



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS
NTC Program: ADMINISTRATIVE PROFESSIONAL Academic Year 1718
Lakeland University Program: Specialized Administration
Minimum GPA for admission: 2.0
Initial effective date: 1/27/17

General Education Courses

NTC			Lakeland University		
Course No.	Course Title	Credits	Course No.	Course Title/Field	Credits
10-801-195	Written Communication <u>OR</u>	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 <u>OR</u>	3	MAT 130	An elective course	3
10-804-107	College Math				
10-809-103	Think Critically & Creatively	3		An elective course	3
10-809-199	Psychology of Human Relations <u>OR</u>	3	PSY 200	A Social Sciences course	3
10-809-198	Intro to Psychology				
10-809-172	Intro to Diversity Studies	3	SOC 210	Majority/Minority Relations/A Social Sciences course	3
Total general education credits earned:		21			
Total transferable general education credits:		21		Total general education credits accepted:	21

Occupational Courses

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-103-240	Office 2016 Level 1 <u>OR</u>	3		An elective course	3
10-103-243	Word 2016 Level 1 <u>AND</u>			An elective course	
10-103-242	Excel 2016 Level 1 <u>AND</u>			An elective course	
10-103-241	PowerPoint 2016 Level 1			An elective course	
10-106-104	Business Proofreading & Editing	3		An elective course	3
10-106-107	Meeting, Travel, and Event Planning	2		A business elective course	2
10-106-125	Professional Development	1		An elective course	1
10-106-178	Computer Keyboarding	1			
10-106-189	Introduction to Business Technology Program	1	GEN 103	College Success Workshop	1
10-103-230	Excel 2013 Level 2	1		An elective course	1
10-106-100	Modern Office Technologies	3		An elective course	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	3			

10-106-166	Digital Transcription	2			
10-106-157	Document Management	3		An elective course	3
10-106-170	Electronic Business Communicaitons	3		An elective course	3
10-106-188	Desktop Publishing	3		An Art, Music or Theatre requirement	3
10-101-147	Accounting Fundamentals	3		An elective course	3
10-106-201	Office Portfolio	2		An elective course	2
10-101-180	QuickBooks 1	1		An elective course	1
10-106-202	Office Internship	1	BUS 400	Internship in Business	1
10-106-156	Keyboarding 3	1			
10-106-186	Integrated Microsoft Applications	3	CPS 100	Introduction to Computers	3
	Total occupational course credits earned:	44		Total occupational course credits accepted:	35
	Elective credits allowed:			Elective credits allowed:	
	Total credits required for graduation:	65			
	Total transferable credits:	60		Total credits accepted at Lakeland University:	60

Courses needed to complete degree at Lakeland Univeristy:

Course No.	Course Title	Credits
GEN 112	Composition II	3
MAT 130	Intermediate Algebra	3

Complete a minimum of 3 credits from 4 of the following 5 catagories (12 credits)

	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
ECN 235	Principles of Macroeconomics	3
	Elective credits needed to reach the 120 minimum:	12
	Total credits needed for the Evening, Weekend & Online program:	60

Additional credits required to complete the traditional program:		
BUS 200	Business and Professional Protocol	2
Elective credits needed to reach the 120 minimum:		10
Total credits needed to complete the traditional program:		60

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

Updated on: 11/01/17

