

Student Name: _____
Student ID #: _____

September, 2014

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

**OFFICE MANAGEMENT
ADMINISTRATIVE CONCENTRATION**

TRANSCRIPT CHECKLIST

Minimum Credit Hours Required for A.S. Degree 64

MAJOR SPECIALIZATION / RELATED COURSES - (40 Credits)

| | | | |
|--|----------|--|----------|
| ACC111 Accounting I | (3) ____ | OFT113 Formatting in Word | (3) ____ |
| ACC114 Financial Accounting | (3) ____ | OFT120 Office Systems & Procedures | (3) ____ |
| CMT120 Web Design I | (3) ____ | OFT213 Internship Seminar | (4) ____ |
| COM120 Spreadsheets Project | (3) ____ | OFT218 Admin Office Management | (3) ____ |
| COM113 Accounting w/QuickBooks | (3) ____ | OFT222 Advanced PC Topics | (3) ____ |
| COM214 Database Development | (3) ____ | | |
| MGT112 Intro to Business Logic and Ethics | (3) ____ | Accounting/Management Elective: _____ | (3) ____ |

LIBERAL ARTS - (24 Credits)

ENGLISH - (6 Credits)

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

SCIENCE - (3 Credits)

_____ (3) ____

HUMANITIES - (3 Credits)

HUM240 Critical Thinking Seminar (3) ____

SOCIAL SCIENCE - (3 Credits)

PSY111 Psychology (3) ____

MATH - (3 Credits)

_____ (3) ____

LIBERAL ARTS ELECTIVES - (6 Credits)

_____ (3) ____
_____ (3) ____

All courses required unless otherwise indicated.