



# TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

NTC Program: ADMINISTRATIVE PROFESSIONAL Academic Year 1617

Lakeland University Program: Specialized Administration

Minimum GPA for admission: 2.0

Initial effective date: 1/27/17

## General Education Courses

NTC			Lakeland University		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10-801-195	Written Communication <u>OR</u>	3	GEN 110	Composition I	3
10-801-136	English Composition 1				
10-809-166	Intro to Ethics: Theory & Appl	3	PHI 232	Ethics/ A Philosophy and Religion course	3
10-801-196	Oral/Interpersonal Communications	3	COM 111	Fundamentals of Public Speaking	3
10-804-123	Math with Business Applications <u>OR</u>	3		An elective course	3
10-804-107	College Math		MAT 130	Intermediate Algebra	
10-809-103	Think Critically & Creatively	3		An elective course	3
10-809-199	Psychology of Human Relations <u>OR</u>	3		A Social Sciences course	3
10-809-198	Intro to Psychology		PSY 200	General Psychology/A Social Sciences course	
10-809-172	Intro to Diversity Studies	3	SOC 210	Majority/Minority Relations/A Social Sciences course	3
	<b>Total general education credits earned:</b>	<b>21</b>			
	Total transferable general education credits:			<b>Total general education credits accepted:</b>	<b>21</b>

## Occupational Courses

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-103-226	Word2013 Level 1	1		An elective course	1
10-103-225	Excel 2013 Level 1	1		An elective course	1
10-103-224	PowerPoint 2013 Level 1	1		An elective course	1
10-104-103	Customer Service	2		A business elective course	2
10-106-104	Business Proofreading & Editing	3		An elective course	3
10-106-107	Meeting, Travel, and Event Planning	2		A business elective course	2
10-106-125	Professional Development	1		An elective course	1
10-106-178	Computer Keyboarding	1			
10-103-230	Excel 2013 Level 2	1		An elective course	1
10-106-100	Modern Office Technologies	3		An elective course	3
10-106-129	Keyboarding 2	1			
10-106-142	Microsoft Word Applications	2		An elective course	2
10-106-144	10-Key by Touch	1			
10-106-145	Information Storage Management	3			
10-106-166	Digital Transcription	2			

10-106-157	Document Management	3		An elective course	3
10-106-170	Telecommunications Skills	3		An elective course	3
10-106-188	Desktop Publishing	3		An Art, Music or Theatre requirement	3
10-101-147	Accounting Fundamentals	3		An elective course	3
10-106-201	Office Portfolio	2		An elective course	2
10-101-180	QuickBooks 1	1		An elective course	1
10-106-202	Office Internship	1		An elective course	1
10-106-156	Keyboarding 3	1			
10-106-186	Integrated Microsoft Applications	3	CPS 100	Introduction to Computers	3
	<b>Total occupational course credits earned:</b>	<b>45</b>		<b>Total occupational course credits accepted:</b>	<b>36</b>
	<b>Elective credits allowed:</b>			<b>Elective credits allowed:</b>	
	<b>Total credits required for graduation:</b>	<b>66</b>			
	<b>Total transferable credits:</b>	<b>60</b>		<b>Total credits accepted at Lakeland University:</b>	<b>60</b>

***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 minimum of 3 credits from 4 of the following 5 categories (12 credits)

	History and Political Science	
	Natural Science	
	Mathematics	
	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
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 and Strategy (WI)	3
ECN 230	Principles of Microeconomics	3
	Minimum number of Business electives	2
	Elective credits needed to reach the 120 minimum:	13
<b>Total credits needed through the Evening, Weekend &amp; Online program:</b>		<b>60</b>

<b>Additional credits required to complete the traditional program:</b>		
<b>BUS 200</b>	Business and Professional Protocol	<b>2</b>
	Elective credits needed to reach the 120 minimum:	<b>11</b>
<b>Total credits needed to complete the traditional program:</b>		<b>60</b>

Disclaimer: Students planning to transfer should contact NTC's Transfer Specialist and transfer personnel at Lakeland University for the most current transfer information.

