



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

Program: Administrative Professional

Lakeland University Program: Business Administration - Management 2021

Minimum GPA for admission: 2.0

Review Date: 10/22/2020

General Education Courses

| Technical College | | | Lakeland | | |
|--|-----------------------------------|-----------|--|---------------------------------|-----------|
| Course No. | Course Title | Credits | Course No. | Course Title/Field | Credits |
| 10-801-195 | Written Communication | 3 | GEN 110 | Composition I: Academic Writing | 3 |
| 10-804-123 | Math with Business Applications | 3 | | An elective course | 3 |
| 10-106-100 | Mindset for Success | 3 | | An elective course | 3 |
| 10-801-196 | Oral/Interpersonal Communication | 3 | COM 111 | Fundamentals of Public Speaking | 3 |
| 10-809-172 | Introduction to Diversity Studies | 3 | SOC 210 | Majority-Minority Relations | 3 |
| 10-809-199 | Psychology of Human Relations | 3 | PSY ELEC | Psychology Elective | 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 |
|---------------------------------------|--|-----------|---------------------------------------|--|-----------|
| 10-106-107 | Business Document Applications | 3 | | An elective course | 3 |
| 10-106-139 | Keyboarding Skillbuilding | 1 | | An elective course | 1 |
| 10-106-231 | Business Presentations and Publications | 3 | | An elective course | 3 |
| 10-103-165 | Outlook | 1 | | An elective course | 1 |
| 10-103-169 | Collaboration Tools | 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 |
| 10-106-121 | Office Technology and Procedures | 3 | | An elective course | 3 |
| 10-106-164 | Customer Contact Skills | 2 | | An elective course | 2 |
| 10-106-240 | Business Information Management | 3 | | An elective course | 3 |
| 10-101-106 | Accounting Fundamentals | 3 | | An elective course | 3 |
| 10-106-106 | Business Writing and Research | 3 | | An elective course | 3 |
| 10-106-172 | Administrative Office Management | 3 | BUS 150 | Pathways to Success: An Introduction to Business | 3 |
| 10-106-190 | Professional Development | 1 | EXP 100 | Professional Protocol | 1 |
| 10-102-135 | Project Management - Fundamentals | 3 | | An elective course | 3 |
| 10-106-126 | Software Capstone | 3 | | An elective course | 3 |
| 10-106-192 | Internship - Administrative Professional | 1 | | An elective course | 1 |
| 10-109-102 | Fundamentals of Meeting Mgmt. | 3 | | An elective course | 3 |
| Total of Occupational/Elective | | 43 | Total of Occupational/Elective | | 43 |
| Total transferable credits: | | 61 | Total transferable credits: | | 61 |

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

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 | 3 |
| ACC 210 | Financial Accounting Principles | 3 |
| ACC 220 | Managerial Accounting Principles | 3 |

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| 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 Strategy (WI) | 3 |
| ECN 230 | Principles of Microeconomics | 3 |
| ECN 235 | Principles of Macroeconomics | 3 |
| MAT 220 | Probability & Statistics | 3 |
| MKT 350 | Marketing Principles | 3 |
| Management emphasis: Choose 3 of the following 6 | | 9 |
| BUS 380 | Human Resource Management | |
| BUS 445 | Logistics and Supply Chain Management | |
| BUS 455 | Entrepreneurial Management | |
| BUS 492 | Organizational Leadership | |
| BUS 400 | Internship in Business (3 sem. hours) | |
| MKT 425 | Retail Management | |
| Electives needed to reach the 120 credit minimum at Lakeland: | | 8 |
| Total credits needed to complete degree at Lakeland University: | | 59 |