

Student Name: _____

September, 2005

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

**BUSINESS ADMINISTRATION CERTIFICATE PROGRAM
TRANSCRIPT CHECKLIST**

Minimum Credit Hours Required 28

MAJOR SPECIALIZATION / RELATED COURSES - (25 Credits)

ACC111	Accounting I	(3) ____
ACC214	Managerial Finance & Accounting	(3) ____
BUS112	Intro to Business Administration	(3) ____
COM101	Windows/Word Processing	(1) ____
COM120	Spreadsheets Project	(3) ____
COM125	Comprehensive Presentations Methods	(3) ____
MGT112	Intro Business Logic and Ethics	(3) ____
MGT212	Marketing	(3) ____
MGT214	Management	(3) ____

LIBERAL ARTS - (3 Credits)

ECO111	Principles of Macroeconomics	(3) ____
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All courses required unless otherwise indicated.