

Student Name: _____

September, 2006

Student ID (Last Four Digits of Social Security #): _____

NEW HAMPSHIRE COMMUNITY TECHNICAL COLLEGE
2020 Riverside Drive, Berlin, NH 03570

**OFFICE ASSISTANT CERTIFICATE TRANSCRIPT CHECKLIST
MEDICAL CONCENTRATION**

Minimum Credit Hours Required 27

MAJOR SPECIALIZATION / RELATED COURSES - (27 Credits)

BIO120	Human Biology	(3) ____
COM107	Introduction to PowerPoint	(1) ____
COM120	Spreadsheets Project	(3) ____
COM213	Database Management	(2) ____
MGT111	Organizational Communications	(3) ____
OFT111	Business Documentation	(3) ____
OFT113	Formatting in Word	(3) ____
OFT117	Medical Terminology	(3) ____
OFT118	Medical Transcription I	(3) ____
OFT120	Medical Office Systems and Procedures	(3) ____

All courses required unless otherwise indicated.