

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

September, 2009

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.