



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	Major GPA	Important Notes
<b>Semester One: [15 Credit Hours]</b>				
<b>ITAP 16620 Word Processing I</b>	3		■	
<b>ITAP 16621 Word Processing II</b>	3		■	
<b>ITAP 16625 Business Presentations</b>	2		■	
US 10097 Destination Kent State: First Year Experience	1			Not required of transfer students with 25 credits
Kent Core Requirement	3			See Kent Core Summary on page 2
Kent Core Requirement	3			
<b>Semester Two: [15 Credit Hours]</b>				
<b>ITAP 16636 Data Management for Administrative Professionals</b>	3		■	
<b>ITAP 26611 Spreadsheet Applications</b>	3		■	
<b>ITAP 26622 Desktop Publishing I</b>	3		■	
<b>ITAP 26635 Administrative Resource Management</b>	3		■	
Applied Course Elective	3			See note on page 2
<b>Semester Three: [16 Credit Hours]</b>				
<b>ITAP 16639 Database Applications</b>	3		■	
<b>ITAP 26623 Desktop Publishing II</b>	3		■	
ACTT 11000 Accounting I: Financial	4			
COMM 15000 Introduction to Human Communication	3			Fulfills Kent Core Additional for bachelor's degree
Kent Core Requirement	3			See Kent Core Summary on below
<b>Semester Four: [15 Credit Hours]</b>				
<b>ITAP 26636 Project Management for Administrative Professionals</b>	1		■	
<b>ITAP 26691 Seminar for Administrative Professionals or ITAP 26692 Internship for Administrative Professionals</b>	2		■	
COMT 21010 Workgroup Productivity Software	3			
Applied Course Elective	3			See note on page 2
Kent Core Requirement	3			See Kent Core Summary below
Kent Core Requirement	3			

### Graduation Requirements Summary

Minimum Total Hours	Minimum	
	Major GPA	Overall GPA
61	2.000	2.000

### Kent Core Summary (visit [www.kent.edu/catalog/kent-core](http://www.kent.edu/catalog/kent-core) for course list)

Kent Core Categories	Important Notes	Remaining Credit Hours
<b>Composition (3 credit hours)</b> <i>ENG 11002, 11011, 21011; HONR 10197, 10297</i>	Enrollment based on placement test	3
<b>Mathematics and Critical Reasoning (3-5 credit hours)</b>	Enrollment based on placement test	3-5
<b>Humanities and Fine Arts (3 credit hours)</b>		3
<b>Social Sciences (3 credit hours)</b>		3
<b>Basic Sciences (3 credit hours)</b>		3



**Note: Applied 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	ITAP 26638 Business Communications	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.	

