



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

Program: Administrative Professional 1718 Academic Year

Lakeland University Program: Business Administration - Management 1718

Minimum GPA for admission: 2.0

Review Date: 10/6/17

General Education Courses

| Madison College | | | Lakeland | | |
|--|-----------------------------------|-----------|--|--|-----------|
| Course No. | Course Title | Credits | Course No. | Course Title/Field | Credits |
| 10-801-195 | Written Communication | 3 | GEN 110 | Composition I | 3 |
| 10-801-196 | Oral/Interpersonal Communication | 3 | COM111 | Fundamentals of Public Speaking/A Business elective | 3 |
| 10-804-123 | Math with Business Applications | 3 | | An elective course | 3 |
| 10-809-199 | Psychology of Human Relations | 3 | | A Social Sciences course | 3 |
| 10-809-172 | Introduction to Diversity Studies | 3 | SOC 210 | Majority/Minority Relations/A Social Sciences course | 3 |
| Total general education credits earned: | | 15 | Total general education credits accepted: | | 15 |

Occupational Courses

| Course No. | Course Title | Credits | Course No. | Course Title | Credits |
|------------|---|-----------|------------|---------------------------------------|-----------|
| 10-106-102 | Introduction to Office Professions | 1 | | An elective course | 1 |
| 10-106-107 | Business Document Applications | 3 | | An elective course | 3 |
| 10-106-139 | Keyboarding Skillbuilding | 1 | | | |
| 10-106-182 | Information Technology Concepts | 3 | CPS 100 | Introduction to Computers | 3 |
| 10-106-231 | Business Presentations and Publications | 3 | | An elective course | 3 |
| 10-103-165 | Outlook | 1 | | An elective course | 1 |
| 10-106-108 | Proofreading and Editing | 3 | | An elective course | 3 |
| 10-106-109 | Business Spreadsheet Applications | 3 | | An elective course | 3 |
| 10-106-133 | Document Formatting | 2 | | An elective course | 2 |
| 10-106-164 | Customer Contact Skills | 1 | | A business elective | 1 |
| 10-106-172 | Administrative Office Management | 3 | | An elective course | 3 |
| 10-106-240 | Business Information Management | 3 | | | |
| 10-101-106 | Accounting Fundamentals | 3 | | An elective course | 3 |
| 10-103-169 | Collaboration Tools | 1 | | An elective course | 1 |
| 10-106-106 | Business Writing and Research | 3 | | An elective course | 3 |
| 10-106-190 | Professional Development | 1 | | An elective course | 1 |
| 10-106-134 | Software Projects | 2 | | An elective course | 2 |
| 10-106-186 | Introduction to Project Management | 2 | | A business elective | 2 |
| 10-106-194 | Career Management | 1 | | An elective course | 1 |
| 10-106-195 | Internship - Admin Pro and Medical Admin Specialist | 1 | | An elective course | 1 |
| | Business Related Selection | 3 | | | |
| | Elective credits allowed: | 1 | | | |
| | Total of Occupational/Elective | 45 | | Total of Occupational/Elective | 37 |
| | Total transferable credits: | 60 | | Total transferable credits: | 60 |

Courses needed to complete degree at Lakeland University:

| Course No. | Course Title | Credits |
|---|-------------------------------------|-----------|
| GEN 112 | Composition II | 3 |
| MAT 130 | Intermediate Algebra | 3 |
| Complete a min. of 3 semester credits in 6 of the 7 categories listed below: | | 18 |
| | Mathematics | |
| | World Languages | |
| | History & Political Science | |
| | Art, Music & Theatre | |
| | Philosophy & Religion | |
| | Natural Science | |
| | Literature and Writing | |
| GEN 3XX | CORE II | 3 |
| GEN 4XX | CORE III | 3 |
| ACC 210 | Financial Accounting Principles | 3 |
| ACC 220 | Managerial Accounting Principles | 3 |
| BUS 301 | Management Information Systems | 3 |
| BUS 330 | Management Principles | 3 |
| BUS 350 | Marketing Principles | 3 |
| BUS 340 | Principles of Business Finance | 3 |
| BUS 410 | Business Law I | 3 |
| BUS 491 | Business Policy & Strategy (WI) | 3 |
| ECN 230 | Principles of Microeconomics | 3 |
| ECN 235 | Principles of Macroeconomics | 3 |
| MAT 220 | Probability & Statistics | 3 |
| Three of the following courses: | | 9 |
| BUS 380 | Human Resource Management | |
| BUS 425 | Retail Management | |
| BUS 445 | Logistics & Supply Chain Management | |
| BUS 455 | Entrepreneurial Management | |
| Total credits needed at Lakeland University to complete degree in the evening, weekend and online program: | | 72 |
| Additional credits required to complete the traditional on-campus program | | |
| BUS 200 | Business & Professional Protocol | 2 |
| BUS 400 | Business Internship | 3 |
| Total credits needed to complete the traditional undergraduate program: | | 77 |

Please consult with a Lakeland University advisor

NOTE: Transfer credits noted assume completed Associate's Degree.