



**TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS**

**Program: Medical Administrative Specialist**

**Lakeland University Program: Business Administration - Healthcare Management**

**Minimum GPA for admission: 2.0**

**Review Date: 10/28/2020**

**General Education Courses**

Technical College			Lakeland		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10-106-100	Mindset for Success	3		An elective course	3
10-801-195	Written Communication	3	GEN 110	Composition I: Academic Writing	3
10-801-196	Oral/Interpersonal Communication	3	COM 111	Fundamentals of Public Speaking	3
10-804-123	Math with Business Applications	3		An elective course	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
<b>Total general education credits earned:</b>		<b>18</b>	<b>Total general education credits accepted:</b>		<b>18</b>

**Occupational Courses**

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-106-107	Business Document Applications	3		An elective course	3
10-106-108	Proofreading and Editing	3		An elective course	3
10-106-139	Keyboarding Skillbuilding	1		An elective course	1
10-106-178	Medical Language for the Business Professional 1	3		An elective course	3
10-103-165	Outlook	1		An elective course	1
10-106-109	Business Spreadsheet Applications	3		An elective course	3
10-106-164	Customer Contact Skills	2		An elective course	2
10-160-165	Medical Administrative Procedures	3		An elective course	3
10-160-179	Medical Language for the Business Professional 2	3		An elective course	3
10-106-106	Business Writing and Research	3		An elective course	3
10-106-190	Professional Development	1	EXP 100	Professional Protocol	1
10-106-231	Business Presentations and Publications	3		An elective course	3
10-106-240	Business Information Management	3		An elective course	3
10-160-166	Healthcare Documentation Techniques and Procedures	3		An elective course	3
10-160-191	Introduction to Healthcare Documentation	2		An elective course	2
10-103-169	Collaboration Tools	1		An elective course	1
10-106-126	Software Capstone	3		An elective course	3
10-160-177	Specialized Insurance Claims	3		An elective course	3
10-160-199	Internship - Medical Administrative Specialist	1		An elective course	1
<b>Total of Occupational/Elective</b>		<b>45</b>	<b>Total of Occupational/Elective</b>		<b>45</b>
<b>Total transferable credits:</b>		<b>63</b>	<b>Total transferable credits:</b>		<b>63</b>

**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
BUS 150	Pathways to Success: An 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 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
<b>Healthcare Management Emphasis: Choose four of the five following options</b>		12
BUS 305	Survey of the United States Healthcare System	
BUS 308	Healthcare Financial Management	
BUS 309	Healthcare Economics	
BUS 422	Healthcare Law & Ethics	
BUS 413	Internship in Healthcare Management (3 sem hours)	
Elective credits needed to reach the 120 credit minimum:		12
<b>Total credits needed to earn degree at Lakeland University</b>		<b>57</b>