

Parkland College and Eastern Illinois University
Transfer Guide
From A.A.S. in Office Professional
to B.S. in Career and Organizational Studies

Parkland College

First Semester

CIS 101 Introduction to Computers	3
CIS 111 Information Technology Careers Overview	1
CIS 157 Keyboarding II	3
CIS 170 Office Professional Topics	3
CIS 171 Machine Transcription I	3
ENG 101 Composition I*	<u>3</u>
	16

Second Semester

CIS 131 Presentation Graphics (MS PowerPoint)	2
CIS 135 Word Processing I (MS Word)	3
CIS 151 Using the Internet Effectively	2
CIS 158 Keyboarding III	3
ENG 102 Composition II*	3
ACC 117 Accounting and Bookkeeping	<u>3</u>
	16

Third Semester

CIS 134 Spreadsheet Applications (MS Excel)	3
CIS 138 Database Applications (MS Access)	3
Elective (CIS 153, CIS 137, ACC 219 or HCS 154)	3
MAT 108 Statistics*	3
Soc./Beh. Science or Humanities/Fine Arts (IAI)*	<u>3</u>
	15

Fourth Semester

CIS 235 Word Processing II (MS Word)	3
CIS 270 Integrated Software Applications	3
CIS 297 Job Seminar	1
POS 122 American Nat'l Gov't (replaces CIS 298)	3
BUS 245 Business Communications	3
Soc./Beh. Science or Humanities/Fine Arts (IAI)*	<u>3</u>
	16

*Must be completed with grade of "C" or better

Note: CIS 298 is not required for students transferring to EIU.

Total: 63 Semester hours

Bridge Course to be taken at Parkland College:	BIO 101 General Biology	4 hrs
---	--------------------------------	--------------

Eastern Illinois University

First Semester

Humanities (Upper Division) #	3
Physical Sciences	3
COS 4810 Principles of Career Development	3
COS Elective/Portfolio	<u>5</u>
	14

Second Semester

COS 4820 Sociotechnical Design	3
Humanities or Fine Arts (Upper Division) #	3
Social Sciences (Upper Division) #	3
COS Elective/Portfolio	<u>5</u>
	14

Third Semester

COS 4830 Occupational Perspectives	3
Fine Arts (Upper Division) #	3
COS Elective/Portfolio (Upper Division)	3
COS Elective/Portfolio (Upper Division)	3
COS Elective/Portfolio (Upper Division)	<u>2</u>
	14

Fourth Semester

Senior Seminar	3
COS Elective/Portfolio (Upper Division)	3
COS Elective/Portfolio (Upper Division)	3
COS Elective/Portfolio (Upper Division)	3
Elective	<u>2</u>
	14

At least one course must also meet the cultural diversity requirement.

Total: 56 Semester hours

Program Total: 123 Semester hours

For more information, contact:

Thomas Hawkins, EIU School of Technology, trhawkins@eiu.edu, 217.581.7426

Pat Hufmeyer, EIU Continuing Education Coordinator, eiu@parkland.edu, 217.351.2543