



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS
 MATC Program: MEDICAL ADMINISTRATIVE PROFESSIONAL
 Lakeland College Program: Business Administration-Healthcare
 Management Emphasis
 Minimum GPA for admission: 2.0
 Initial effective date:

General Education Courses

MATC			Lakeland College		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10801195	Written Communication	3	GEN 110	Composition I	3
10801198	Speech	3	COM 111	Fundamentals of Public Speaking	3
10804123	Math with Business Applications	3		An elective course	3
10809197	Contemporary American Society	3		A Social Sciences course	3
10809172	Introduction to Diversity Studies	3	SOC 210	Majority/Minority Relations/A Social Sciences course	3
20809231	Introduction to Psychology	3	PSY 200	Gen. Psychology/A Social Sciences course	3
20809211	Macroeconomics	3	ECN 220	Prin. of Macroeconomics/A Social Sciences course	3
20806207	Anatomy and Physiology 1	4	BIO 211	Human Anatomy & Physiology/A Natural Sci. course	4
	Total general education credits earned:	25			
	Total transferable general education credits:	25		Total general education credits accepted:	25

Occupational Courses

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10106107	Business Document Applications	3		An elective course	3
10106139	Keyboard Skillbuilding	1			
10106108	Proofreading and Editing	3		An elective course	3
10106178	Medical Language for the Business Professional 1	2		An elective course	2
10106231	Business Presentations and Publications	3		An elective course	3
10101111	Accounting 1-Principles	4	ACC210	Financial Accounting Principles	4
10106109	Business Spreadsheet Applications	3		An elective course	3
10106179	Medical Language for the Business Professional 2	2		An elective course	2
10106191	Intro. to Healthcare Documentation	2		An elective course	2
10106165	Medical Administrative Procedures	3			
10103165	Outlook	1		An elective course	1
10106166	Healthcare Doc. Techniques & Procedures	3		An elective course	3
10106190	Professional Development	1		An elective course	1
10106240	Business Information Management	3			
10106134	Software Simulation	2		An elective course	2
10106186	Project Management and Coordination	2		A Business Elective	2
10106177	Specialized Insurance Claims	2		A Business Elective	2
10106194	Career Management	1		An elective course	1
10106195	Internship	1		An elective course	1
	Total occupational course credits earned:	42		Total occupational course credits accepted:	35

Elective Credit

Course No.	Course Title	Credits	Course No.	Course Title	Credits
	Total credits required for graduation:	67			
	Total transferable credits:	60		Total credits accepted at Lakeland College:	60

Notes:
 Transfer information assumes completed associate's degree.

Courses needed to complete degree at Lakeland College through the Evening, Weekend & Online program:

Course No.	Course Title	Credits
GEN 112	Composition II	3
MAT 130	Intermediate Algebra	3
Complete a minimum of 3 credits from 5 of the following 6 categories (15 credits)		
	Art, Music and Theatre	
	History/Political Science	
	Literature and Writing	
	Mathematics	
	Philosophy/Religion	
	World Languages	
GEN 3XX	Core II: Exploring the Human Condition	3
GEN 4XX	Core III: Shaping the Future (Writing Intensive)	3
ACC 220	Managerial Accounting Principles	3
BUS 301	Management Information Systems	3
BUS 330	Management Principles	3
BUS 340	Principles of Business Finance	3
BUS 350	Marketing Principles	3
BUS 410	Business Law I	3
BUS 491	Business Policy and Strategy (WI)	3
ECN 230	Principles of Microeconomics	3
MAT 220	Probability and Statistics	3
BUS 305	Survey of the U.S. Healthcare System	3
BUS 308	Healthcare Financial Management	3
BUS 309	Healthcare Economics	3
BUS 422	Healthcare Law & Ethics	3
Total credits needed at Lakeland College to complete degree through evening, weekend & online program:		66
Additional course requirements to complete degree through traditional undergraduate program:		
BUS 200	Business and Professional Protocol	2
BUS 400	Business Internship	3
Total credits needed at Lakeland College to complete degree through traditional undergraduate program:		71