

Student Name: _____

September, 2005

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

**OFFICE TECHNOLOGY MANAGEMENT
MEDICAL TRANSCRIPTION CERTIFICATE TRANSCRIPT CHECKLIST**

Minimum Credit Hours Required 25

MAJOR SPECIALIZATION / RELATED COURSES - (25 Credits)

MGT111	Organizational Communications	(3) ___
OFT111	Business Documentation I	(3) ___
OFT113	Business Documentation II	(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.