

Student Name: _____
Student ID #: _____

September, 2009

WHITE MOUNTAINS 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) ___
-OR-		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) ___

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.