

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

Critical	Course Subject and Title	Credit Hours	Upper Div.	Min. Grade	Major GPA	Type	Term Taken
<b>Semester One [16 Credits]</b>							
!	ITAP 16620 Word Processing I	3			■		
!	ITAP 16621 Word Processing II	3			■		
!	ITAP 16625 Business Presentations	3			■		
	US 10097 Destination Kent State: First Year Experience <sup>1</sup>	1					
	Kent Core Requirement	3					
	Kent Core Requirement	3					
<b>Semester Two [15 Credits]</b>							
!	ITAP 16636 Data Management for Administrative Professionals	3			■		
!	ITAP 26611 Spreadsheet Applications	3			■		
!	ITAP 26622 Desktop Publishing I	3			■		
!	ITAP 26635 Administrative Resource Management	3			■		
	Applied Course Elective <sup>2</sup>	3					
<b>Semester Three [16 Credits]</b>							
!	ITAP 16639 Database Applications	3			■		
	ACTT 11000 Accounting I - Financial	4					
	COMM 15000 Introduction to Human Communication	3				KAD	
	Kent Core Requirement	3					
	Kent Core Requirement	3					
<b>Semester Four [14 Credits]</b>							
!	ITAP 26691 Seminar for Administrative Professionals or ITAP 26692 Internship for Administrative Professionals	2-3			■	ELR	
	COMT 21010 Workgroup Productivity Software	3					
	Applied Course Elective <sup>2</sup>	6					
	Kent Core Requirement	3					

### Graduation Requirements Summary

Minimum Total Hours	Minimum	
	Major GPA	Overall GPA
61	2.000	2.000

1. US 10097 is not required of transfer students with 25 credits or students age 21+ at time of admission.
2. Applied Course Elective (9 credit hours)

Choose from the following:	
BMRT 11000 Introduction to Business (3)	COMT 11006 Introduction to Web Site Technology (3)
BMRT 11009 Introduction to Management Technology (3)	ITAP 16640 Advanced Database Applications (3)
BMRT 21000 Business Law and Ethics I (3)	ITAP 16680 Computer Keyboarding (1)
BMRT 31006 Human Resources Management (3)	ITAP 26623 Desktop Publishing II (3)
COMT 11000 Introduction to Computer Systems (3)	ITAP 26636 Project Management for Administrative Professionals (1)
COMT 11004 Survey of Information Technology (3)	ITAP 26638 Business Communications (3)
COMT 11005 Introduction to Operating Systems and Networking Technology (3)	ITAP 26695 Special Topics in Information Technology for Administration Professionals (1-3)

\*This course may be applied as an applied elective if taken prior to or concurrently with any other COMT or ITAP offering.

### University Requirements Summary

Type	Categories	Course(s) Satisfying Category	Remaining Requirements
KCM	<b>Kent Core I. Composition</b> Enrollment based on placement test	visit <a href="http://www.kent.edu/catalog/kent-core">www.kent.edu/catalog/kent-core</a>	3
KMC	<b>Kent Core II. Mathematics and Critical Reasoning</b> Enrollment based on placement test	visit <a href="http://www.kent.edu/catalog/kent-core">www.kent.edu/catalog/kent-core</a>	3
KFH	<b>Kent Core III. Humanities or Fine Arts</b>	visit <a href="http://www.kent.edu/catalog/kent-core">www.kent.edu/catalog/kent-core</a>	3
KSS	<b>Kent Core IV. Social Sciences</b>	visit <a href="http://www.kent.edu/catalog/kent-core">www.kent.edu/catalog/kent-core</a>	3
KBS	<b>Kent Core V. Basic Sciences</b>	visit <a href="http://www.kent.edu/catalog/kent-core">www.kent.edu/catalog/kent-core</a>	3