



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

Program: Administrative Professional 1819

Lakeland University Program: Business Administration, Management Emphasis

Minimum GPA for admission: 2.0

Review Date: 8/2/2018

General Education Courses					
Technical College			Lakeland		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10-801-196	Oral/Interpersonal Communication --OR--	3	COM 111	Fundamentals of Public Speaking	3
10-801-198	Speech				
10-801-136	English Composition 1	3	GEN 110	Composition I: Academic Writing	3
10-804-123	Math with Business Applications	3		An elective course	
10-809-198	Introduction to Psychology --OR--		PSY 200	General Psychology	
10-809-188	Developmental Psychology	3	EDU/PSY 330	Human Growth & Development	3
10-809-122	Introduction to American Government --OR--		POL 221	American Government I	
10-809-172	Introduction to Diversity Studies --OR--		SOC 210	Majority-Minority Relations	
10-809-195	Economics --OR--	3	ECN 235*	Prin. Of Macroeconomics	3
10-809-196	Introduction to Sociology		SOC 100	Introduction to Sociology	
10-801-197	Technical Reporting	3	WRT 335	Technical Writing	3
Total general education credits earned:		18	Total general education credits accepted:		18

Occupational Courses					
Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-103-106	MS PowerPoint	1		An elective course	1
10-103-125	MS Outlook	1		An elective course	1
10-103-146	MS Word A	1		An elective course	1
10-103-151	MS Excel A	1		An elective course	1
10-103-152	MS Excel B	1		An elective course	1
10-103-162	MS Access A	1		An elective course	1
10-105-123	Business Skills	1		An elective course	1
10-106-110	Document Formatting	2		An elective course	2
10-106-146	Proofreading for the Office	3		An elective course	3
10-106-167	Computer and Business Technologies	1		An elective course	1
10-101-176	Financial Accounting 1A	2		An elective course	2
10-103-147	MS Word B	1		An elective course	1
10-103-148	MS Word C	1		An elective course	1
10-890-116	Job Quest	1		An elective course	1
10-106-139	Administrative Office Procedures	3		An elective course	3
10-106-165	Information Management	2		An elective course	2
10-101-174	QuickBooks Accounting - Beginning	2		An elective course	2
10-103-156	Adobe Photoshop	2	GDN 102**	Graphic Design II: Image Editing	4
10-106-127	Desktop Publishing	2	GDN 102**	Graphic Design II: Image Editing	
10-106-129	Web Technologies	3		An elective course	3
10-106-164	Office Communication	3		An elective course	3
10-106-128	Software Intergration	1		An elective course	1
10-106-166	Administrative Professional Capstone	3		An elective course	3
	Elective	3		An elective course	3
Total occupational & elective credits:		42	Total transferable credits:		60

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

****both courses must be completed**

Courses needed to complete degree at Lakeland University:

Course No.	Course Title	Credits
GEN 112	Composition II: Argumentation & Research	3
GEN 3XX	Core II: Exploring the Human Condition	3
GEN 4XX	Core III: Shaping the Future (Writing Intensive)	3
ACC 210	Financial Accounting Principles	3
ACC 220	Managerial Accounting Principles	3
BUS 150	Pathways to Success: Introduction to Business	3
BUS 301	Management Information Systems	3
BUS 330	Management Principles	3
BUS 340	Principles of Business Finance	3
BUS 410	Business Law I	3
BUS 491	Business Policy and Strategy (Writing Intensive)	3
ECN 230	Principles of Microeconomics	3
ECN 235*	Principles of Macroeconomics (required if not completed at WITC)	3
MAT 220	Probability & Statistics	3
MKT 350	Marketing Principles	3
Management Emphasis: Choose 3 of 7		9-10
BUS 380	Human Resource Management	
BUS 445	Logistics & Supply Chain Management	
BUS 455	Entrepreneurial Management	
BUS 492	Organizational Leadership	
BUS 400	Internship	
MKT 425	Retail Management	
	General Electives to degree	5-9
Total credits to complete degree program:		60