

# Lake Land College and Eastern Illinois University

## Transfer Guide

### A.A.S. in Office Manager

### to B.S. in Organizational Development

*This is a suggested course sequence. Students must work with their advisor to develop a sequence plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

#### Lake Land College

##### First Semester

BUS 114	Advanced Formatting	3 (CTE Elective)
ECO 231	Principles Econ I	3 (ECN 2801G)
BUS 142	Introduction to Business	3 (CTE 1420)
CIS 160	Practical Software Appl	3 (BUS 1950)
BUS141	Business Communications	3 (MIS Elective)
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##### Third Semester <sup>2</sup>

CIS 056	Adv Software Application	3 (MIS Elective)
CIS 058	Specialized Software App	3 (MIS Elective)
BUS 060	Auto Office Procedures	3 (MIS Elective)
BUS 095	Fund of Accounting	3 (MIS Elective)
	Or BUS151 Financial Accounting	or (BUS2101)
BUS 290	Human Resource Mgmt	3 (MGT Elective)
		15

#### Lake Land College or Eastern Illinois University

##### First Semester

ENG 119/120 <sup>1,3</sup>	Composition I	3 (ENG 1001G)
COM 111 <sup>1,3</sup>	Intro to Speech Comm	3 (CMN 1310G)
MAT 115/116 <sup>3,4</sup>	General Ed Math	3 (MAT 1160G)
IAI Social Behavioral Science Gen Ed <sup>3,5</sup>		3 (SB Gen Ed)
IAI Physical Lab Science Gen Ed <sup>3</sup>		4 (PS Gen Ed)
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#### Eastern Illinois University

##### Third Semester

EIU 4	Senior Seminar	3
ODL 4830	Org Perspectives	3
BIO Science Gen Ed <sup>6</sup>		3 (Upper Level)
Fine Arts Gen Ed <sup>5, 6</sup>		3 (Upper Level)
Elective or Portfolio Credit <sup>6</sup>		3 (Upper Level)
		15

**LAKE LAND COLLEGE SEMESTER HOURS = 61-77**

**EASTERN ILLINOIS UNIVERSITY SEMESTER HOURS = 43-59**

**TOTAL PROGRAM SEMESTER HOURS = 120**

##### Second Semester

BUS 094	Business Math	3 (BUS Elective)
BUS 115	Processing Info	3 (CTE Elective)
BUS 061	Office Transcription	3 (CTE Elective)
CIS 094	Excel	2 (MIS Elective)
CIS 099	Intro to Web Tech	3 (MIS Elective)
ENG 095	Business English	3 (GEN Elective)
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##### Fourth Semester

PSY 271	Intro to Psychology	3 (PSY 1879G)
CIS 093	Access	2 (MIS Elective)
BUS 079	Prof Development	3 (CTE Elective)
BUS 081	Office Prof Intern	3 (CTE Elective)
BUS 251	Prin of Management	3 (MGT Elective)
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#### Eastern Illinois University

##### Second Semester

ENG 1002G <sup>1</sup>	Composition II	3
ODL 4810	Prin Career Development	3
ODL 4500	Organizational Interaction	3
ODL 4825	Ethical Behavior in Org	3
Humanities General Education <sup>5, 6</sup>		3 (Upper Level)
		15

#### Eastern Illinois University

##### Fourth Semester

ODL 4840	Training Prog Develop	3
ODL 4835	Supervision in Org	3
Humanities or Fine Arts Gen Ed <sup>5, 6</sup>		3 (Upper Level)
Elective or Portfolio Credit <sup>6</sup>		3 (Upper Level)
Elective or Portfolio Credit <sup>6</sup>		1 (Upper Level)
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<sup>1</sup> "C" or better is required for Composition I, Composition II and Public Speaking.

<sup>2</sup> Apply to Eastern Illinois University one year prior to enrollment.

<sup>3</sup> Courses can be taken at Lake Land or Eastern.

<sup>4</sup> General Education Math may have prerequisites or subject to math placement.

<sup>5</sup> One general education course must be designated as culturally diverse.

<sup>6</sup> 40 upper division hours are required for graduation. This can be met through general education, portfolio, or a combination.

Note – ODL majors are exempt from the foreign language requirement at Eastern

NOTE – Agreement is in effect from Fall 2021-2025. Departmental Contacts are Eastern Illinois University: Kelly Best, [kjbest@eiu.edu](mailto:kjbest@eiu.edu), 217-581-7404; and Lake Land College: Lisa Earp [learp@lakelandcollege.edu](mailto:learp@lakelandcollege.edu) 217-234-5356 and Marcy Satterwhite, [msatterw@lakelandcollege.edu](mailto:msatterw@lakelandcollege.edu), 217-234-5359. Institutional Contacts are Eastern Illinois University: Rita Pearson, 217-581-7663, [ripearson@eiu.edu](mailto:ripearson@eiu.edu); and Lake Land College: Emily Hartke, [ehartke@lakelandcollege.edu](mailto:ehartke@lakelandcollege.edu), 217-234-5430.

Articulation Agreement  
Between  
Eastern Illinois University  
And  
Lake Land College


Lake Land College (LLC) and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through this articulation agreement to serve better our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.


The two institutions agree to the following:

1. Any student who has completed a baccalaureate-oriented associate degree at LLC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the attached prescribed **A.A.S. in Office Manager** at LLC will be admitted to the **B.S. in Organizational Development** program at EIU.
3. The courses listed in the attached prescribed LLC transfer guide have been reviewed and accepted for transfer to EIU
4. Relationships between LLC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all LLC students.
8. Either EIU or LLC may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice-president.

This agreement is effective with the 2021-2022 academic year and is subject to renewal every four years.

**Eastern Illinois University**

  
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David Glassman, President      3/31/21  
Date

  
\_\_\_\_\_  
Jay Gatrell, Provost and      3/24/21  
Vice-President for Academic Affairs      Date

**Lake Land College**

  
\_\_\_\_\_  
Josh Bullock, President      4-21-21  
Date

  
\_\_\_\_\_  
John Althaus, Vice-President      4-21  
for Academic Services      Date