

Student Name: \_\_\_\_\_  
Student ID #: \_\_\_\_\_

September, 2008

WHITE MOUNTAINS 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.