



**TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS**

**Program: Medical Administrative Specialist 1617 Academic Year**

**Lakeland University Program: Business Administration - Healthcare Management**

**Minimum GPA for admission: 2.0**

**Review Date: 2/16/17**

**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
<b>Total general education credits earned:</b>		<b>21</b>	<b>Total general education credits accepted:</b>		<b>21</b>

**Occupational Courses**

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-106-178	Medical Language for the Business Professional 1	2	ESS 135	Medical Terminology	2
10-106-107	Business Document Applications	3		An elective course	3
10-106-139	Keyboarding Skillbuilding	1			
10-106-165	Medical Administrative Procedures	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
10-106-179	Medical Language for the Business Professional 2	2		An elective course	2
10-106-164	Customer Contact Skills	1		A business elective	1
10-501-153	Body Structure & Function	3		An elective course	3
10-106-240	Business Information Management	3			
10-106-191	Introduction to Healthcare Documentation	2		An elective course	2
10-106-166	Healthcare Doc. Techniques & Procedures	3		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
10-106-177	Specialized Insurance Claims	2		A business elective	2
10-106-195	Internship - Admin Pro and Medical Admin Specialist	1		An elective course	1
<b>Elective credits allowed:</b>					
<b>Total of Occupational/Elective</b>		<b>45</b>	<b>Total of Occupational/Elective</b>		<b>36</b>
<b>Total transferable credits:</b>		<b>60</b>	<b>Total transferable credits:</b>		<b>60</b>

**Courses needed to complete degree at Lakeland University:**

Course No.	Course Title	Credits
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Please consult with a Lakeland University advisor

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

GEN 112	Composition II	3
MAT 130	Intermediate Algebra	3
<b>Complete a min. of 3 semester credits in 6 of the 7 categories listed below:</b>		<b>18</b>
	Mathematics	
	World Languages	
	History & Political Science	
	Art, Music & Theatre	
	Philosophy & Religion	
	Natural Science	
	Literature and Writing	
<b>GEN 3XX CORE II</b>		
GEN 3XX	CORE II	3
<b>GEN 4XX CORE III</b>		
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
MAT 220	Probability & 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
<b>Total credits needed at Lakeland University to complete degree in the evening, weekend and online program:</b>		<b>72</b>
<b>Additional credits required to complete the traditional on-campus program</b>		
BUS 200	Business & Professional Protocol	2
BUS 400	Business Internship	3
<b>Total credits needed to complete the traditional undergraduate program:</b>		<b>77</b>