



TRANSFER GUIDE - ASSOCIATE DEGREE PROGRAMS

NTC Program: ADMINISTRATIVE PROFESSIONAL

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 OR	3	GEN 110	Composition I: Academic Writing	3
10-801-136	English Composition 1				
10-801-196	Oral/Interpersonal Communications	3	COM 111	Fundamentals of Public Speaking	3
10-804-123	Math with Business Applications OR	3		An elective course	3
10-804-107	College Math			MAT 130	
10-809-103	Think Critically & Creatively	3	GEN 130	Core I: Foundations of Critical Thinking	3
10-809-199	Psychology of Human Relations OR	3	PSY ELEC	Psychology Elective	3
10-809-198	Intro to Psychology			PSY 200	
10-809-172	Intro to Diversity Studies	3	SOC 210	Majority/Minority Relations	3
Total transferable general education credits:		18	Total credits accepted:		18

Occupational Courses

Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-103-243	Word 2016 Level 1	1		An elective course	1
10-103-242	Excel 2016 Level 1	1		An elective course	1
10-103-241	PowerPoint 2016 Level 1	1		An elective course	1
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
10-106-118	Microsoft Outlook	1		An elective course	1
10-106-178	Computer Keyboarding	1		An elective course	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		An elective course	1
10-106-142	Microsoft Word Applications	2		An elective course	2
10-106-144	10-Key by Touch	1		An elective course	1
10-106-145	Information Storage Management	3		An elective course	3
10-106-166	Digital Transcription	2		An elective course	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
10-106-186	Integrated Microsoft Applications	3	CPS 100	Introduction to Computers	3
	Total occupational course credits earned:	44		Total occupational course credits accepted:	44
	Elective credits allowed:			Elective credits allowed:	
	Total credits required for graduation:	62			
	Total transferable credits:	62		Total credits accepted at Lakeland University:	62

Evaluation based on completed Associate Degree

Courses needed to complete degree at Lakeland University

Course No.	Course Title	Credits
GEN 112	Composition II: Argumentation & Research	3
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
BUS 301	Management Information Systems	3
BUS 330	Management Principles	3
BUS 410	Business Law I	3
BUS 491	Business Policy and Strategy (WI)	3
ECN 230	Principles of Microeconomics	3
MKT 350	Marketing Principles	3
And the completion of at least one emphasis from the following:		
1	Business Economics	12
2	Finance	15
3	Forensics/Fraud* no internship	18
1	Healthcare Management	12
1	Hospitality Management	13
1	Human Resource Management	12
2	Insurance	15
2	International Business	15
4	Management	9
1	Nonprofit Management	12
2	Sport Management	15
1	Student-Designed	12
1	additional elective credits	

2	Students with these emphases complete 13 additional elective credits	
3	Students with these emphases complete 10 additional elective credits	
4	Students with these emphases complete 4 additional elective credits	
	Total Credits to complete program/any emphasis at LU	58

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: 12/7/18

