



Credit Transfer Pathway
FVTC Program: 101066 - Administrative Professional
Lakeland College Program: Specialized Administration
Academic Year: 2011-12

FVTC			Lakeland College		
Course No.	Course Title	Credits	Course No.	Course Title	Credits
10-102-103	Business Law 1	3.00	BUS410	Business Law I	3.00
10-105-102	Business Internship 2	2.00		Business Elective	2.00
10-106-101	Web Technologies	2.00		General Elective	2.00
10-106-103	Intro to Administrative Professional Careers	1.00		General Elective	1.00
10-106-104	Business Technology Capstone	1.00		General Elective	2.00
10-106-108	Business Writing and Formatting	3.00		General Elective	3.00
10-106-109	Emerging Business Trends and Technologies	2.00		General Elective	2.00
10-106-118	Effective Business Practice	3.00		Business Elective	3.00
10-106-126	Administrative Management	3.00		Business Elective	3.00
10-106-128	Advanced Office Software Applications	3.00		General Elective	3.00
10-106-134	Technological Resource Management	3.00			
10-106-137	Project Management for the Office	1.00		Business Elective	1.00
10-106-140	Meeting & Event Management Fundamentals	3.00		Business Elective	3.00
10-106-160	Business Relationship Development	2.00		General Elective	2.00
10-106-164	Publication Design	3.00		General Elective	3.00
10-106-166	Office Fundamentals	3.00			
10-106-178	Presentation and Training Techniques	3.00		General Elective	3.00
10-623-109	Introduction to Project Management	1.00		Business Elective	1.00
Technical Studies		42.00			
10-801-195	Written Communication	3.00	GEN110	Expository Writing	3.00
10-801-196	Oral/Interpersonal Comm	3.00	GEN111	Fundamentals of Public Speaking	3.00
10-804-113	College Technical Math 1A	3.00	MAT130	Intermediate Algebra	3.00
10-809-166	Intro to Ethics: Theory & App	3.00	PHI232	Ethics/Societal Studies	3.00
10-809-195	Economics	3.00	ECN220	Principles of Macroeconomics/Societal Studies	3.00
10-809-197	Contemporary Amer Society	3.00		American Studies Course	3.00
10-809-199	Psychology of Human Relations	3.00		Societal Studies Course	3.00
General Studies		21.00			
Suggested Electives					
10-103-174	Photoshop, Introduction to	1.00		General Elective	1.00
10-106-182	Event Planning-Global	2.00		Business Elective	2.00
10-106-194	Office - Internship 1	1.00		Business Elective	1.00
10-140-110	Spanish 1 for Professionals	2.00		General Elective	2.00
Electives		3.00			
Total credits needed at FVTC to complete degree:		66.00	Total credits accepted: 60.00		

Notes:

Additional courses needed to complete degree:		
Course No.	Course Title	Credits
ACC 210	Accounting Principles	3.00
BUS 280	Business Information Processing	3.00
BUS 300	Business and Professional Rhetoric (WI)	3.00
BUS 330	Management Principles	3.00
BUS 350	Marketing Principles	3.00
BUS 490	Leadership, Ethics and Decision Making	3.00
ECN 230	Principles of Microeconomics	3.00
GEN112	Persuasive Writing	3.00
	A Quantitative Analysis course	3.00
	A Scientific Experience Course	3.00
	A Religious Studies Course	3.00
	An Artistic Experience Course	3.00
	A Cross-Cultural Studies Course	3.00

GEN3XX	A Core II Course	3.00
GEN4XX	A Core III Course (WI)	3.00
	General Elective Credits	15.00
Total credits needed to complete degree:		60.00
Additional courses needed for traditional program:		
BUS200	Business & Professional Protocol	2.00