



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

Program: Administrative Professional

Lakeland University Program: Organizational Management - 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: 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
BUS 301	Management Information Systems	3
BUS 330	Management Principles	3

BUS 410	Business Law I	3
BUS 491	Business Policy Strategy (WI)	3
ECN 230	Principles of Microeconomics	3
MKT 350	Marketing Principles	3
Completion of an emphasis area		Range 9 up to 27 hours
Electives needed to reach the 120 credit minimum:		2 up to 20
Total credits needed to complete Lakleand University degree:		59