responsive Pedagogy in the Diverse Classroom		145	Dionne Felix and Julie Coates
Feb 7 - Mar 4	Feb 9	The Teen Brain		145	Julie Coats

		IN-PERSON PERSONAL DEVELOPMENT CLASSES			
Jan 18 - Feb 10	Tues/Thurs	Introduction to Baking	8 - 1 pm	375	Greg Worthen
Feb 15 - Mar 8	Tues/Thurs	Patisserie	8 - 1 pm	375	Greg Worthen
Mar 10 - Apr 7	Tues/Thurs	Cake Décor and Design	8 - 1 pm	375	Greg Worthen
Mar 21 - Apr 11	Mon/Wed	Petite Fours and Mignardises	8 - 1 pm	375	Greg Worthen

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