

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

September, 2007

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

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

**OFFICE MANAGEMENT TRANSCRIPT CHECKLIST**

**ADMINISTRATIVE CONCENTRATION**

Minimum Credit Hours Required for A.S. Degree 68

**MAJOR SPECIALIZATION / RELATED COURSES - (44 Credits)**

ACC111 Accounting I	(3) ____	MGT111 Organizational Communic.	(3) ____
ACC114 Financial Accounting	(3) ____	OFT111 Business Documentation	(3) ____
<b>-OR-</b>		OFT113 Formatting in Word	(3) ____
CMT121 Web Design II	(3) ____	OFT114 Office Procedures	(3) ____
CMT120 Web Design I	(3) ____	OFT213 Internship Seminar	(4) ____
COM107 Intro to PowerPoint	(1) ____	OFT218 Adminis. Office Management	(3) ____
COM120 Spreadsheets Project	(3) ____	OFT222 Advanced PC Topics	(3) ____
COM113 Accounting w/Quickbooks	(3) ____	ACC/MGT Elective:	
COM214 Database Development	(3) ____	_____	(3) ____

**LIBERAL ARTS - (24 Credits)**

**ENGLISH - (6 Credits)**

ENG120 College Composition	(3) ____
_____	(3) ____

**SCIENCE - (3 Credits)**

_____	(3) ____
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**HUMANITIES - (3 Credits)**

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**SOCIAL SCIENCE - (3 Credits)**

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**MATH - (3 Credits)**

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**LIBERAL ARTS ELECTIVE - (6 Credits)**

_____	(3) ____
_____	(3) ____

All courses required unless otherwise indicated.