



**TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS**

**Program: Office Management**

**Lakeland University Program: Business Administration-Management Emphasis 2021**

**Minimum GPA for admission: 2.0**

**Review Date: 11/02/2020**

**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
10-804-144	Math of Finance	3		An elective course	3
10-801-196	Oral/Interpersonal Communication	3	COM 111	Fundamentals of Public Speaking	3
10-809-195	Economics	3	ECN 235	Principles of Macroeconomics	3
10-809-199	Psychology Of Human Relations	3	PSY ELEC	Psychology Elective	3
<b>Total general education credits earned:</b>		<b>15</b>	<b>Total general education credits accepted:</b>		<b>15</b>

**Occupational Courses**

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-102-134	Introduction to Business	3	BUS 150	Pathways to Success: An Introduction to Business	3
10-106-107	Business Document Applications	3		An elective course	3
10-106-164	Customer Contact Skills	2		An elective course	2
10-101-111	Accounting 1 - Principles	4	ACC 210	Financial Accounting Principles	4
10-103-165	Outlook	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
10-106-172	Administrative Office Management	3		An elective course	3
10-106-231	Business Presentations and Publications	3		An elective course	3
10-101-139	QuickBooks-Beginning	1		An elective course	1
10-102-143	Management Techniques	3	BUS 330	Management Principles	3
10-103-169	Collaboration Tools	1		An elective course	1
10-106-106	Business Writing and Research	3		An elective course	3
10-106-190	Professional Development	1	EXP 100	Professional Protocol	1
10-106-240	Business Information Management	3		An elective course	3
10-116-145	Introduction to Human Resources	3	BUS 380	Human Resource Management	3
10-101-154	Payroll Accounting	1		An elective course	1
10-102-135	Project Management - Fundamentals	3		An elective course	3
10-106-199	Internship - Office Management	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>60</b>	<b>Total transferable credits:</b>		<b>60</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 220	Managerial Accounting Principles	3
BUS 301	Management Information Systems	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
MAT 220	Probability & Statistics	3
MKT 350	Marketing Principles	3
<b>Management Emphasis: Choose two of the following</b>		<b>6</b>
BUS 445	Logistics and Supply Chain Management	
BUS 455	Entrepreneurial Management	
BUS 492	Organizational Leadership	
BUS 400	Business Internship (3 semester hours)	
MKT 425	Retail Management	
Electives needed to reach the 120 credit minimum:		21
<b>Total credits needed to complete Lakeland University degree:</b>		<b>60</b>