KENT STATE UNIVERSITY

Roadmap: Information Technology for Administrative Professionals – Associate of Applied Business
[RE-AAB-ITAP]
Regional College
Division of Applied Business
Catalog Year: 2010-2011

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses and milestones designated as critical (in boldface and shaded areas) must be completed in the semester listed to ensure a timely graduation.

Course Subject and Title	Credit Hours	Min. Grade	Important Notes
Semester One: [15 Credit Hours]			
ITAP 16620 Word Processing I	**3**		
ITAP 16625 Business Presentations	**2**		
COMM 15000 Introduction to Human Communication	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
Semester Two: [15 Credit Hours]			
ITAP 16621 Word Processing II	**3**		
ITAP 16636 Data Management for Administrative Professionals	**3**		
ITAP 26611 Spreadsheet Applications	**3**		
ITAP 26635 Administrative Resource Management	**3**		
Kent Core Elective	3		Visit www.kent.edu/catalog and search "Kent Core" for course list
Semester Three: [16 Credit Hours]			
ITAP 16639 Database Applications	**3**		
ITAP 26622 Desktop Publishing I	**3**		
ITAP 26623 Desktop Publishing II	**3**		
ACTT 11000 Accounting I: Financial	4		
Kent Core Elective	3		Visit www.kent.edu/catalog and search "Kent Core" for course list
Semester Four: [15 Credit Hours]			
ITAP 26636 Project Management for Administrative Professionals	**1**		
ITAP 26638 Business Communications	**3**		
ITAP 26691 Seminar for Administrative Professionals *or* **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
COMT 21010 Workgroup Productivity Software	3		
Related Course Elective	3		See note below

Graduation Requirements Summary

Minimum 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 11004 Survey of Information Technology	3	COMT 11006 Introduction to Web Site 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.