



**TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS**

**Northwood Tech Program: Medical Administrative Professional 2021-22**

**Lakeland University Program: Business Administration, Healthcare Management Emphasis 2021-22**

**Minimum GPA for admission: 2.0**

**Review Date: 8/18**

General Education Courses					
Technical College			Lakeland		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10801136	English Composition 1	3	GEN 110	Composition I: Academic Writing	3
10804123	Math with Business Applications	3		An elective course	3
10809196	Introduction to Sociology --OR--	3	SOC 100	Introduction to Sociology	3
10809172	Intro to Diversity Studies		SOC 210	Majority-Minority Relations	
10801196	Oral/Interpersonal Communication	3	COM 111	Fundamentals of Public Speaking	3
10801197	Technical Reporting	3	WRT 335	Technical Writing	3
10809198	Introduction to Psychology	3	PSY 200	Introduction to Psychology	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
10103125	MS Outlook	1		An elective course	1
10103146	MS Word A	1		An elective course	1
10106110	Document Formatting	2		An elective course	2
10160143	Medical Office Procedures and Customer Service	2		An elective course	2
10106146	Proofreading for the Office	3		An elective course	3
10501101	Medical Terminology	3	BIO 135	Medical Terminology	3
10103147	MS Word B	1		An elective course	1
10103151	MS Excel A	1		An elective course	1
10160140	Medical Office Administration	3		An elective course	3
10160135	Introduction to Healthcare Documentation	3		An elective course	3
10196138	Conflict Resolution and Confrontation Skills	1		An elective course	1
10103152	MS Excel B	1		An elective course	1
10160134	Medical Insurance Claims	4		An elective course	4
10160145	Medical Administrative Practice	4		An elective course	4
10101176	Financial Accounting 1A	2		An elective course	2
10105160	Medical Externship	1		An elective course	1
10160142	Patient Billing/Reimbursement	3		An elective course	3
10510135	Anatomy, Physiology, and Disease Concepts	2		An elective course	2
10890116	Job Quest	1	EXP 100	Professional Protocol	1
	Elective	3		An elective course	3
<b>Total of Occupational/Elective</b>		<b>42</b>	<b>Total of Occupational/Elective</b>		<b>42</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
<b>Business Administration Courses</b>		
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 4 of 5</b>		<b>12</b>
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	
Electives needed to reach the 120 credit minimum:		3
<b>Total credits needed to complete Lakeland University degree:</b>		<b>60</b>