

Student Name: _____

September, 2007

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

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

OFFICE ASSISTANT CERTIFICATE TRANSCRIPT CHECKLIST

ADMINISTRATIVE CONCENTRATION

Minimum Credit Hours Required 25

MAJOR SPECIALIZATION / RELATED COURSES - (25 Credits)

| | | |
|--------|-------------------------------|---------|
| ACC111 | Accounting I | (3) ___ |
| COM107 | Introduction to PowerPoint | (1) ___ |
| COM113 | Accounting with Quickbooks | (3) ___ |
| COM120 | Spreadsheets Project | (3) ___ |
| COM214 | Database Development | (3) ___ |
| MGT111 | Organizational Communications | (3) ___ |
| OFT111 | Business Documentation | (3) ___ |
| OFT113 | Formatting in Word | (3) ___ |
| OFT114 | Office Procedures | (3) ___ |

All courses required unless otherwise indicated.