

Student Name: _____
Student ID #: _____

September, 2016

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

**OFFICE ASSISTANT CERTIFICATE
ADMINISTRATIVE CONCENTRATION**

TRANSCRIPT CHECKLIST

Minimum Credit Hours Required 25

MAJOR SPECIALIZATION / RELATED COURSES - (18 Credits)

ACCT111W Accounting I	(3) ____
COMP113W Accounting with QuickBooks	(3) ____
COMP120W Spreadsheets Project	(3) ____
COMP214W Database Development	(3) ____
OTM113W Formatting in Word	(3) ____
OTM120W Office Systems & Procedures	(3) ____

LIBERAL ARTS - (7 Credits)

ENGLISH (7 Credits)

ENGL120W College Composition	(4) ____
ENGL211W Technical Writing	(3) ____

All courses required unless otherwise indicated.