



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

NTC Program: ADMINISTRATIVE PROFESSIONAL

Lakeland College Program: Business Administration with a Business Emphasis

Minimum GPA for admission: 2.0

Initial effective date:

General Education Courses

NTC			Lakeland College		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10-801-195	Written Communication OR		GEN 110	Composition I	3
10-801-136	English Composition 1	3			
10-809-166	Intro to Ethics: Theory & Appl	3	PHI 232	Ethics / A Philosophy and Religion course	3
10-801-196	Oral/Interpersonal Communications	3	COM 111	Fundamentals of Public Speaking	3
10-804-123	Math with Business Applications	3		An elective course	3
10-809-195	Economics	3	ECN 220	Principles of Macroeconomics / A Social Sciences course	3
10-809-196	Intro to Sociology	3	SOC 101	Introduction to Sociology / A Social Sciences course	3
10-809-103	Think Critically & Creatively	3		An elective course	3
10-809-172	Intro to Diversity Studies	3		A Social Sciences course	3
Total general education credits earned:		24	Total general education credits accepted:		24
Total transferable general education credits:		24			

Occupational Courses

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-103-226	Word 2013 Level 1	1		An elective course	1
10-103-225	Excel 2013 Level 1	1		An elective course	1
10-103-224	PowerPoint 2013 Level 1	1		An elective course	1
10-104-103	Customer Services	2		A business elective course	2
10-106-104	Business Proofreading & Editing	3		An elective course	3
10-106-107	Meeting, Travel, and Event Planning	1		A business elective course	1
10-106-125	Professional Development	1		An elective course	1
10-106-178	Computer Keyboarding	1			
10-103-130	Excel 2013 Level 2	1		An elective course	1
10-106-100	Modern Office Technologies	3			
10-106-129	Keyboarding 2	1			
10-106-142	Microsoft Word Applications	2		An elective course	2
10-106-144	10-Key by Touch	1			
10-106-145	Information Storage Management	2			
10-106-166	Digital Transcription	2			
10-106-157	Document Management	3		An elective course	3
10-106-170	Telecommunications Skills	3		An elective course	3
10-106-188	Desktop Publishing	3		An elective course	3
10-101-147	Accounting Fundamentals	3		An elective course	3
10-106-151	Administrative Professional Internship	3	BUS 400	Business Internship	3
10-106-156	Keyboarding 3	1			
10-106-186	Integrated Microsoft Applications	3		An elective course	3
Total occupational course credits earned:		42	Total occupational course credits accepted:		31
Elective credits allowed:			Elective credits allowed:		
Total credits required for graduation:		66			
Total transferable credits:		60	Total credits accepted at Lakeland College:		60

Courses needed to complete degree at Lakeland College

(Evening, Weekend, Online Program):

Course No.	Course Title	Credits
GEN 112	Composition II	3
MAT 130	Intermediate Algebra	3
Complete a minimum of 3 credits from 5 of the following 6 categories (15 credits)		
	Art, Music and Theatre	
	History and Political Science	
	Natural Science	
	Mathematics *	
	Literature and Writing	
	World Languages	
GEN 3XX	Core II: Exploring Human Condition	3
GEN 4XX	Core III: Shaping the Future	3
ACC 210	Financial Accounting Principles	3
ACC 220	Managerial Accounting Principles	3
BUS 301	Management Information Systems	3
BUS 330	Management Principles	3
BUS 340	Principles of Business Finance	3
BUS 350	Marketing Principles	3
BUS 410	Business Law I	3
BUS 491	Business Policy and Strategy (WI)	3
MAT 220 *	Probability and Statistics	3
ECN 230	Principles of Microeconomics	3
And the completion of at least one emphasis from the following:		
	Business Economics	12
	Finance	15
	Forensics/Fraud	18
	Healthcare Management	12
	Hospitality Management	12
	Human Resource Management	12
	Insurance	15
	International Business	12
	Management	12
	Nonprofit Management	12
	Sport Management	15
Total credits needed to complete Lakeland College EWO degree:		66-75 ^
Additional credits required to complete the traditional program:		
BUS 200	Business and Professional Protocol	2
Total credits needed to complete the traditional program:		68-77 ^

* MAT 220 fulfills requirement.

^ Dependent upon emphasis chosen and MAT 220.

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

Disclaimer: Students planning to transfer should contact NTC's Transfer Specialist and transfer personnel at Lakeland College for the most current transfer information.