

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

Minimum Credit Hours Required for A.S. Degree 67

MAJOR SPECIALIZATION / RELATED COURSES - (43 Credits)

COM107 Intro to PowerPoint	(1) ___	OFT113 Formatting in Word	(3) ___
COM120 Spreadsheets Project	(3) ___	OFT213 Internship Seminar	(4) ___
COM213 Database Management	(2) ___	OFT218 Adminis. Office Management	(3) ___
MGT111 Organizational Communic.	(3) ___	OFT222 Advanced PC Topics	(3) ___
OFT111 Business Documentation	(3) ___		

ADMINISTRATIVE

ACC111 Accounting I (3) ___
 CMT120 Web Design I (3) ___
 ACC112 Accounting II (3) ___
-OR-
 CMT121 Web Design II (3) ___
 COM113 Computerized Accounting (3) ___
 OFT114 Office Procedures (3) ___
 ACC/MGT Elective:
 _____ (3) ___

- OR - MEDICAL CONCENTRATION:

MED105 Legal and Ethical Issues
 in Healthcare (3) ___
 OFT117 Medical Terminology (3) ___
 OFT118 Medical Transcription I (3) ___
 OFT120 Medical Office Systems/Proc. (3) ___
 OFT220 Medical Billing (3) ___
 OFT225 Introduction to Coding (3) ___

LIBERAL ARTS - (24 Credits)

ENGLISH - (6 Credits)

ENG120 College Composition (3) ___
 _____ (3) ___

SCIENCE - (3 Credits)

_____ (3) ___
 BIO120 Human Biology (3) ___
 (For Medical Concentration only)

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.