

**Critical requirements are boldface in shaded areas**

Course Subject and Title	Credit Hours	Min. Grade	Important Notes
<b>Semester One: [15 Credit Hours]</b>			
ITAP 16620 Word Processing I	3		
ITAP 16625 Business Presentations	2		
COMT 21010 Workgroup Productivity Software	3		
ENG 11011 College Writing I	3		
US 10097 Destination Kent State: FYE	1		Not required of transfer students with 25 credits
Related Course Elective	3		See note below
<b>Semester Two: [15 Credit Hours]</b>			
ITAP 16621 Word Processing II	3		
ITAP 16636 Data Management for Administrative Professionals	3		
ITAP 26635 Administrative Resource Management	3		
ITAP 26638 Business Communications	3		
LER Elective	3		Visit <a href="http://www.kent.edu/catalog">www.kent.edu/catalog</a> and search "LER" for course list
<b>Semester Three: [16 Credit Hours]</b>			
ITAP 16639 Database Applications	3		
ITAP 26622 Desktop Publishing I	3		
ITAP 26623 Desktop Publishing II	3		
ACTT 11000 Accounting I: Financial	4		
LER Elective	3		Visit <a href="http://www.kent.edu/catalog">www.kent.edu/catalog</a> and search "LER" for course list
<b>Semester Four: [15 Credit Hours]</b>			
ITAP 26611 Spreadsheet Applications	3		
ITAP 26636 Project Management for Administrative Professionals	1		
ITAP 26691 Seminar for Administrative Professionals <i>or</i> ITAP 26692 Internship for Administrative Professionals	2		
BMRT 11006 Business Computations	3		With faculty approval, BMRT 11006 may be satisfied by credit-by-exam or replaced with a more advanced mathematics, statistics or accounting course
COMM 15000 Introduction to Human Communication	3		
Related Course Elective	3		See note below

**Graduation Requirements Summary**

Total Hours	Minimum	
	Major GPA	Overall GPA
61	2.0	2.0

**Note: Related course electives (6 credit hours), choose from the following:**

BMRT 11000 Introduction to Business	3	COMT 11005 Introduction to Operating Systems and Network Technology	3
COMT 11000 Introduction to Computer Systems*	3	COMT 11006 Introduction to Web Site Technology	3
COMT 11004 Survey of Information Technology	3	ITAP 16680 Computer Keyboarding	1

\* COMT 11000 may be applied as a related elective if taken prior to or concurrently with any other COMT or ITAP course.