

Student Name: _____

September, 2007

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

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

OFFICE MANAGEMENT TRANSCRIPT CHECKLIST

MEDICAL CONCENTRATION

Minimum Credit Hours Required for A.S. Degree 68

MAJOR SPECIALIZATION / RELATED COURSES - (44 Credits)

| | | | |
|--|----------|-------------------------------------|----------|
| COM107 Intro to PowerPoint | (1) ____ | OFT117 Medical Terminology | (3) ____ |
| COM120 Spreadsheets Project | (3) ____ | OFT118 Medical Transcription I | (3) ____ |
| COM214 Database Development | (3) ____ | OFT120 Medical Office Systems/Proc. | (3) ____ |
| MED105 Legal and Ethical Issues in Healthcare | (3) ____ | OFT213 Internship Seminar | (4) ____ |
| MGT111 Organizational Communic. | (3) ____ | OFT218 Adminis. Office Management | (3) ____ |
| OFT111 Business Documentation | (3) ____ | OFT220 Medical Billing | (3) ____ |
| OFT113 Formatting in Word | (3) ____ | OFT222 Advanced PC Topics | (3) ____ |
| | | OFT225 Intro to Medical Coding | (3) ____ |

LIBERAL ARTS - (24 Credits)

ENGLISH - (6 Credits)

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

SCIENCE - (3 Credits)

BIO120 Human Biology (no lab) (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.