

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
MEDICAL TRANSCRIPTION CERTIFICATE TRANSCRIPT CHECKLIST**

Minimum Credit Hours Required 28

MAJOR SPECIALIZATION / RELATED COURSES - (28 Credits)

| | | |
|--------|-------------------------------------|---------|
| BIO120 | Human Biology | (3) ___ |
| 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 & Procedures | (3) ___ |
| OFT213 | Internship Seminar | (4) ___ |
| OFT217 | Medical Transcription II | (3) ___ |

All courses required unless otherwise indicated.