

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	Min. Grade	Major GPA	Attribute	Notes
<b>Semester One [16 Credits]</b>						
!	ITAP 16620 Word Processing I	3		■		
!	ITAP 16621 Word Processing II	3		■		
!	ITAP 16625 Business Presentations	3		■		
	UC 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 16638 Google Applications for Administrative Professionals	3		■		
!	ITAP 26611 Spreadsheet Applications	3		■		
!	ITAP 26622 Desktop Publishing I	3		■		
!	ITAP 26635 Administrative Resource Management	3		■		
	Applied Course Electives <sup>2</sup>	3				
<b>Semester Three [16 Credits]</b>						
!	ITAP 16639 Database Applications	3		■		
	ACTT 11000 Accounting I - Financial	4				
	ITAP 26640 Current Technologies	3		■		
	Kent Core Requirement	3				
	Kent Core Requirement	3				
<b>Semester Four [14 Credits]</b>						
!	ITAP 26691 Seminar for Administrative Professionals (3) or ITAP 26692 Internship for Administrative Professionals (1-3)	2-3		■	ELR	
	COMT 21010 Workgroup Productivity Software	3				
	Applied Course Electives <sup>2</sup>	6				
	Kent Core Requirement	3				

### Graduation Requirements Summary

Minimum Total Hours	Minimum	
	Major GPA	Overall GPA
61	2.000	2.000

- UC 10097 is not required of transfer students with 25 credits (excluding College Credit Plus) or students age 21+ at time of admission.
- 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:** Applied and technical associate degree-seeking students must fulfill selected Kent Core (general education requirements). For more information about this requirement, please read the following section in the University Catalog: Kent Core – [www.kent.edu/catalog/kent-core](http://www.kent.edu/catalog/kent-core).

**Attribute Legend:** DD Diversity–Domestic; DG Diversity–Global; ELR Experiential Learning; KAD Kent Core Additional; KBS Kent Core Basic Sciences; KCM Kent Core Composition; KFA Kent Core Fine Arts; KHU Kent Core Humanities; KMC Kent Core Mathematics and Critical Reasoning; KSS Kent Core Social Sciences; WIC Writing Intensive