



**TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS**

**MPTC Program: HUMAN RESOURCES**

**Lakeland College Program: BUSINESS ADMINISTRATION: MANAGEMENT EMF**

**Minimum GPA for admission: 2.0**

**Initial effective date:**

**General Education Courses**

MPTC			Lakeland		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
801-136	English Composition I	3	GEN 110	Composition I	3
801-196	Oral and Interpersonal Communication	3	COM 111	Fundamentals of Public Speaking	3
809-101	College 101*	2			
809-196	Introduction to Sociology	3	SOC 100	Introduction to Sociology	3
804-107	College Mathematics	3	MAT 130	Intermediate Algebra/A Quantitative Skills course	3
809-199	Psychology of Human Relations-- OR--	3		A Social Sciences course	3
809-198	Introduction to Psychology		PSY 200	General Psychology/A Social Sciences course	
809-166	Introduction to Ethics: Theory and Application	3	PHI 232	Ethics/A Religion/Philosophy course	3
809-195	Economics	3	ECN 220	Principles of Macroeconomics/A Social Sciences course	3
	<b>Total general education credits earned:</b>	<b>23</b>			
	Total transferable general education credits:	21		<b>Total general education credits accepted:</b>	<b>21</b>

**Occupational Courses**

Course No.	Course Title	Credits	Course No.	Course Title	Credits
102-110	Introduction to Business	3	BUS 150	Pathways to Success: An Introduction to Business	3
103-159	Computer Literacy- Microsoft Office	1		An elective course	1
196-193	Human Resource Management	3	BUS 380	Human Resources Management	3
196-189	Team Building and Problem Solving	3		An elective course	3
101-141	Payroll Accounting	3		An elective course	3
106-135	Business Technology and Innovation	3		An elective course	3
196-136	Safety in the Workplace	3		An elective course	3
196-164	Personal Skills for the Workplace	3		An elective course	3
106-182	Document Management	3		An elective course	3
102-120	Principles of Management	3	BUS 330	Management Principles	3
116-152	Orientation and Training	3		An elective course	3
116-154	Recruiting and Hiring	3		An elective course	3
196-134	Legal Issues in the Workplace	3		An elective course	3
105-150	Business Practice Firm-- OR--	3		An elective course	3
105-152	Business Practicum				
116-156	Compensation and Benefits	3	BUS 467	Compensation and Benefits	3
116-151	Employee Relations	3		An elective course	3
	<b>Total occupational course credits earned:</b>	<b>46</b>		<b>Total occupational course credits accepted:</b>	<b>46</b>

	<b>Total transferable credits:</b>	<b>67</b>		<b>Total credits accepted at Lakeland:</b>
				<b>67</b>

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

***Courses needed to complete degree at Lakeland College (Evening, Weekend, Online program):***

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
GEN 112	Composition II	3
<b>^Complete a minimum of 3 credits from 5 of the following 6 categories (15 credits)</b>		
	Art, Music and Theatre	
	History & Political Science	
	Mathematics	
	Natural Science	
	Literature and Writing	
	World Languages	
GEN 3XX	Core II: Exploring Human Condition	3
GEN 4XX	Core III: Shaping the Future	3
ACC 210	Financial Accounting Principles	3
ACC 220	Managerial Accounting Principles	3
BUS 301	Management Information Systems	3
BUS 340	Principles of Business Finance	3
BUS 350	Marketing Principles	3
BUS 410	Business Law I	3
BUS 491	Business Policy & Strategy	3
ECN 230	Principles of Microeconomics	3
MAT 220	Probability & Statistics	3
<b><i>Emphasis Courses:</i></b>		
BUS 425	Retail Management	3
BUS 445	Logistics & Supply Chain Management	3
BUS 455	Entrepreneurial Management	3
<b>Total credits needed at Lakeland College to complete degree through Evening, Weekend &amp; Online:</b>		<b>60</b>
<b>Additional credits required to complete the traditional on-campus program</b>		
BUS 400	Business Internship	3
BUS 200	Business and Professional Protocol	2
<b>Total credits needed to complete the traditional undergraduate program</b>		<b>65</b>