TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS
NTC Program: ADMINISTRATIVE PROFESSIONAL
UWGB Program: Bachelor of Applied Studies-Integrative Leadership Studies
Minimum GPA for admission:
Initial effective date:

General Education Courses

NTC			UWGB		
Course No.	**Course Title**	**Credits**	**Course No.**	**Course Title/Field**	**Credits**
10-801-195	Written Communication OR	3		**General Education and Math/Writing Competency courses**	
10-801-136	English Composition 1			First Year Seminar	3
10-809-166	Intro to Ethics: Theory & Appl	3		Quantitative Literacy	3
10-801-196	Oral/Interpersonal Communications	3		Ethnic Studies Perspective	3
10-804-123	Math with Business Applications	3		Global Culture	3
10-809-103	Think Critically & Creatievely	3		Biological Sciences	3
10-809-199	Psychology of Human Relations OR	3		Natural Sciences	3
10-809-198	Intro to Psychology			Sustainability Perspective	3
10-809-172	Intro to Diversity Studies	3		Social Sciences	6
	Total general education credits earned:	**21**		Humanities	6
	Total transferable general education credits:			Fine Arts	3
				Writing Competency	3
				Math Competency	0

upational Courses

Course No.	Course Title	Credits	Course No.	Major Courses	
10-103-226	Word2013 Level 1	1		Applied Associate Degree	60
10-103-225	Excel 2013 Level 1	1		Integrative Leadership Seminar	3
10-103-224	PowerPoint 2013 Level 1	1		Writing Skills (Eng Comp 105 or Comm 185)	3
10-104-103	Customer Services	2		Critical Thinking Skills	3
10-106-104	Business Proofreading & Editing	3		Capstone	3
10-106-107	Meeting, Travel, and Event Planning	2		**Area of Emphasis**	
10-106-125	Professional Development	1		*Select an Area of Emphasis*	12 to 24
10-106-178	Computer Keyboarding	1		Click here to learn about the different areas of emphasis offered in the Bachelor of Applied Studies degree. Contact an Admissions Advisor with further questions.	
10-103-230	Excel 2013 Level 2	1			
10-106-100	Modern Office Technologies	3			
10-106-129	Keyboarding 2	1			
10-106-142	Microsoft Word Applications	2			
10-106-144	10-Key by Touch	1			
10-106-145	Information Storage Management	3		**Credits needed at UWGB to complete degree:**	60
10-106-166	Digital Transcription	2		**Total credits**	120
10-106-157	Document Management	3		Click here to see how YOUR specific associate degree	

10-106-170	Telecommunications Skills	3		[transfers into the BAS degree at UW-Green Bay](#)
10-106-188	Desktop Publishing	3		
10-101-147	Accounting Fundamentals	3		
10-106-201	Office Internship 1	2		
10-101-180	QuickBooks 1	1		
10-106-202	Office Internship 2	1		
	Total occupational course credits earned:	**41**		
	Elective credits allowed:			
	Total credits required for graduation:	**62**		
	Total transferable credits:	**60**		

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

Updated on: 08/08/17