

Student Name: _____
Student ID #: _____

September, 2016

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

**OFFICE MANAGEMENT
ADMINISTRATIVE CONCENTRATION**

TRANSCRIPT CHECKLIST

Minimum Credit Hours Required for A.S. Degree 66

MAJOR SPECIALIZATION / RELATED COURSES - (40 Credits)

ACCT111W Accounting I	(3) ____	OTM113W Formatting in Word	(3) ____
ACCT114W Financial Accounting	(3) ____	OTM120W Office Systems/Procedures	(3) ____
IST120W Web Design I	(3) ____	OTM213W Internship Seminar	(4) ____
COMP120W Spreadsheets Project	(3) ____	OTM218W Admin Office Manage.	(3) ____
COMP113W Acc't W/QuickBooks	(3) ____	OTM222W Advanced PC Topics	(3) ____
COMP214W Database Development	(3) ____		
MGMT112W Intro to Business Logic and Ethics	(3) ____	Accounting/Management Elective:	(3) ____

LIBERAL ARTS - (26 Credits)

ENGLISH - (7 Credits)

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

SCIENCE - (3 Credits)

_____ (3) ____

HUMANITIES - (3 Credits)

HUMA240W Critical Thinking Sem. (3) ____

SOCIAL SCIENCE - (3 Credits)

PSYC111W Psychology (3) ____

MATH - (4 Credits)

_____ (4) ____

LIBERAL ARTS ELECTIVES - (6 Credits)

_____ (3) ____
_____ (3) ____

All courses required unless otherwise indicated.