



TRANSFER GUIDE - ADMINISTRATIVE PROFESSIONAL
MSTC Program: ACCOUNTING

Lakeland College Program: Specialized Administration
Minimum GPA for admission: 2.0
Initial effective date:

General Education Courses

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10801136	English Composition OR	3	GEN 110	Composition I: Academic Writing	3
10801195	Written Communication				
10804107	College Mathematics OR	3	MAT 130	Intermediate Algebra	3
10804189	Introductory Statistics		MAT 220	Probability & Statistics/A Mathematics course	
10801196	Oral/Interpersonal Communication OR	3	COM 111	Fundamentals of Public Speaking	3
10801198	Speech				
1081199	Employment Strategies	3		An elective course	3
10809122	Intro to American Government OR	3	POL 221	American Government I/A History/Political Science course	3
10809196	Intro to Sociology		SOC 100	Introduction to Sociology/ A Social Sciences course	
10809188	Developmental Psychology OR	3	EDUP330	Human Growth & Development/A Social Sciences course	3
10809198	Intro to Psychology		PSY 200	General Psychology/A Social Sciences course	
	Elective	3			
10809143	Microeconomics OR	3	ECN 220	Prin. of Macroeconomics/A Social Sciences course	3
10809144	Macroeconomics		ECN 230	Prin. of Microeconomics/A Social Sciences course	
10809172	Introduction to Diversity Studies	3		A Social Sciences course	3
		27			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
10106157	Document Formatting	3			
10106160	Proofreading & Editing	3		An elective course	3
10102103	Business Law & Ethics OR	3		A business elective	3
10105160	Business Law		BUS 410	Business Law I	
10103114	Word-Intermediate	1		An elective course	1
10103124	Excel-Intermediate	1		An elective course	1
10103134	Access-Intermediate	1		An elective course	1
10106140	Business Information Management	3			
10106150	Administrative Office Procedures	3			
10102120	Customer Service Management	3		A business elective	3
10106162	Graphics & Print Media	3		An elective course	3
10106172	Digital Communication Technology	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
10106180	Advanced Software Applications	3		An elective course	3
		42			60

Note:

*Requirements and number of semester hours dependent upon choice of associate degree courses

Courses needed to complete degree at Lakeland College:

Course No.	Course Title	Credits
GEN 112	Composition II: Argumentation and Research	3
Complete a minimum of 3 credits from 6 of the following 7 categories (18 credits)*		18
	Mathematics*	
	World Languages	
	History and Political Science*	
	Art, Music, and Theatre	
	Natural Sciences	
	Philosophy & Religion	
	Literature and Writing	
GEN 3XX	CORE II: Exploring the Human Condition	3
GEN 4XX	CORE III: Shaping the Future	3
ECN220 or ECN230	Prin. of Macroeconomics/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 elective credits needed to reach 120 semester hour minimum:		12
		60
Additional credits required to complete the traditional on-campus program		
BUS 200	Business & Professional Protocol	2
Number of elective credits needed to reach 120 semester hour minimum:		10
		60