



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		Fulfills Kent Core Additional
Kent Core Composition	3		Enrollment based on placement tests
US 10097 Destination Kent State: FYE	1		Not required of transfer students with 25 credits
Related Course Elective	3		See note on page 2
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 on page 2

Graduation Requirements Summary

Minimum Total Hours	Minimum	
	Major GPA	Overall GPA
61	2.0	2.0



Kent Core Summary (for students planning to pursue a baccalaureate program)

Kent Core Categories	Important Notes
Composition (6-8 credit hours) <i>ENG 11002, 11011, 21011; HONR 10197, 10297</i>	Enrollment based on placement test; 3 credit hours are fulfilled in this major with ENG 11011
Mathematics and Critical Reasoning (3-5 credit hours)	Enrollment based on placement test
Humanities and Fine Arts (9 credit hours) <i>Minimum one course from humanities in Arts and Sciences and minimum one course from fine arts</i>	
Social Sciences (6 credit hours) <i>Must be selected from two curricular areas</i>	
Basic Sciences (6-7 credit hours) <i>Must include one laboratory</i>	
Additional (6 credit hours) <i>Must be selected from two Kent Core categories</i>	3 credit hours are fulfilled in this major with COMM 15000

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

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

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

