



Transfer Credit Program

Nicolet Area Technical College

Administrative Assistant

Associate Degree

Students with an Administrative Assistant associate degree from NATC are admitted with junior standing into MSOE's Bachelor of Science in Management (BSM) program.

Admission Requirements

While technical college graduates receive full credit for their associate degree, MSOE has requirements for admission into the 2+2 program. These include:

- successfully completing all courses in the respective associate degree program with a grade of C or better in each course;
- successfully completing all other specified or core courses, with a grade of C or better in each course;
- and meeting the MSOE admission requirements for transfer students into the Bachelor of Science in Management 2+2 program with a cumulative GPA of 2.75 or greater for full acceptance, or with a GPA of 2.50 up to 2.75 for acceptance on probationary status.

In addition, MSOE requires that students complete at least 50 percent of the credits in a degree program at MSOE. The maximum percentage of a program's credits that a student can transfer is 50 percent. Because the BSM 2+2 program is a degree completion program, students awarded junior status upon admission are considered to have the maximum number of transferable credits.

Financial Assistance

Full-time transfer students are eligible for up to \$8,000 in scholarship support, depending upon grade point average. In addition, MSOE has other scholarships and financial assistance programs available.

Degree Completion

A minimum of 101 quarter credits must be completed at MSOE. In determining equivalent credits, one semester credit is the equivalent of 1.5 quarter credits. The minimum requirement is equivalent to approximately 67 semester credits.

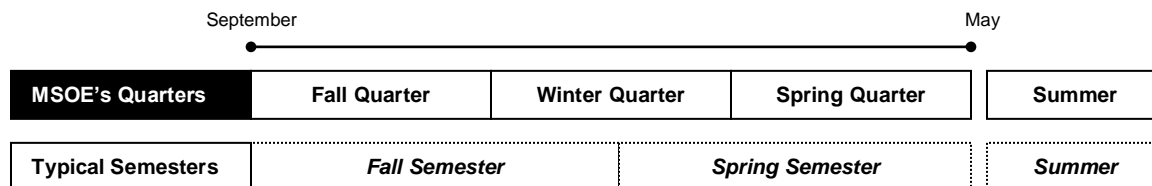
To meet MSOE's general education requirements, Rader School of Business curriculum requirements, and the requirements of accrediting bodies, students entering the 2+2 program should have completed the following coursework:

MSOE Core Courses	NATC Recommended Courses
Written Communication	10-801-195*
Technical Report Writing	10-801-197*
Speech	10-801-196*
Macroeconomics	20-809-287*
Microeconomics	20-809-291*
Microcomputer Business Applications	10-106-130*
Business Law	10-102-120*
Humanistic Studies (two courses)	10-809-197, 10-809-199, or 200-level courses*
College Mathematics (excluding business statistics)	10-804-195*
Natural Science (two courses including one lab course)	Courses evaluated on a course-by-course basis

* 200-level courses are preferred. Substitute courses must be approved by MSOE.

Academic Quarters

The primary academic year at MSOE is divided into three 11-week quarters, September through May. Courses are also offered during the summer (4th quarter). MSOE's 11-week academic quarters provide students an advantage because they have the opportunity to take more courses per year than is possible in a typical 16-week semester. The following graphic illustrates this advantage:



Classes are held daytime, evening, and some are available on Saturdays, or by Internet Hybrid delivery. It is possible for a student to complete the entire program by attending part-time during the evening. Classes are available at the downtown Milwaukee campus and at outreach locations in the Fox Valley area and Brookfield/Waukesha.

Following is the suggested curriculum a student would follow at MSOE:

MSOE Bachelor of Science in Management
Sample Curriculum Track for NATC Administrative Assistant Degree

MSOE Core Courses		Credits
MA-127	College Algebra II	4
MS-221	Microeconomics	3
MS-331	Business Law	3
	Natural Science (includes one lab course)	8
		18
Business Management, Organizational Behavior & Marketing		
MS-340	Production Management	3
MS-342	Management Principles	3
MS-344	Organizational Behavior & Leadership Development	3
MS-361	Marketing	3
MS-365	Business-to-Business Marketing	3
MS3991	Supply Chain Management	3
MS-444	Business and Government Relations	3
MS-446	General Management Policies	3
MS-448	Employment Law	3
MS-4801	Project Management	3
		30
Quantitative Reasoning and Analysis		
MA-340	Business Statistics	4
Accounting and Finance		
MS-354	Principles of Accounting	3
MS-356	Business Finance	3
MS-358	Managerial Accounting	3
		9
General Education & Communications		
HU-100	Contemporary Issues in Humanities	3
HU-432	Ethics for Professional Managers	3
HU/SS	Elective	3
HU/SS	Elective	3
HU/SS	Elective	3
EN-432	Business Communication	3
SS-461	Organizational Psychology	3
TC-342	Professional Presentation Techniques	3
OR-301	Transfer Student Orientation	0
OR-402	Professional Guidance	1
		25
Technology		
MS-280	Introduction to MIS	3
MS-2810	Introduction to Computer Programming (Visual Basic)	3
MS-483	Database Management	3
		9
Internship		
MS-498	Management Internship Experience ¹	3
Concentration		
	Business Process Management Concentration Course	3
	Financial Management Concentration Course	3
	Marketing Management & Entrepreneurship Concentration Course	3
	MS Electives from Concentration Courses	9
		18
TOTAL CREDITS		116²

¹ Not required for students who can show evidence of internship experience. MS elective will be substituted with consent of advisor.

² A minimum of 101 credits are required for the BSM degree. Credits shown are based on quarter system. Equivalent semester credit hours are approximately 77.