

Student Name: _____
Student ID #: _____

September, 2018

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

BUSINESS ADMINISTRATION TRANSCRIPT CHECKLIST

OFFICE MANAGEMENT OPTION

Minimum Credit Hours Required for A.S. Degree 63

MAJOR SPECIALIZATION / RELATED COURSES - (36 Credits)

ACCT111W Accounting I	(3) ___	MGMT 230W Leadership/Strategic	
ACCT114W Financial Accounting	(3) ___	Management	(3) ___
ACCT214W Managerial Finance/Acc't	(3) ___	OTM113W Formatting in Word	(3) ___
COMP120W Quantitative Decision Mak.	(3) ___	OTM120W Office Systems/Proc.	(3) ___
COMP214W Database Development	(3) ___	OTM213W Internship Seminar	(3) ___
MGMT112W Introduction to Business		RRM201W Intro	
Human Resources	(3) ___		
Logic and Ethics	(3) ___		
MGMT214W Management & Teamwork	(3) ___		

LIBERAL ARTS - (27 Credits)

ENGLISH - (7 Credits)

ENGL120W College Composition (4) ___
ENGL211W Professional Writing (3) ___

SCIENCE - (3 Credits)

_____ (3) ___

HUMANITIES - (3 Credits)

HUMA240W Critical Thinking Seminar (3) ___

SOCIAL SCIENCE - (3 Credits)

PSYC111W Psychology (3) ___

MATH - (8 Credits)

MATH120W Quantitative Reasoning (4) ___
MATH214W Statistics (4) ___

LIBERAL ARTS ELECTIVES - (3 Credits)

_____ (3) ___

All courses required unless otherwise indicated.