

# SPECIALIZED ADMINISTRATION

## For people with an associate degree in an approved technical field.

The Bachelor of Arts completion degree in specialized administration is currently offered at all Lakeland University centers. Most courses are also offered BlendEd®.

### Central Wisconsin Center

715.422.5418 / 800.522.9473  
centralwi@lakeland.edu

### Chippewa Valley Center

715.723.2720 / 800.993.3413  
chippewavalley@lakeland.edu

### Fox Cities Center

920.727.0777 / 888.942.4444  
foxcities@lakeland.edu

### Green Bay Center

920.336.7170 / 888.861.8255  
greenbay@lakeland.edu

### Madison Center

608.244.2725 / 800.589.5134  
madison@lakeland.edu

### Milwaukee Center

414.476.6565 / 800.421.2949  
milwaukee@lakeland.edu

### Sheboygan Center

920.565.1047 / 800.569.2166  
sheboygan@lakeland.edu

A Lakeland University Bachelor of Arts (B.A.) degree in specialized administration is designed for students who have completed an associate degree in an approved technical field and who wish to complete a Bachelor of Arts degree program.

Since associate degree holders have already received theoretical and practical information in a technical field, the specialized administration major concentrates on a combination of liberal arts coursework and a core of business-related courses. These courses are selected to encourage the integration of skills, knowledge and values in methodical, rational approaches to problem solving.

## REQUIRED COURSEWORK

### (30 SEMESTER HOURS)

*All courses listed are 3 semester hours.*

*An associate of arts degree in an approved technical field is required.*

ACC 210	Financial Accounting Principles
ACC 220	Managerial Accounting Principles
ACC 350	Federal Income Tax I
ACC 355	Federal Income Tax II
ACC 395	Intermediate Accounting I
ACC 396	Intermediate Accounting II
ACC 420	Cost Accounting
ACC 465	Accounting Information Systems
ACC 471	Advanced Accounting I
ACC 472	Auditing Theory and Practice
ACC 474	Advanced Accounting II
BUS 301	Management Information Systems
BUS 330	Management Principles
BUS 340	Principles of Business Finance
BUS 350	Marketing Principles
BUS 410	Business Law I
BUS 491	Business Policy and Strategy (Writing Intensive)
ECN 230	Principles of Microeconomics
ECN 235	Principles of Macroeconomics

*6 semester hours of divisionally approved electives.*

# DEGREE REQUIREMENTS

(Up to 41 semester hours)

## DISTRIBUTIONAL STUDIES

### RHETORICAL DEVELOPMENT

- GEN 110 Composition I: Academic Writing  
GEN 112 Composition II: Argumentation and Research

### QUANTITATIVE SKILLS

- MAT 130 Intermediate Algebra  
or  
MAT 150 Statistics for Everyday Life

### INTERDISCIPLINARY STUDIES

- GEN 130 General Studies Core I: Knowing the Self  
*(Exempt with at least 30 transfer credits)*  
GEN 3XX General Studies Core II: Exploring the Human Condition  
*(Exempt with at least 90 transfer credits)*  
GEN 4XX General Studies Core III: Shaping the Future

### SELECT A MINIMUM OF 3 SEMESTER HOURS FROM 7 OF THE 8 FOLLOWING CATEGORIES:

**Art, Music and Theatre** (ART, MUS, THE)

**History and Political Science** (HIS, POL)

**Literature and Writing** (ENG, WRT)  
*Excludes WRT 110 and WRT 210*

**Mathematics** (MAT)  
*Excludes MAT 130 and MAT 150*

**Natural Sciences** (BIO, CHM, PHY and GEN 183)

**Philosophy and Religion** (PHI, REL)

**Social Sciences** (ANT, CRJ, ECN, SOC, PSY)  
*Excludes SOCP 335*

**World Languages** (CHI, GER, JPS, SPA or other)

Upon completion of the requirements for the Bachelor of Arts degree through the Lakeland University evening, weekend and online program, degree-earning students will have

- earned at least 120 semester hours of college credit, with a minimum of 30 semester hours having been completed through Lakeland University;
- satisfied the requirements of at least one academic major;
- completed the General Studies requirements; and
- maintained a cumulative 2.0 grade point average in both the major and in all coursework taken through Lakeland University.

The Lakeland University evening, weekend and online program's liberal arts component enables students to develop the necessary skills and knowledge to communicate clearly, inquire methodically, evaluate rationally and reason validly. These skills are developed through courses in:

- Distributional Studies, which develop knowledge in areas outside the major; and
- Interdisciplinary Studies, which encourage the integration of knowledge and values.