Table A: Administrative Support Technology (ADMSUP-AAS) AY 2021-2022
*Calendar Type:* Semester

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Term: Fall 1** |  |  |  |  |  |  |
| **Course Number & Title** | **CR** | **GE** | **MAJ** | **OPEN** | **NEW** | **Prerequisite(s)** |
| NCAR-010 Freshman Seminar | 0 |  | 0 |  |  |  |
| General Education - Elective\* | 3 | 3 |  |  |  |  |
| General Education - Ethical Perspective\* | 3 | 3 |  |  |  |  |
| NAST-140 Essential Document Production | 3 |  | 3 |  |  |  |
| NACC-130 Personal Finance | 3 |  | 3 |  |  |  |
| NAST-160 Fundamentals of Spreadsheet Applications  | 3 |  | 3 |  |  |  |
| **Term Credit Total:** | 15 | 6 | 9 | 0 |  |  |

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| **Term: Spring 1** |  |  |  |  |  |  |
| **Course Number & Title** | **CR** | **GE** | **MAJ** | **OPEN** | **NEW** | **Prerequisite(s)** |
| General Education - First Year Writing (WI) | 3 | 3 |  |  |  |   |
| General Education - Elective: NMTH 140 or higher | 3 | 3 |  |  |  |   |
| NAST-150 Advanced Document Production | 3 |  | 3 |  |  | NAST-140  |
| NBUS-200 Orientation to Business | 3 |  | 3 |  |  |   |
| NACC-201 Accounting 1 | 3 |  | 3 |  |  | NAST-160 |
| **Term Credit Total:** | 15 | 6 | 9 | 0 |  |  |

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| **Term: Summer 1** |  |  |  |  |  |  |
| **Course Number & Title** | **CR** | **GE** | **MAJ** | **OPEN** | **NEW** | **Prerequisite(s)** |
| None |  |  |  |  |  |  |
| **Term Credit Total:** | 0 | 0 | 0 | 0 |  |  |

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| **Term: Fall 2** |  |  |  |  |  |  |
| **Course Number & Title** | **CR** | **GE** | **MAJ** | **OPEN** | **NEW** | **Prerequisite(s)** |
| General Education - Global Perspective\* | 3 | 3 |  |  |  |   |
| NAST-220 Fundamentals of Database Applications  | 3 |  | 3 |  |  |   |
| NAST-215 Integrated Document Production | 3 |  | 3 |  |  | NAST-150  |
| NAST-210 Essentials of Business Communication  | 3 |  | 3 |  |  |   |
| NBUS-213 Applied Ethics  | 3 |  | 3 |  |  |  |
| **Term Credit Total:** | 15 | 3 | 12 | 0 |  |  |

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| **Term: Spring 2** |  |  |  |  |  |  |
| **Course Number & Title** | **CR** | **GE** | **MAJ** | **OPEN** | **NEW** | **Prerequisite(s)** |
| General Education - Social Perspective\* | 3 | 3 |  |  |  |   |
| General Education - Scientific Principles Perspective | 3 | 3 |  |  |  |   |
| NAST-225 Fundamentals of Graphic Applications | 3 |  | 3 |  |  |  NAST-215 |
| NAST-240 Administrative Support Technology Seminar | 3 |  | 3 |  |  |  NAST-210 |
| NBUS-217 Fundamentals of Management | 3 |  | 3 |  |  |  NBUS-200 |
| **Term Credit Total:** | 15 | 6 | 9 | 0 |  |  |

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| **Term: Summer 2** |  |  |  |  |  |  |
| **Course Number & Title** | **CR** | **GE** | **MAJ** | **OPEN** | **NEW** | **Prerequisite(s)** |
| NAST-299 Co-op: Administrative Support Technology/Business Technology |  |  | 0 |  |  |  |
| **Term Credit Total:** | 0 | 0 | 0 | 0 |  |  |

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| **Term: Fall 3** |  |  |  |  |  |  |
| **Course Number & Title** | **CR** | **GE** | **MAJ** | **OPEN** | **NEW** | **Prerequisite(s)** |
| General Education - Artistic Perspective\* | 3 | 3 |  |  |  |   |
| NBUS-223 Fundamentals of Marketing | 3 |  | 3 |  |  | NBUS-200 |
| NAST-230 Fundamentals of Desktop Publishing  | 3 |  | 3 |  |  | NAST-225 |
| NBUS-221 Essentials of Human Resource Management | 3 |  | 3 |  |  | NBUS-217 |
| Open Elective\* | 3 |  |  | 3 |  |  |
| **Term Credit Total:** | 15 | 3 | 9 | 3 |  |  |

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|  | **Total Credits (CR)** | **General Education ( GE )** | **Major(MAJ)** | **Electives & Other****(OPEN)** |
| **Program Totals** | **75** | **24** | **48** | **3** |

***Notes:***

1. All students pursuing an Associate’s degree are also required to complete one Wellness course.

\* An ASL-Deaf Cultural Studies (AASASLDCS) course is required for graduation. It can be taken in any semester and can be taken at NTID or another college of RIT. In order to fulfill this requirement as part of the 75 credits in the program, it can be a course approved for *both* AASASLDCS *and* a General Education - Perspective or General Education - Elective or it can be used to fulfill an Open Elective.

Revision Log: Table 1a: 4-4-13ssl; 2-19-15, 3-25-15ph; 5-6-15mg; 4-17-17mg; 5-25-17mbp; 5-30-17fxk; 5-30-17tm; 5-31-17tm; 12-12-17tm; 4-9-18tm; 9-17-18fxk(Wellness added)

Table A (starting AY20-21)