

Student Name: \_\_\_\_\_  
Student ID #: \_\_\_\_\_

September, 2012

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

**OFFICE MANAGEMENT TRANSCRIPT CHECKLIST**

**ADMINISTRATIVE CONCENTRATION**

Minimum Credit Hours Required for A.S. Degree 68

**MAJOR SPECIALIZATION / RELATED COURSES - (44 Credits)**

ACC111 Accounting I	(3) ____	MGT111 Organizational Communic.	(3) ____
ACC114 Financial Accounting	(3) ____	OFT111 Business Documentation	(3) ____
CMT120 Web Design I	(3) ____	OFT113 Formatting in Word	(3) ____
COM107 Intro to PowerPoint	(1) ____	OFT114 Office Procedures	(3) ____
COM120 Spreadsheets Project	(3) ____	OFT213 Internship Seminar	(4) ____
COM113 Accounting w/QuickBooks	(3) ____	OFT218 Admin Office Management	(3) ____
COM214 Database Development	(3) ____	OFT222 Advanced PC Topics	(3) ____
		ACC/MGT Elective:	
		_____	(3) ____

**LIBERAL ARTS - (24 Credits)**

**ENGLISH - (6 Credits)**

ENG120 College Composition (3) \_\_\_\_  
\_\_\_\_\_ (3) \_\_\_\_

**SCIENCE - (3 Credits)**

\_\_\_\_\_ (3) \_\_\_\_

**HUMANITIES - (3 Credits)**

\_\_\_\_\_ (3) \_\_\_\_

**SOCIAL SCIENCE - (3 Credits)**

\_\_\_\_\_ (3) \_\_\_\_

**MATH - (3 Credits)**

\_\_\_\_\_ (3) \_\_\_\_

**LIBERAL ARTS ELECTIVES - (6 Credits)**

\_\_\_\_\_ (3) \_\_\_\_  
\_\_\_\_\_ (3) \_\_\_\_

All courses required unless otherwise indicated.