

Student Name: _____

September, 2006

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

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

OFFICE MANAGEMENT TRANSCRIPT CHECKLIST

ADMINISTRATIVE CONCENTRATION

Minimum Credit Hours Required for A.S. Degree 67

MAJOR SPECIALIZATION / RELATED COURSES - (43 Credits)

ACC111 Accounting I	(3) ____	MGT111 Organizational Communic.	(3) ____
ACC112 Accounting II	(3) ____	OFT111 Business Documentation	(3) ____
-OR-		OFT113 Formatting in Word	(3) ____
CMT121 Web Design II	(3) ____	OFT114 Office Procedures	(3) ____
CMT120 Web Design I	(3) ____	OFT213 Internship Seminar	(4) ____
COM107 Intro to PowerPoint	(1) ____	OFT218 Adminis. Office Management	(3) ____
COM120 Spreadsheets Project	(3) ____	OFT222 Advanced PC Topics	(3) ____
COM113 Computerized Accounting	(3) ____	ACC/MGT Elective:	
COM213 Database Management	(2) ____	_____	(3) ____

LIBERAL ARTS - (24 Credits)

ENGLISH - (6 Credits)

ENG120 College Composition (3) ____
_____ (3) ____

SCIENCE - (3 Credits)

_____ (3) ____

HUMANITIES - (3 Credits)

_____ (3) ____

SOCIAL SCIENCE - (3 Credits)

_____ (3) ____

MATH - (3 Credits)

_____ (3) ____

LIBERAL ARTS ELECTIVE - (6 Credits)

_____ (3) ____
_____ (3) ____

All courses required unless otherwise indicated.