

Student Name: _____
Student ID #: _____

September, 2009

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.