



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS
MSTC Program: Administrative Professional Academic Year 1617
Lakeland University Program: Specialized Administration
Minimum GPA for admission: 2.0
Review Date: 3/1/2017

General Education Courses

MSTC			Lakeland		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10801136	English Composition I - OR -	3	GEN 110	Composition I	3
10801195	Written Communications				
10804107	College Mathematics - OR -	3	MAT 130	Intermediate Algebra	3
10804118	Intermediate Algebra with Applications - OR -				
10804189	Introductory Statistics				
10801196	Oral/Interpersonal Communication - OR -	3	COM 111	Fundamentals of Public Speaking	3
10801198	Speech				
10809195	Economics	3	ECN 235	Principles of Macroeconomics/A Social Sciences course	3
10809122	Intro to American Government - OR -	3	POL 221	American Government I/ A History and Political Science course	3
10809196	Intro to Sociology		SOC 100	Intro to Sociology / A Social Sciences course	
10809166	Intro to Ethics: Theory & Application	3	PHI 232	Ethics/ A Philosophy & Religion course	3
10809172	Introduction to Diversity Studies	3	SOC 210	Majority/Minority Relations/ A Social Sciences course	3
10809188	Developmental Psychology - OR -	3	PSY 330	Human Growth & Development/A Social Sciences course	3
10809198	Intro to Psychology		PSY 200	General Psychology/A Social Sciences course	
Total general education credits earned:		24	Total general education credits accepted:		24

Occupational Courses

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10102101	Intro to Business	3	BUS 150	Pathways to Success: An Introduction to Business	3
10103106	Microsoft Office - Introduction	3	CPS 100	Introduction to Computers	3
10103106	Document Formatting	3		An elective course	
10106157	Proofreading & Editing	3		An elective course	3
10103114	Word - Intermediate	1		An elective course	1
10103124	Excel - Intermediate	1		An elective course	1
10103124	Access - Intermediate	1		An elective course	1
10106140	Business Information Management	3			
10106150	Administrative Office Procedures	3			
10106172	Digital Communication Technology	3		An elective course	3
10102130	Career Development - OR -	3		An elective course	3
10801199	Employment Strategies				
10106106	Quality Customer Service	3		A business elective	3
10106162	Graphics & Print Media	3		An Art, Music, Theatre course	3
10106180	Advanced Software Applications	3		An elective course	3
10104107	Social Media Marketing	3	COM 370	Communication & Social Media	3
10106135	Supervised Field Experience	2		An elective course	2
Elective credits allowed:					

	Total of Occupational/Elective	41		Total of Occupational/Elective	32
	Total transferable credits:	60		Total transferable credits:	60

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

* Dependent upon MSTC course chosen

Courses needed to complete degree at Lakeland University:

Course No.	Course Title	Credits
GEN 112	Composition II: Argumentation and Research	3
Complete a min. of 3 semester credits in 4 of the 5 categories listed below:		
	Number of semester hours still needed	12
	Mathematics*	
	World Languages	
	History & Political Science *	
	Natural Science	
	Literature and Writing	
GEN 3XX	Core II: Exploring Human Condition	3
GEN 4XX	Core III: Shaping the Future	3
ECN 230	Principles of Microeconomics	3
ACC 210	Financial Accounting Principles	3
BUS 301	Management Information Systems	3
BUS 330	Management Principles	3
BUS 350	Marketing Principles	3
BUS 410	Business Law I	3
BUS 491	Business Policy and Strategy (WI)	3
	Number of semester hours needed to reach 120 minimum	18
Total credits needed at Lakeland University to complete the degree in the evening, weekend and online program:		60
Additional credits required to complete the traditional on-campus program		
BUS 200	Business & Professional Protocol	2
	Number of semester hours needed to reach 120 minimum	16
Total credits needed to complete the the degree in the traditional undergraduate program:		60