



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

Program: Administrative Professional 1617 Academic Year

Lakeland University Program: Specialized Administration

Minimum GPA for admission: 2.0

Review Date: 2/13/17

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		An elective course	3
10-804-123	Math with Business Applications	3		An elective course	3
10-801-198	Speech	3	COM 111	Fundamentals of Public Speaking	3
10-809-199	Psychology of Human Relations	3		A Social Sciences course	3
10-809-195	Economics	3	ECN 235	Principles of Macroeconomics/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:		21	Total general education credits accepted:		21

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
Elective credits allowed:					
Total of Occupational/Elective		41	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

Please consult with a Lakeland University advisor

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

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		
GEN 3XX	CORE II	3
GEN 4XX CORE III		
GEN 4XX	CORE III	3
ACC 210	Financial Accounting Principles	3
BUS 301	Management Information Systems	3
BUS 330	Management Principles	3
BUS 350	Marketing Principles	3
BUS 410	Business Law I	3
BUS 491	Business Policy & Strategy (WI)	3
ECN 230	Principles of Microeconomics	3
	Three semester hours of business electives	3
Six semester hours of electives to reach 120 credit minimum		6
Total credits needed at Lakeland University to complete degree in the evening, weekend and online program:		60
Additional credits required to complete the traditional on-campus program		
BUS 200	Business & Professional Protocol	2
Four semester hours of electives to reach 120 credit minimum		4
Total credits needed to complete the traditional undergraduate program:		60