

Student Name: _____
Student ID #: _____

September, 2008

WHITE MOUNTAINS COMMUNITY COLLEGE
2020 Riverside Drive, Berlin, NH 03570

OFFICE MANAGEMENT TRANSCRIPT CHECKLIST

MEDICAL CONCENTRATION

Minimum Credit Hours Required for A.S. Degree 69

MAJOR SPECIALIZATION / RELATED COURSES - (44 Credits)

COM107 Intro to PowerPoint	(1) ___	OFT117 Medical Terminology	(3) ___
COM120 Spreadsheets Project	(3) ___	OFT118 Medical Transcription I	(3) ___
COM214 Database Development	(3) ___	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 Intro to Medical Coding	(3) ___

LIBERAL ARTS - (25 Credits)

ENGLISH - (6 Credits)

ENG120 College Composition (3) ___
_____ (3) ___

SCIENCE - (4 Credits)

BIO120 Human Biology (4) ___

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.