

Student Name: _____

September, 2007

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

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

OFFICE MANAGEMENT

MEDICAL TRANSCRIPTION CERTIFICATE TRANSCRIPT CHECKLIST

Minimum Credit Hours Required 28

MAJOR SPECIALIZATION / RELATED COURSES - (25 Credits)

MGT111	Organizational Communications	(3) ____
OFT111	Business Documentation	(3) ____
OFT113	Formatting in Word	(3) ____
OFT117	Medical Terminology	(3) ____
OFT118	Medical Transcription I	(3) ____
OFT120	Medical Office Systems & Procedures	(3) ____
OFT213	Internship Seminar	(4) ____
OFT217	Medical Transcription II	(3) ____

LIBERAL ARTS (3 Credits)

BIO120	Human Biology (no lab)	(3) ____
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All courses required unless otherwise indicated.