Table A: Administrative Support Technology (ADMSUP-AAS) AY 2024-2025   
*Calendar Type:* Semester

|  |  |  |  |  |  |  |
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| **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 |  |  |  |
| NBUS-217 Fundamentals of Management | 3 |  | 3 |  |  | NBUS-200 |
| 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 Digital Documents and Office Publications | 3 |  | 3 |  |  | NAST-150 |
| NAST-240 Administrative Support Technology Seminar | 3 |  | 3 |  |  | NAST-210 |
| NBUS-230 Introduction to Small Business | 3 |  | 3 |  | X |  |
| **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 |
| NBUS-235 Content Creation Management | 3 |  | 3 |  | X | NBUS-200 |
| 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.

**Change Log**

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| **Effective Term** | **Curriculum Modification(s)** |
| 2241 | Deletion of NAST-215; Move NBUS-217 from Spring 2 to Fall 2; Addition of new course NBUS-230; Replacement of NAST-230 with new course NBUS-235. |
| 2221 |  |
| 2211 | New addition to the table |
| Older | 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) |