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

				Late Start Spring 2022
		ON-LINE CAREER TRAINING		
		Bookkeeping and Administrative Pro	3,999	Career Step
		Caregiver	2,999	Career Step
		Certified Healthcare Documentaion Specialist	3,999	Career Step
		Child Care Administration	3,999	Career Step
		CompTIA Certification Pro	3,999	Career Step
		Computer Technician	2,499	Career Step
		Dental Assistant with externship	3,999	Career Step
		EKG Technician with externship	1,899	Career Step
		Executive Assistant	2,999	Career Step
		Fitness and Wellness Coach	2,799	Career Step
		Health and Lifestyle Coach	3,499	Career Step
		Healthcare IT Professional	3,999	Career Step
		Healthcare IT Security Manager	1,999	Career Step
		Hemodialysis Technician with externship	3,899	Career Step
		Home Health Aide	2,499	Career Step
		Medical Administrative Assistant	3,199	Career Step
		Medical Billing and Coding	3,099	Career Step
		Medical Office Manager	3,899	Career Step
		Medical Records Specialist	2,499	Career Step
		Medical Transcription Editor	3,499	Career Step
		Medical Scribe	3,499	Career Step
		Mental Health Technician	3,499	Career Step
		Microsoft Office Specialist 2019	599	Career Step
		Nutrition and Personal Trainer	3,999	Career Step
		Patient Care Technician	3,499	Career Step

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Date	Reg. Deadline			
		Pharmacy Technician	3,899	Career Step
		Phlebotomy Technician	1,899	Career Step
		Physical Therapy Aide	2,699	Career Step
		Physical Therapy Office Professional	3,999	Career Step
		Telehealth Coordinator	2,599	Career Step
		Veterinary Receptionist	3,999	Career Step
		ON-LINE BUSINESS COURSES		
Date	**Reg. Deadline**			
		Bookkeeping Certificate	495	
Apr 4 - Apr 29	Apr 6	Understanding Debits and Credits	195	Sharon DeFonteny
May 2 - May 27	May 4	General Ledger and Month End Procedures	195	Sharon DeFonteny
Jun 6 - July 1	Jun 8	Closing Procedures and Financial Statements	195	Sharon DeFonteny
		Certificate in Accounting and Finance for Non-Financial Managers	495	
Apr 4 - Apr 29	Apr 6	Accounting and Finance fro Non-Financial Manager	195	Sharon DeFonteny
May 2 - May 27	May 4	Cash is King	195	Jodie Trana
Jun 6 - July 1	Jun 8	Financial Analysis and Planning for Non-Financial Managers	195	Jodie Trana
		Entrepreneurship Certificate	495	
Apr 4 - Apr 29	Apr 6	Entrepreneur Boot Camp	195	Conrad Brian Law
May 2 - May 27	May 4	The Business Plan	195	Mary Beth Izard
Jun 6 - July 1	Jun 8	Entrepreneurial Marketing	195	Kathy Nadlman
May 2 - May 27	May 4	**The Basics of Bookkeeping**	195	Sharon DeFonteny
		ON-LINE BUSINESS COMMUNICATION COURSES		
		Certificate in Basic Game Design	395	
Apr 4 - Apr 29	Apr 6	Introduction to Game Design	245	Moses Wolfenstein
May 2 - May 27	May 4	Intermediate Video Game Design	245	Jean Haefner
		Certificate in Business Writing	495	
Apr 4 - Apr 29	Apr 6	Business Writing	195	Dionne Felix
May 2 - May 27	May 4	Effective Copywriting	195	Kathryn Lynch-Morin
Jun 6 - July 1	Jun 8	Writing News and Press Releases	195	William Draves

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		Certificate in Customer Service	245	
Apr 4 - Apr 29	Apr 6	Keys to Customer Service	145	Nanette Sanders-Cobb
May 2 - May 27	May 4	Extraordinary Customer Service	145	Greg Marsello
		Certificate in Workplace Communication	595	
Apr 4 - Apr 29	Apr 6	Conflict Management	245	Sally Klauss
May 2 - May 27	May 4	Negotiation: Get What You Want	195	Greg Marsello
Jun 6 - July 1	Jun 8	Using Personality Profiles for Better Work Performance	295	Sally Klauss
Apr 4 - May 27	Apr 6	**Certificate in Effective Grammer**	295	Ellen Feld
		DATA SCIENCE		
		Certificate in Data Analysis	495	
Apr 4 - Apr 29	Apr 6	Introduction to Data Analysis	195	John Rutledge
May 2 - May 27	May 4	Intermediate Data Analysis	195	Mary Dereshiwsky
Jun 6 - July 1	Jun 8	Advanced Data Analysis	195	Jeff Kritzer
		Certificate in Mastering Excel	495	
Apr 4 - Apr 29	Apr 6	Mastering Microsoft Excel	195	Betsy Flanagan
May 2 - May 27	May 4	Intermediate Excel	195	Amy Klous
Jun 6 - July 1	Jun 8	Advanced Excel	195	John Rutledge
		Power BI Certificate	495	
Apr 4 - Apr 29	Apr 6	Introduction to Power BI	195	Marion Williams
May 2 - May 27	May 4	Intermediate Power BI	195	Marion Williams
Jun 6 - July 1	Jun 8	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

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		ON-LINE LEADERSHIP COURSES		
		Certificate in Leadership Development	395	
Apr 4 - Apr 29	Apr 6	Leadership Principles	145	William A. Draves
May 2 - May 27	May 4	Developing Your Leadership Skills	145	William A. Draves
Jun 6 - July 1	Jun 8	Developing Your Professional Career	145	Tawanda McLaurin
		ON-LINE MANAGEMENT COURSES		
		Certificate in Non-Profit Administration	595	
Apr 4 - May 27	Apr 6	Revenue Generation for Non-Profits	495	Myia Welsh
Jun 6 - July 1	Jun 8	Program Evaluation for Nonprofit Professionals	245	Myia Welsh
		Certificate in Project Management	495	
Apr 4 - Apr 29	Apr 6	Introduction to Project Management	195	Jim Gray
May 2 - May 27	May 4	Project Management Processes	195	Christina Mitchell
Jun 6 - July 1	Jun 8	Project Management Knowledge Areas	195	Jim Gray
		Management Certificate	595	
Apr 4 - Apr 29	Apr 6	Management Bootcamp	295	Sally Klauss
May 2 - May 27	May 4	Collaborative Management	245	Joyce Odidison
Jun 6 - July 1	Jun 8	Managing Generations in the Workplace	175	William A Draves
		Six Sigma Green Belt Certificate	495	
Apr 4 - Apr 29	Apr 6	Introduction to Six Sigma Green Belt	195	Scott Follett
May 2 - May 27	May 4	Intermediate Six Sigma Green Belt	195	Scott Follett
Jun 6 - July 1	Jun 8	Advanced Six Sigma Green Belt	195	Scott Follett
Apr 4 - Apr 29	Apr 6	**Supervisory & Leadership Certificate**	395	Sally Klauss
		Managing Remote Workers Certificate	395	
Apr 4 - Apr 29	Apr 6	Remote Working and Communicating	245	William A. Draves
May 2 - May 27	May 4	Managing Remote Workers	245	William A. Draves

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		NEW CAREERS COURSES		
Apr 4 - Apr 29	Apr 6	Digital Reporting	195	Eva Walsh and Lisa Jo Hubacher
		ON-LINE NEW MEDIA MARKETING COURSES		
		Digital Marketing Certificate	495	
Apr 4 - Apr 29	Apr 6	Improving Email Promotions	195	Dan Belhassen & Susan Hurrell
May 2 - May 27	May 4	Boosting Your Website Traffic	195	Dan Belhassen & Susan Hurrell
Jun 6 - July 1	Jun 8	Online Advertising	195	Dan Belhassen & Susan Hurrell
		Google Analytics Certificate	345	
Apr 4 - Apr 29	Apr 6	Google Analytics	195	Dan Belhassen
May 2 - May 27	May 4	Advanced Google Analytics	195	Jeff Kritzer
		Mastering Video Marketing	395	
Apr 4 - Apr 29	Apr 6	Video Marketing	245	Rob Lee
May 2 - May 27	May 4	YouTube for Business	245	Rob Lee
Apr 4 - Apr 29	Apr 6	**Podcasting**	245	Travis Allison
		Integrated Marketing Certificate	495	
Apr 4 - Apr 29	Apr 6	Advanced Marketing Concepts	195	William A. Draves
May 2 - May 27	May 4	Successful Print Marketing	195	William A. Draves
Jun 6 - July 1	Jun 8	Integrated Marketing Best Practices	195	William A. Draves
		ON-LINE PERSONAL DEVELOPMENT COURSES		
open enrollment		Basic Life Support	95	Career Step
Apr 4 - May 27	Apr 6	Spanish for Medical Professionals	290	Cristine Sempe
Apr 4 - May 27	Apr 6	Beginning Conversational Spanish	290	Cristine Sempe
Apr 4 - Apr 29	Apr 6	Introduction to Fiction Writing	195	Jacqui Lipton

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		ON-LINE SOCIAL MEDIA FOR BUSINESS COURSES		
		Social Media for Business Certificate	495	
Apr 4 - Apr 29	Apr 6	Introduction to Social Media	195	Nicole Siscaretti
May 2 - May 27	May 4	Marketing Using Social Media	195	Nicole Siscaretti
Jun 6 - July 1	Jun 8	Integrating Social Media in Your Organization	195	Jennifer Selke
		ON-LINE TECHNOLOGY SKILLS COURSES		
		Certificate in Mastering Excel	495	
Apr 4 - Apr 29	Apr 6	Mastering Microsoft Excel	195	Betsy Flanagan
May 2 - May 27	May 4	Intermediate Microsoft Excel	195	Amy Klous
Jun 6 - July 1	Jun 8	Advanced Microsoft Excel	195	John Rutledge
		Certificate in Web Design	595	
Apr 4 - Apr 29	Apr 6	Introduction to Web Design	245	Marcus Lander
May 2 - May 27	May 4	Intermediate Web Design	245	Marcus Lander
Jun 6 - July 1	Jun 8	Advanced Web Design	245	Marcus Lander
		Coding Certificate	595	
Apr 4 - Apr 29	Apr 6	Introduction to Coding	195	Jeff Kritzer
May 2 - May 27	May 4	HTML and CSS Fundamentals	245	Andy Helmi
Jun 6 - July 1	Jun 8	Advanced CSS	245	Andy Helmi
		Graphic Design Software Essentials Certificate	545	
Apr 4 - Apr 29	Apr 6	Adobe Illustrator Essentials	225	Andy Helmi
May 2 - May 27	May 4	Adobe Photoshop Essentials	225	Andy Helmi
Jun 6 - July 1	Jun 8	Adobe InDesign Essentials	225	Andy Helmi
Apr 4 - Apr 29	Apr 6	**Mastering Computer Skills for the Workplace**	195	Betsy Flanagan
Apr 4 - Jul 1	Apr 6	**WordPress Certificate**	495	Andy Helmi

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		ON-LINE TRAINING AND EDUCATION COURSES			
		Certificate in Online Teaching	495	
Apr 4 - Apr 29	Apr 6	Advanced Teaching Online	195	William A. Draves
May 2 - May 27	May 4	Designing Online Instruction	195	Dionne Felix
Jun 6 - July 1	Jun 8	Fostering Online Discussion	195	Mary Dereshiwsky
not running		Certificate in Teaching Adults	295	William A. Draves
Apr 4 - Apr 29	Apr 6	Advanced Live Online and Zoom Instructor Training	195	William A. Draves
		TRAINING FOR K-12 TEACHERS		
		Certificate in Learning Styles	395	
May 2 - May 27	May 4	Students with ASD (Autism Spectrum Disorder)	145	Julie Coates
May 2 - May 27	May 4	Gender in the Classroom	145	Julie Coates & William A. Draves
Jun 6 - July 1	Jun 8	Generational Learning Syles	145	Kassia Dellabough
Apr 4 - Apr 29	Apr 6	Culturally Responsive Pedagogy in the Diverse Classroom	145	Dionne Felix and Julie Coates
Apr 4 - Apr 29	Apr 6	The Teen Brain	145	Julie Coats
		IN-PERSON CLASSES		
		CDL A Hourly	95/hr	P Mundell

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