

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

September, 2006

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

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

**OFFICE MANAGEMENT TRANSCRIPT CHECKLIST**

**MEDICAL CONCENTRATION**

Minimum Credit Hours Required for A.S. Degree 67

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

COM107 Intro to PowerPoint	(1) ____	OFT117 Medical Terminology	(3) ____
COM120 Spreadsheets Project	(3) ____	OFT118 Medical Transcription I	(3) ____
COM213 Database Management	(2) ____	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 Introduction to Coding	(3) ____

**LIBERAL ARTS - (24 Credits)**

**ENGLISH - (6 Credits)**

ENG120 College Composition (3) \_\_\_\_  
\_\_\_\_\_ (3) \_\_\_\_

**SCIENCE - (3 Credits)**

BIO120 Human Biology (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.