

Student Name: _____
Student ID #: _____

September, 2014

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

**OFFICE ASSISTANT CERTIFICATE
ADMINISTRATIVE CONCENTRATION**

TRANSCRIPT CHECKLIST

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) _____

LIBERAL ARTS - (6 Credits)

ENGLISH (6 Credits)

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

All courses required unless otherwise indicated.