

Transfer Guide Associate Degree Programs

Western Program: Administrative Professional

Viterbo Program: BBA with major in Business Administration

Format: Daytime Program on Campus (La Crosse)

Minimum GPA for admission: 2.25

Initial effective date: Fall 2022

Western Technical College Course Requirements		
Course No.	Course Title	Credits
10106103	Personal and Professional Development	3
10106112	Business Formatting	3
10106119	Business Communication Skills	3
10106186	Exploring Business Technologies	2
10801136	English Composition 1	3
10103107	Introduction to Excel & Access	3
10106106	Quality Customer Service	3
10106123	Business Correspondence	3
10106151	Business Procedures	3
10106149	Advanced Word & Desktop Publishing	3
10804123	Math w/ Business Applications	3
10809196	Introduction to Sociology	3
101106153	Advanced Spreadsheets	3
10106188	Managing Office Finances	3
10801197	Technical Reporting	3
10801198	Speech	3
10809195	Economics	3
10106137	Administrative Professional Field Study	1
10106181	Administrative Professional Portfolio	2
10106182	Meeting and Event Planning	2
10196191	Supervision	3
10809198	Introduction to Psychology	3
Total program credits:		61

Courses Needed at Viterbo University		
Course No.	Course Title	Credits
COMM 105	Digital Imaging (Artistic Awareness)	3
ENGL XXX	Literary Analysis Course	3
RLST XXX	Theological Inquiry Course	3
RLST XXX	Integrating Faith and Practice Course	3
VUSM 400	VU Mission Seminar - Ethical Life	3
NAT SCI	Natural Science Gen Ed	4
HIST XXX	Historical Analysis Course	3
PHIL XXX	Philosophical Inquiry Course	3
ACCT 211	Financial Accounting	3
BLAW 343	Legal and Ethical Environment of Business	3
FINA 331	Managerial Finance	3
MGMT 341	Principles of Management	3
MGMT 449	Global Strategic Management	3
MGMT 374	Systems Thinking & Leadership Seminar	3
MGMT 447	Operations Management	3
MGMT 492	Dahl School Comprehensive Capstone	1
MKTG 351	Principles of Marketing	3
Internship	ACCT/MGMT/MKTG/or SPML 487 - Internship	4
Electives	Any business or SVLD electives	5
Total credits needed at Viterbo University to complete degree:		59
Total credits accepted at Viterbo University:		61
Total Credits =		120



VITERBO UNIVERSITY

Students planning to transfer should contact Western's Transfer Specialist and transfer personnel at Viterbo University for most current transfer information.