

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

September, 2013

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

**OFFICE MANAGEMENT TRANSCRIPT CHECKLIST**

**MEDICAL CONCENTRATION**

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)**

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

**MATH - (3 Credits)**

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

**SCIENCE - (4 Credits)**

BIO120 Human Biology	(4) ____
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**SOCIAL SCIENCE - (3 Credits)**

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

**LIBERAL ARTS - (6 Credits)**

ENG225 Oral Communication	(3) ____
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All courses required unless otherwise indicated.