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) ___
CMT120 Web Design I (3) ___  OFT113 Formatting in Word (3) ___
COM107 Intro to PowerPoint (1) ___  OFT114 Office Procedures (3) ___
COM120 Spreadsheets Project (3) ___  OFT213 Internship Seminar (4) ___
COM113 Accounting w/QuickBooks (3) ___  OFT218 Admin Office Management (3) ___
COM214 Database Development (3) ___  OFT222 Advanced PC Topics (3) ___
ACC/MGT Elective: __________________________ (3) ___

LIBERAL ARTS - (24 Credits)

ENGLISH - (6 Credits)  SCIENCE - (3 Credits)

ENG120 College Composition (3) ___  __________________________ (3) ___
________________________ (3) ___

HUMANITIES - (3 Credits)  SOCIAL SCIENCE - (3 Credits)

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MATH - (3 Credits)  LIBERAL ARTS ELECTIVE - (6 Credits)

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All courses required unless otherwise indicated.