

Student Name: _____
Student ID #: _____

September, 2014

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

**OFFICE MANAGEMENT
MEDICAL CONCENTRATION**

TRANSCRIPT CHECKLIST

Minimum Credit Hours Required for A.S. Degree 65

MAJOR SPECIALIZATION / RELATED COURSES - (40 Credits)

COM120 Spreadsheets Project	(3) ____	OFT120 Office Systems & Procedures	(3) ____
COM214 Database Development	(3) ____	OFT213 Internship Seminar	(4) ____
MED105 Legal and Ethical Issues in Healthcare	(3) ____	OFT218 Admin. Office Management	(3) ____
MED211 Pharmacology	(3) ____	OFT220 Medical Billing	(3) ____
OFT113 Formatting in Word	(3) ____	OFT222 Advanced PC Topics	(3) ____
OFT117 Medical Terminology	(3) ____	OFT225 E/M Coding and ICD-10	(3) ____
		OFT226 Coding with CPT	(3) ____

LIBERAL ARTS - (25 Credits)

ENGLISH - (6 Credits)

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

HUMANITIES - (3 Credits)

HUM240 Critical Thinking Seminar (3) ____

MATH - (3 Credits)

_____ (3) ____

SCIENCE - (4 Credits)

BIO120 Human Biology (4) ____

SOCIAL SCIENCE - (3 Credits)

_____ (3) ____

LIBERAL ARTS - (6 Credits)

ENG225 Oral Communication (3) ____
_____ (3) ____

All courses required unless otherwise indicated.