



**TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS**  
**MATC Program: ADMINISTRATIVE PROFESSIONAL**

**Lakeland College Program: Business Administration**

**Minimum GPA for admission: 2.0**

**Initial effective date:**

**General Education Courses**

MATC			Lakeland College		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10801195	Written Communication	3	GEN 110	Composition I	3
10801198	Speech	3	COM 111	Fundamentals of Public Speaking	3
10804123	Math with Business Applications	3		An elective course	3
10801196	Oral/Interpersonal Communication	3	COM 111	Fundamentals of Public Speaking	3
10809197	Contemporary American Society	3		A Social Sciences course	3
10809199	Psychology of Human Relations	3		A Social Sciences course	3
10809172	Introduction to Diversity Studies	3		A Social Sciences course	3
<b>Total general education credits earned:</b>		<b>21</b>	<b>Total general education credits accepted:</b>		<b>21</b>
Total transferable general education credits:		21			

**Occupational Courses**

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10106102	Professional Profile	1		An elective course	1
10106107	Business Document Applications	3		An elective course	3
10106139	Keyboard Skillbuilding	1			
10106108	Proofreading and Editing	3		An elective course	3
10106182	Information Technology Concepts	3	CPS 100	Introduction to Computers	3
10106231	Business Presentations and Publications	3		An elective course	3
10101108	Applied Accounting I	3		An elective course	3
10106109	Business Spreadsheet Applications	3		An elective course	3
10106133	Word Processing Applications	2		An elective course	2
10106164	Customer Contact Skills	1		A Business Elective	1
10106172	Administrative Office Management	2		An elective course	2
10103165	Outlook	1		An elective course	1
10103168	Dreamweaver	1		An elective course	1
10103106	Business Writing and Research	2		An elective course	2
10106190	Professional Development	1		An elective course	1
10106240	Business Information Management	3			
10106134	Software Simulation	2		An elective course	2
10106186	Project Management and Coordination	2		A Business Elective	2
10106187	Exploring Business Technologies	2		An elective course	2
10106194	Career Management	1		An elective course	1
10106195	Internship	1		An elective course	1
<b>Total occupational course credits earned:</b>		<b>41</b>	<b>Total occupational course credits accepted:</b>		<b>37</b>

**Elective Credit**

Course No.	Course Title	Credits	Course No.	Course Title	Credits
	General Elective	3		General Elective (dependent upon course taken)	3*
<b>Elective credits allowed:</b>		<b>3</b>	<b>Elective credits allowed:</b>		<b>3</b>
<b>Total credits required for graduation:</b>		<b>65</b>			
<b>Total transferable credits:</b>		<b>60</b>	<b>Total credits accepted at Lakeland College:</b>		<b>60</b>

**Notes:**

Transfer information assumes completed associate's degree.  
 \*Course dependent on associate degree choice of courses.

Minimum number of credits needed is 120.  
 Elective credits may be needed to reach required 120.

**Courses needed to complete degree at Lakeland College through the 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 6 of the following 7 categories (18 credits)		
	Art, Music and Theatre	
	Natural Science	
	History/Political Science	
	Literature and Writing	
	Mathematics	
	Philosophy/Religion	
	World Languages	
GEN 3XX	Core II: Exploring the Human Condition	3
GEN 4XX	Core III: Shaping the Future (Writing Intensive)	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
ECN 220	Principles of Macroeconomics	3
ECN 230	Principles of Microeconomics	3
MAT 220	Probability and Statistics	3
	Business Emphasis required	12-18
<b>Total credits needed at Lakeland College to complete degree through evening, weekend &amp; online program:</b>		<b>75-81</b>
Additional course requirements to complete degree through traditional undergraduate program:		
BUS 200	Business and Professional Protocol	2
BUS 400	Business Internship	3
<b>Total credits needed at Lakeland College to complete degree through traditional undergraduate program:</b>		<b>80-86</b>