



**Northcentral**  
TECHNICAL COLLEGE

**TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS**

**NTC Program: Health Care Business Services**

**Lakeland College Program: Specialized Administration**

**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
10-801-196	Oral/Interpersonal Communications	3	COM 111	Fundamentals of Public Speaking	3
10-801-195	Written Communication <u>OR</u>	3	GEN 110	Composition I	3
10-801-136	English Composition 1				
10-804-123	Math with Business Applications	3		An elective course	3
10-806-110	Body, Structure & Function <u>OR</u> (3cr)	3 to 4		An elective course <u>OR</u> Life Sciences for Health	3 or 4
10-806-177	Gen Anatomy & Physiology (4cr)		BIO 110	Careers/A Natural Sciences course	
10-809-198	Intro to Psychology	3	PSY 200	General Psychology / A Social Sciences course	3
10-809-195	Economics	3	ECN 220	Prin.of Macroeconomics/A Social Sciences course	3
10-809-172	Introduction to Diversity Studies	3	SOC 210	Majority/Minority Relations/A Social Sciences course	3
10-809-196	Introduction to Sociology	3	SOC 100	Introduction to Sociology / A Social Sciences course	3
<b>Total general education credits earned:</b>		<b>24 to 25</b>			
Total transferable general education credits:		24 to 25	<b>Total general education credits accepted:</b>		<b>24 to 25</b>

**Occupational Courses**

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-103-225	Excell 2013 Level 1	1		An elective course	1
10-103-226	Word 2013 Level 1	1		An elective course	1
10-160-120	Fundamentals of Health Insurance	3		A business elective course	3
10-501-101	Medical Terminology	3	ESS 135	Medical Terminology	3
10-101-147	Accounting Fundamentals	3		An elective course	3
10-160-131	Administration & Organization of Healthcare	3	BUS 305	Survey of the US Healthcare System	3
10-530-176	Health Data Management	2		An elective course	2
10-530-181	Intro to the Health Record	1		An elective course	1
10-530-182	Human Disease For Health Professionals	3		An elective course	3
10-530-184	CPT Coding	3			
10-160-122	Long Term Care/Medicare/Medicaid	2	BUS 308 *	Healthcare Financial Management	2
10-160-130	Integrating Del & Fin Healthcare	3		A business elective course	3
10-530-197	ICD Diagnosis Coding	3			
10-530-199	ICD Procedure Coding	2			

10-104-103	Customer Service <u>OR</u>	2		A business elective course	2
10-501-104	Healthcare Customer Service				
10-160-121	Foundations of Healthcare Management & Finance	2	BUS 308 *	Healthcare Financial Management	2
10-160-140	Healthcare Business Service Internship	3	BUS 400	Internship in Business	3
10-530-185	Healthcare Reimbursement	2		A business elective course	3
	<b>Total occupational course credits earned:</b>	<b>42</b>		<b>Total occupational course credits accepted:</b>	<b>35</b>
	<b>Elective credits allowed:</b>			<b>Elective credits allowed:</b>	
	<b>Total credits required for graduation:</b>	<b>66 to 67</b>			
	<b>Total transferable credits:</b>	<b>60</b>		<b>Total credits accepted at Lakeland College:</b>	<b>60</b>

\* Both courses must be completed to fulfill requirement.

\*\*806-177 fulfills requirement.

**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 6 of the following 7 categories (18 credits)		
	Art, Music and Theatre	
	History and Political Science	
	Natural Sciences**	
	Literature and Writing	
	Philosophy and Religion	
	World Languages	
	Mathematics	
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	9
<b>Total credits needed at Lakeland College to complete EWO deg</b>		<b>60</b>
<b>Additional credits required to complete the traditional program:</b>		
BUS 200	Business and Professional Protocol	2

	General electives	7
<b>Total credits needed at Lakeland College to complete traditional</b>		<b>60</b>

Note: Transfer credits note 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.

**Updated on: 10/3/16**

Lakeland University is working on updating the guide. For the most current information please contact Jim Miklesh at [mikleshjw@lakeland.edu](mailto:mikleshjw@lakeland.edu) or at (715) 422-5579.