

Student Name: _____
Student ID #: _____

September, 2015

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

**OFFICE MANAGEMENT
MEDICAL CONCENTRATION**

TRANSCRIPT CHECKLIST

Minimum Credit Hours Required for A.S. Degree 67

MAJOR SPECIALIZATION / RELATED COURSES - (40 Credits)

COMP120W Spreadsheets Project	(3) ____	OTM120W Office Systems/Procedure	(3) ____
COMP214W Database Development	(3) ____	OTM213W Internship Seminar	(4) ____
MEDA105W Legal/Ethical Issues in Healthcare	(3) ____	OTM218W Admin. Office Manage.	(3) ____
MEDA211W Pharmacology	(3) ____	OTM220W Medical Billing	(3) ____
OTM113W Formatting in Word	(3) ____	OTM222W Advanced PC Topics	(3) ____
OTM117W Medical Terminology	(3) ____	OTM225W E/M Coding and ICD-10	(3) ____
		OTM226W Coding with CPT	(3) ____

LIBERAL ARTS - (27 Credits)

ENGLISH - (7 Credits)

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

HUMANITIES - (3 Credits)

HUMA240W Critical Thinking Sem. (3) ____

MATH - (4 Credits)

_____ (4) ____

SCIENCE - (4 Credits)

BIOL120W Human Biology (4) ____

SOCIAL SCIENCE - (3 Credits)

_____ (3) ____

LIBERAL ARTS - (6 Credits)

ENGL225W Oral Communication (3) ____
_____ (3) ____

All courses required unless otherwise indicated.