

**Lake Land College
Office Management
Associate in Applied Science Degree
(to transfer to BBA/MGT at Robert Morris College)**

FIRST YEAR

First	Semester	Credit	Second	Semester	Credit
BUS 123	Shorthand	4	BUS 141	Business Communication	3
ENG 120	Composition 1	3	BUS 115	Processing Information	3
BUS 114	Advanced Formatting	3	BUS 251	Principles of Management	3
SFS 101	Strategies for Success	2	CIS 094 or CIS 055	Excel or Word	2
CIS 160	Practical Software Applications	3	ECO 231	Principles of Economics 1	3
BUS 142	Introduction to Business	3	CIS 099	Web Page Design	3
	Total Hours	18		Total Hours	17

SECOND YEAR

First	Semester	Credit	Second	Semester	Credit
BUS 151	Financial Accounting	3	BUS 060	Automated Office Procedure	3
CIS 056	Advanced Software Applications	3	BUS 079	Professional Development	3
BUS 061	Machine Transcript Processing	1	PSY 271	Introduction to Psychology	3
SPE 111	Public Speaking	3	BUS 081	Office Technology Internship	5
CIS 093	Access	2	BUS 080	Office Technology Seminar	1
BUS 094	Business Math	3			
	Total Hours	15		Total Hours	15

Total hours transferred = 97.5 quarter hours

** In addition to the LCC degree requirements the following courses would have to be completed and transferred to RMC: ENG 121, one IAI approved Science class, one IAI approved Math course. If these classes are not taken prior to transferring, an additional quarter may be needed at RMC.

Classes to be taken at RMC

Quarter 1	Course Title	Credit	Quarter 2	Course Title	Credit
MGT 310	Contemporary Applied Management	4	ACC 111	Principles of Accounting II	4
SCI	Science	4	MAT 210	Finite Math	4
SSC	Social Science	4	MKT 305	Marketing Analysis and Process	4
HUM	Humanities	4	SSC 202	Principles of Microeconomics	4
	Total Hours	16		Total Hours	16

Quarter 3	Course Title	Credit	Quarter 4	Course Title	Credit
ACC 112	Principles of Accounting III	4	ACC 300	Managerial Accounting I	4
CIS 310	Management Information Systems	4	BUS 356	Advanced Internship	4
MGT 315	Business Ethics	4	MAT 320	Statistics for Business	4
MGT 350	Human Resource Management	4	MGT 340	Organizational Behavior	4
			COM 330	Professional Development II	2
	Total Hours	16		Total Hours	18

Quarter 5	Course Title	Credit	Quarter 6	Course Title	Credit
ENG 310	Writing for the Professions	4	HUM 130	Issues in Philosophy	4
FIN 300	Principles of Finance	4	HUM 310	Comparative Contemporary Literature	4
HUM 120	Literary Studies	4	MGT 450	Business Strategy and Policy	4
MGT 400	Operations Management	4	MKT 440	Marketing Problems	4
	Total Hours	16		Total Hours	16