

Student Name: \_\_\_\_\_

September, 2005

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

**OFFICE TECHNOLOGY MANAGEMENT TRANSCRIPT CHECKLIST**

Minimum Credit Hours Required for A.S. Degree 67

**MAJOR SPECIALIZATION / RELATED COURSES - (43 Credits)**

- |                                 |         |                                   |         |
|---------------------------------|---------|-----------------------------------|---------|
| COM107 Intro to PowerPoint      | (1) ___ | OFT113 Business Documentation II  | (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 I | (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) \_\_\_

**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.