



# TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

NTC Program: ADMINISTRATIVE PROFESSIONAL

Lakeland College Program: Specialized Administration

Minimum GPA for admission: 2.0; Completion of AAS degree required

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	3	GEN 110	Composition I	3
10-801-136	English Composition 1				
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
<b>Total general education credits earned:</b>		<b>24</b>	<b>Total general education credits accepted:</b>		<b>24</b>
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
<b>Total occupational course credits earned:</b>		<b>42</b>	<b>Total occupational course credits accepted:</b>		<b>31</b>
<b>Elective credits allowed:</b>			<b>Elective credits allowed:</b>		
<b>Total credits required for graduation:</b>		<b>66</b>			
<b>Total transferable credits:</b>		<b>60</b>	<b>Total credits accepted at Lakeland College:</b>		<b>60</b>

## 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
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
ECN 230	Principles of Microeconomics	3
	General electives	15
<b>Total credits needed to complete Lakeland College EWO degree:</b>		<b>60</b>
<b>Additional credits required to complete the traditional program:</b>		
BUS 200	Business and Professional Protocol	2
<b>Total credits needed to complete the traditional program:</b>		<b>62</b>

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.