

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

September, 2013

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

**OFFICE ASSISTANT CERTIFICATE TRANSCRIPT CHECKLIST**

**ADMINISTRATIVE CONCENTRATION**

Minimum Credit Hours Required 24

**MAJOR SPECIALIZATION / RELATED COURSES - (18 Credits)**

ACC111	Accounting I	(3) _____
COM113	Accounting with Quickbooks	(3) _____
COM120	Spreadsheets Project	(3) _____
COM214	Database Development	(3) _____
OFT113	Formatting in Word	(3) _____
OFT120	Office Systems & Procedures	(3) _____

**ENGLISH (6 Credits)**

ENG120	College Composition	(3) _____
ENG211	Technical Writing	(3) _____

All courses required unless otherwise indicated.