TECHNICAL AND APPLIED STUDIES - B.T.A.S.

College of Applied and Technical Studies
www.kent.edu/cats

Contact Information
- Program Coordinator:
  Carolyn Carvalho
ccarvalh@kent.edu
  440-964-4222
- Speak with an Advisor
  • Ashtabula Campus
  • East Liverpool Campus
  • Geauga Campus
  • Salem Campus
  • Stark Campus
  • Trumbull Campus
  • Tuscarawas Campus
  • Online (any campus above)
- Chat with an Admissions Counselor

Fully Offered
- Online
- Ashtabula Campus
- East Liverpool Campus
- Geauga Campus
- Salem Campus
- Stark Campus
- Trumbull Campus
- Tuscarawas Campus

Description
The Bachelor of Technical and Applied Studies degree in Technical and Applied Studies is designed both for students beginning their academic study and for students with an associate degree or college-level coursework. The program accommodates varied educational backgrounds, develops competencies needed for success in a variety of work settings and offers major courses in schedules attractive to traditional students and to time- and place-bound adults.

Students construct a meaningful plan for using the curriculum to explore and prepare for their preferred futures by completing a cornerstone course. A capstone course features a synthesizing of learning focused on foundational competencies and developing an electronic portfolio. This enables students to collect artifacts of their learning, which can be used to advance their careers.

The Technical and Applied Studies major includes the following optional concentrations:

- The Applied Business concentration is an option for associate degree graduates or students with a business background who choose not to pursue the B.B.A. degree, or for students who would like to gain knowledge about financial management, customer service, strategic management, labor students and leadership. The concentration includes a practicum.
- The Nonprofit-Human Services concentration provides students with the knowledge and competencies in areas such as grant writing and fundraising, mission and vision, advocacy and lobbying, risk management, board committee development, program planning, leadership and ethics, human resource development, youth and adult development, marketing, financial management and nonprofit management.

Students may also declare the Technical and Applied Studies major with no concentration. The stand-alone major offers a flexible and robust core of skills/knowledge-based courses, which bridge multiple disciplines in multiple colleges. The skill sets that are provided by this program are civic engagement, computer literacy, critical thinking, diversity and internationalization, ethics, information literacy, leadership, self-management, oral and written communication and mathematics.

Admission Requirements
The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Freshman Students on the Kent Campus: The freshman admission policy on the Kent Campus is selective. Admission decisions are based upon the following: cumulative grade point average, ACT and/or SAT scores, strength of high school college preparatory curriculum and grade trends. The Admissions Office at the Kent Campus may defer the admission of students who do not meet admissions criteria but who demonstrate areas of promise for successful college study. Deferred applicants may begin their college coursework at one of seven regional campuses of Kent State University. For more information on admissions, including additional requirements for some academic programs, visit the admissions website for first-year students.

Freshman Students on the Regional Campuses: Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, as well as the Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

English Language Proficiency Requirements for International Students:
All international students must provide proof of English language proficiency (unless they meet specific exceptions) by earning a minimum 525 TOEFL score (71 on the Internet-based version), minimum 75 MELAB score, minimum 6.0 IELTS score, minimum 48 PTE score or minimum 100 DET score; or by completing the ESL level 112 Intensive Program. For more information on international admission, visit the Office of Global Education's admission website.

Transfer, Transitioning and Former Students: For more information about admission criteria for transfer, transitioning and former students, please visit the admissions website.

University Requirements
All students in a bachelor's degree program at Kent State University must complete the following university requirements for graduation.

NOTE: University requirements may be fulfilled in this program by specific course requirements. Please see Program Requirements for details.
Additional Program Requirements (courses do not count in major GPA)

UC 10097  DESTINATION KENT STATE: FIRST YEAR EXPERIENCE  1
Kent Core Composition  6
Kent Core Mathematics and Critical Reasoning  3
Kent Core Humanities and Fine Arts (minimum one course each)  9
Kent Core Social Sciences (courses from two curricular areas)  6
Kent Core Basic Sciences (must include one laboratory)  6-7
Kent Core Additional  6

General Electives (total credit hours depends on earning 120 credit hours, including 39 upper-division credit hours)

Additional Requirements or Concentrations
Choose from the following:
- Additional Requirements for Students Not Declaring a Concentration
- Applied Business Concentration
- Nonprofit-Human Services Concentration

Minimum Total Credit Hours: 120

1 BMRT 11009 and BMRT 36401 are recommended for students in the Applied Business concentration.
2 A minimum C grade must be earned to fulfill the writing-intensive requirement.

Additional Requirements for Students Not Declaring a Concentration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMRT 11009</td>
<td>INTRODUCTION TO MANAGEMENT TECHNOLOGY</td>
<td>9</td>
</tr>
<tr>
<td>BMRT 36401</td>
<td>APPLICATIONS OF TECHNOLOGY MANAGEMENT SOFTWARE</td>
<td>3</td>
</tr>
<tr>
<td>BMRT 10010</td>
<td>INTRODUCTION TO EMERGING MEDIA AND TECHNOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>CES 37800</td>
<td>SMALL GROUP PROCESS</td>
<td>3</td>
</tr>
<tr>
<td>ECON 42075</td>
<td>INTERNATIONAL ECONOMIC RELATIONS</td>
<td>3</td>
</tr>
<tr>
<td>EMAT 10310</td>
<td>MY STORY ON THE WEB</td>
<td>3</td>
</tr>
<tr>
<td>EMAT 13210</td>
<td>DESIGN PROCESSES AND PRINCIPLES</td>
<td>3</td>
</tr>
<tr>
<td>EMAT 15310</td>
<td>CREATIVE CODING</td>
<td>3</td>
</tr>
<tr>
<td>EMAT 30410</td>
<td>INFORMATION ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</td>
</tr>
<tr>
<td>EMAT 33310</td>
<td>HUMAN-COMPUTER INTERACTION</td>
<td>3</td>
</tr>
<tr>
<td>EMAT 34410</td>
<td>DIGITAL INFORMATION MANAGEMENT AND PROCESSING</td>
<td>3</td>
</tr>
</tbody>
</table>

Diversity Domestic/Global (DIVD/DIVG)
2 courses

Experiential Learning Requirement (ELR)
Varies

Kent Core Composition (KCMP)  6
Kent Core Mathematics and Critical Reasoning (KMCR)  3
Kent Core Humanities and Fine Arts (KHM/KFA) (min one course each)  9
Kent Core Social Sciences (KSS) (must be from two disciplines)  6
Kent Core Basic Sciences (KBS/KLAB) (must include one laboratory)  6-7
Kent Core Additional (KADL)  6

Total Credit Hours: 36-37

Some bachelor's degrees require students to complete more than 120 credit hours.

Kent State University Catalog 2020-2021

Technical and Applied Studies - B.T.A.S.

Program Requirements

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CIS 24053</td>
<td>INTRODUCTION TO COMPUTER APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>or IT 11000</td>
<td>INTRODUCTION TO OFFICE PRODUCTIVITY APPS</td>
<td>3</td>
</tr>
<tr>
<td>or IT 12000</td>
<td>INTRODUCTION TO OFFICE PRODUCTIVITY APPS</td>
<td>3</td>
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<tr>
<td>TAS 37900</td>
<td>TECHNICAL AND APPLIED STUDIES CORNERSTONE (min C grade)</td>
<td>3</td>
</tr>
<tr>
<td>TAS 47999</td>
<td>TECHNICAL AND APPLIED STUDIES CAPSTONE (ELR)</td>
<td>3</td>
</tr>
<tr>
<td>BMRT 11009</td>
<td>INTRODUCTION TO MANAGEMENT TECHNOLOGY</td>
<td>9</td>
</tr>
<tr>
<td>BMRT 36401</td>
<td>APPLICATIONS OF TECHNOLOGY MANAGEMENT SOFTWARE</td>
<td>3</td>
</tr>
<tr>
<td>COMM 35864</td>
<td>ORGANIZATIONAL COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>ENG 20002</td>
<td>INTRODUCTION TO TECHNICAL WRITING</td>
<td>3</td>
</tr>
<tr>
<td>ENG 30063</td>
<td>PROFESSIONAL WRITING</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 31000</td>
<td>CULTURAL DYNAMICS TECHNOLOGY (DIVD) (WIC)</td>
<td>3</td>
</tr>
<tr>
<td>LIS 30010</td>
<td>INFORMATION FLUENCY IN THE WORKPLACE AND BEYOND</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 26638</td>
<td>BUSINESS COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>SOC 32570</td>
<td>INEQUALITY IN SOCIETIES (DIVD)</td>
<td>3</td>
</tr>
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</table>

Additional Major Electives, choose from the following (min C grade):

- BMRT 11009
- BMRT 36401
- COMM 35864
- ENG 20002
- ENG 30063
- ENGR 31000
- LIS 30010
- OTEC 26638
- SOC 32570

Experiential Learning Requirement (ELR)
Varies

Writing-Intensive Course (WIC)
1 course

Kent Core (see table below)

36-37

Total Credit Hours: 120

Some bachelor's degrees require students to complete more than 120 credit hours.

Kent Core Requirements

- Kent Core Composition (KCMP)
- Kent Core Mathematics and Critical Reasoning (KMCR)
- Kent Core Humanities and Fine Arts (KHM/KFA) (min one course each)
- Kent Core Social Sciences (KSS) (must be from two disciplines)
- Kent Core Basic Sciences (KBS/KLAB) (must include one laboratory)
- Kent Core Additional (KADL)

Total Credit Hours: 36-37

Additional Requirements for Students Not Declaring a Concentration

Choose from the following:

- Additional Requirements for Students Not Declaring a Concentration
- Applied Business Concentration
- Nonprofit-Human Services Concentration

Minimum Total Credit Hours: 120

1 BMRT 11009 and BMRT 36401 are recommended for students in the Applied Business concentration.
2 A minimum C grade must be earned to fulfill the writing-intensive requirement.

Program Requirements
ENG 20002  INTRODUCTION TO TECHNICAL WRITING
ENG 30063  PROFESSIONAL WRITING
ENGR 31000  CULTURAL DYNAMICS TECHNOLOGY (DIVD) (WIC) 1
ENTR 27056  INTRODUCTION TO ENTREPRENEURSHIP
HDFS 24011  INTERPERSONAL RELATIONSHIPS AND FAMILIES (DIVD)
or SOC 24011  INTERPERSONAL RELATIONSHIPS AND FAMILIES
HDFS 24012  CHILD DEVELOPMENT
HDFS 44032  COMMUNITY OUTREACH IN NONPROFIT MANAGEMENT (ELR)
HDFS 44033  COMMUNITY OUTREACH IN NONPROFIT MANAGEMENT
HDFS 44034  PRINCIPLES AND PRACTICES OF NONPROFIT MANAGEMENT
HED 46052  STRESS: RECOGNITION AND MANAGEMENT
INS 29000  INTRODUCTION TO INSURANCE AND RISK
IT 21007  CYBER ETHICS IN INFORMATION TECHNOLOGY
IT 36308  ERGONOMICS IN COMPUTER SYSTEMS
IT 36314  SEMINAR IN EMERGING COMPUTER AND INFORMATION TECHNOLOGIES
IT 36318  SURVEY OF INFORMATION SECURITY, INTERNET FRAUD AND COMPUTER FORENSICS (WIC) 1
IT 42000  SOCIAL MEDIA SECURITY
LIS 30010  INFORMATION FLUENCY IN THE WORKPLACE AND BEYOND
MATH 10041  INTRODUCTORY STATISTICS (KMCR)
MATH 11009  MODELING ALGEBRA (KMCR)
MATH 11010  ALGEBRA FOR CALCULUS (KMCR)
MATH 30011  BASIC PROBABILITY AND STATISTICS
MDJ 21001  PRINCIPLES OF ADVERTISING
MDJ 28001  PRINCIPLES OF PUBLIC RELATIONS
MGMT 34054  USING INFORMATION SYSTEMS FOR SOLVING BUSINESS PROBLEMS
MGMT 34060  OPERATIONS MANAGEMENT
MGMT 34165  DYNAMICS OF LEADERSHIP
MGMT 34185  INDIVIDUAL AND GROUP BEHAVIOR IN ORGANIZATIONS
MGMT 34280  ORGANIZATIONAL CHANGE MANAGEMENT
MKTG 35035  CONSUMER BEHAVIOR
OITEC 26638  BUSINESS COMMUNICATIONS
PACS 32020  STRATEGIC PLANNING
PH 30006  INTRODUCTION TO ENVIRONMENTAL HEALTH AND SAFETY
POL 30301  INTRODUCTION TO PUBLIC ADMINISTRATION
PSYC 30111  FORENSIC PSYCHOLOGY
PSYC 30656  PSYCHOLOGY OF AGING
PSYC 31532  SOCIAL PSYCHOLOGY
PSYC 31773  INDUSTRIAL PSYCHOLOGY
PSYC 41581  HEALTH PSYCHOLOGY
SOC 32400  INDIVIDUAL AND SOCIETY
SOC 32510  SOCIOLOGY OF WORK
SOC 32570  INEQUALITY IN SOCIETIES (DIVD)
SOC 42421  CHILDHOOD IN SOCIETY
SOC 42478  ADOLESCENCE IN SOCIETY
SOC 42558  WEALTH, POVERTY AND POWER
SOC 42563  SOCIOLOGY OF HEALTH AND HEALTH CARE
SOC 42575  FAMILIES IN A GLOBAL PERSPECTIVE (DIVG)
SOC 42577  SOCIOLOGY OF FAMILY VIOLENCE

Minimum Total Credit Hours: 30

1  A minimum C grade must be earned to fulfill the writing-intensive requirement.

Applied Business Concentration Requirements

Code        Title                          Credit Hours
BMRT 21011  FUNDAMENTALS OF FINANCIAL MANAGEMENT  3
BMRT 31005  PURCHASING AND SUPPLY MANAGEMENT  3
BMRT 31006  HUMAN RESOURCE MANAGEMENT  3
BMRT 31009  SEMINAR IN MANAGEMENT AND ENTREPRENEURSHIP  3
BMRT 36415  CUSTOMER SERVICE  3
BMRT 46409  STRATEGIC MANAGEMENT OF TECHNOLOGY AND INNOVATION  3
BMRT 46418  LABOR STUDIES IN TECHNOLOGY  3

Applied Business Electives, choose from the following:  6
ACTT 31063  INTRODUCTION TO COST ACCOUNTING  3
BMRT 21008  CASE STUDIES IN MANAGEMENT AND ENTREPRENEURSHIP  3
BMRT 21020  INTRODUCTION TO ENTREPRENEURSHIP  3
BMRT 36410  SECURITY FOR BUSINESS STUDENTS  3
BMRT 40092  PRACTICUM IN APPLIED BUSINESS AND TECHNOLOGY (ELR)  3
BMRT 40096  INDIVIDUAL INVESTIGATION IN BUSINESS AND TECHNOLOGY  3
BMRT 46295  SPECIAL TOPICS IN APPLIED BUSINESS  3
ECON 32082  INTRODUCTION TO MANAGERIAL ECONOMICS  3
ENGT 22003  SUPERVISION AND LABOR RELATIONS  3
ENGT 22006  ECONOMIC DECISION ANALYSIS  3
INS 29000  INTRODUCTION TO INSURANCE AND RISK  3
IT 36318  SURVEY OF INFORMATION SECURITY, INTERNET FRAUD AND COMPUTER FORENSICS (WIC) 1

Applied Business Upper-Division Electives, choose from the following:  6
ACTT 31063  INTRODUCTION TO COST ACCOUNTING  3
BMRT 36410  SECURITY FOR BUSINESS STUDENTS  3
BMRT 40092  PRACTICUM IN APPLIED BUSINESS AND TECHNOLOGY (ELR)  3
BMRT 40096  INDIVIDUAL INVESTIGATION IN BUSINESS AND TECHNOLOGY  3
BMRT 46295  SPECIAL TOPICS IN APPLIED BUSINESS  3
ECON 32082  INTRODUCTION TO MANAGERIAL ECONOMICS  3
IT 36318  SURVEY OF INFORMATION SECURITY, INTERNET FRAUD AND COMPUTER FORENSICS (WIC) 1

Minimum Total Credit Hours: 30

1  A minimum C grade must be earned to fulfill the writing-intensive requirement.
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>
| SOC 32220 &  
SOC 32221 or  
ACTT 11000  | DATA ANALYSIS and DATA ANALYSIS LABORATORY ACCOUNTING I: FINANCIAL | 4            |
| BMRT 11000   | INTRODUCTION TO BUSINESS                                            | 3            |
| HDFS 44032   | NONPROFIT FUNDRAISING AND GRANTWRITING                               | 3            |
| HDFS 44033   | COMMUNITY OUTREACH IN NONPROFIT MANAGEMENT (ELR)                    | 3            |
| HDFS 44034   | PRINCIPLES AND PRACTICES OF NONPROFIT MANAGEMENT                    | 3            |
| IT 36318     | SURVEY OF INFORMATION SECURITY, INTERNET FRAUD AND COMPUTER FORENSICS (WIC) | 3            |

Nonprofit-Human Services Electives, choose from the following: 12

- ANTH 18210 GLOBAL CULTURAL DIVERSITY: ANTHROPOLOGICAL PERSPECTIVES (DIVG) (KSS)
- ANTH 48245 PSYCHOLOGICAL ANTHROPOLOGY (DIVG)
- BMRT 11009 INTRODUCTION TO MANAGEMENT TECHNOLOGY
  or MGMT 24163 PRINCIPLES OF MANAGEMENT
- BMRT 31006 HUMAN RESOURCE MANAGEMENT
- BMRT 36401 APPLICATIONS OF TECHNOLOGY MANAGEMENT SOFTWARE
- BMRT 46409 STRATEGIC MANAGEMENT OF TECHNOLOGY AND INNOVATION
- BUS 10123 EXPLORING BUSINESS
- ENG 20002 INTRODUCTION TO TECHNICAL WRITING
- ENG 30063 PROFESSIONAL WRITING
- GERO 14029 INTRODUCTION TO GERONTOLOGY (DIVD) (KSS)
- GERO 40656 PSYCHOLOGY OF AGING
- HDFS 24011 INTERPERSONAL RELATIONSHIPS AND FAMILIES (DIVD)
  or SOC 24011 INTERPERSONAL RELATIONSHIPS AND FAMILIES
- HDFS 24013 EARLY ADOLESCENCE
- HDFS 34031 CULTURAL DIVERSITY: IMPLICATIONS FOR THE HELPING PROFESSIONS
- IHS 10000 CAREERS IN HEALTH SCIENCES AND HUMAN SERVICES
- MKTG 25010 PRINCIPLES OF MARKETING
- NURS 20950 HUMAN GROWTH AND DEVELOPMENT FOR HEALTH PROFESSIONALS
- PACS 11001 INTRODUCTION TO CONFLICT MANAGEMENT (DIVD) (KSS)
- PH 30005 SOCIAL AND BEHAVIORAL SCIENCE THEORIES IN PUBLIC HEALTH
- PH 44000 HEALTH DISPARITIES (DIVD) (WIC) 1
- POL 30301 INTRODUCTION TO PUBLIC ADMINISTRATION
- PSYC 20651 CHILD PSYCHOLOGY (DIVD) (KSS)
- PSYC 30651 ADOLESCENT PSYCHOLOGY
- PSYC 30656 PSYCHOLOGY OF AGING
- RPTM 36010 RECREATION, LEISURE AND AGING
- SOC 22570 UNDERSTANDING DIFFERENCES AND INEQUALITY

Minimum Total Credit Hours: 31

1 A minimum C grade must be earned to fulfill the writing-intensive requirement.

**Graduation Requirements**

<table>
<thead>
<tr>
<th>Minimum Major GPA</th>
<th>Minimum Overall GPA</th>
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</thead>
<tbody>
<tr>
<td>2.00</td>
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</tbody>
</table>

- Students may declare more than one concentration in the Technical and Applied Studies major, provided that they complete minimum 12 credit hours of coursework unique to each concentration. Students who elect to declare more than one concentration must complete all concentration requirements, and they must meet with an advisor for a plan of study that meets these requirements before additional concentrations can be declared. Any changes made to the program of study must also be approved by an advisor, or the student may not be allowed to graduate with multiple concentrations.
## Technical and Applied Studies (No Concentration)

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

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>UC 10097 DESTINATION KENT STATE: FIRST YEAR EXPERIENCE</td>
<td>1</td>
</tr>
<tr>
<td>Kent Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Kent Core Requirement</td>
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<tr>
<td>Kent Core Requirement</td>
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</tr>
<tr>
<td>General Elective</td>
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<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>IT 11000 or IT 12000 or CIS 24053 INTRODUCTION TO OFFICE PRODUCTIVITY APPS or INTERMEDIATE OFFICE PRODUCTIVITY APPS or INTRODUCTION TO COMPUTER APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>Kent Core Requirement</td>
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</tr>
<tr>
<td>Kent Core Requirement</td>
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<tr>
<td>General Electives</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Kent Core Requirement</td>
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<tr>
<td>Kent Core Requirement</td>
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<tr>
<td>General Electives</td>
<td>9</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td><strong>15</strong></td>
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<table>
<thead>
<tr>
<th>Semester Four</th>
<th>Credits</th>
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<tbody>
<tr>
<td>! Concentration Requirement</td>
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<td>General Electives</td>
<td>6</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<table>
<thead>
<tr>
<th>Semester Five</th>
<th>Credits</th>
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<tbody>
<tr>
<td>! TAS 37900 TECHNICAL AND APPLIED STUDIES CORNERSTONE</td>
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</tr>
<tr>
<td>! Concentration Requirements</td>
<td>9</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
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<td>General Electives</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<table>
<thead>
<tr>
<th>Semester Seven</th>
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<tbody>
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<td>! Major Elective</td>
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<td>! Concentration Requirements</td>
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<tr>
<td>Applied Business Elective</td>
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<table>
<thead>
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<th>Credits</th>
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<tbody>
<tr>
<td>TAS 47999 TECHNICAL AND APPLIED STUDIES CAPSTONE (ELR)</td>
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</tbody>
</table>

| Additional Major Electives | 6 |
| General Electives | 5 |
| **Credit Hours** | **14** |
| **Minimum Total Credit Hours:** | **120**

## Applied Business Concentration

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

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>IT 11000 or IT 12000 or CIS 24053 INTRODUCTION TO OFFICE PRODUCTIVITY APPS or INTERMEDIATE OFFICE PRODUCTIVITY APPS or INTRODUCTION TO COMPUTER APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>UC 10097 DESTINATION KENT STATE: FIRST YEAR EXPERIENCE</td>
<td>1</td>
</tr>
<tr>
<td>Kent Core Requirement</td>
<td>3</td>
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<tr>
<td>General Elective</td>
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<tr>
<td><strong>Credit Hours</strong></td>
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<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Kent Core Requirement</td>
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</tr>
<tr>
<td>Kent Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>General Electives</td>
<td>9</td>
</tr>
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### Technical and Applied Studies - B.T.A.S.

**Nonprofit-Human Services Concentration**

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

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