

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

September, 2006

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

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

**OFFICE ASSISTANT CERTIFICATE TRANSCRIPT CHECKLIST  
ADMINISTRATIVE CONCENTRATION**

Minimum Credit Hours Required 24

**MAJOR SPECIALIZATION / RELATED COURSES - (24 Credits)**

ACC111	Accounting I	(3) ___
COM107	Introduction to PowerPoint	(1) ___
COM113	Computerized Accounting	(3) ___
COM120	Spreadsheets Project	(3) ___
COM213	Database Management	(2) ___
MGT111	Organizational Communications	(3) ___
OFT111	Business Documentation	(3) ___
OFT113	Formatting in Word	(3) ___
OFT114	Office Procedures	(3) ___

All courses required unless otherwise indicated.