Program Overview for Employers

The Administrative Support Technology (AST) program for deaf and hard-of-hearing students at Rochester Institute of Technology (RIT) prepares students for careers in a variety of business settings. Typical jobs may include administrative assistant, office assistant and word processor. Graduates are well qualified and prepared for jobs that provide administrative assistance for both large and small businesses.

Degrees Awarded

- Associate in Applied Science (AAS)
- Associate in Occupational Studies (AOS)
  (AOS Program Title – Business Technology)

Potential Job Candidates
Approximately 80 students currently are enrolled in this program.

Cooperative Education (Co-op) Component Required
Students are required to complete one 10-week co-op block.

Equipment and Facilities
The AST program uses five state-of-the-art PC labs maintained by RIT/NTID’s Business Studies Department. The labs operate on a local area network and are used both for classroom instruction and outside-of-class assignments. Students learn how to use electronic communication such as e-mail to communicate on the job and how to use the Web to obtain information for business documents. They also learn how to edit shared documents and files and access and manage data.

Student Skills and Capabilities – Preparation for a Career
Students receive a foundation in computer software applications that prepares them for work in a variety of business office settings. Students learn appropriate professional, interpersonal and human relations skills and appropriate business office procedures. Students graduate from the program with proficient keyboarding skills. The materials and training the students receive prepare them for the option of becoming officially certified in the use of Microsoft Office software.

Software Used to Develop Technical Skills

Microsoft Office
- Access
- Excel
- PowerPoint
- Publisher
- Word

Business Graphic Software
- Adobe Acrobat
- Adobe PhotoShop Elements

(continued)
Selected Technical Courses Leading to an Associate Degree

Accounting I  Essential Document Production
Administrative Support Technology Seminar Essentials of Human Resource Management
Advanced Document Production Fundamentals of Management
Applied Ethics for Business Fundamentals of Marketing
Business Graphics Integrated Document Production
Database for Business Applications Orientation to Business
Desktop Publishing for Business Personal Finance

The following employers throughout the country have hired Administrative Support Technology students and graduates:

AT&T  Internal Revenue Service  Tobyhanna Army Depot
Aetna Life Insurance  JPMorgan Chase Bank  U.S. Department of Agriculture
Bank of Bartlett  Kennedy Memorial Hospital  U.S. Department of Defense
Bausch & Lomb  Kodak  Education Activity
Bose Company  Massachusetts Commission for U.S. Department of Homeland
Children's Hospital  the Deaf and Hard-of-Hearing  Security
Citi  NASA  U.S. Department of Labor
Comack  NAVAIR  U.S. Dept. of Veterans Affairs
Defense Finance and  Paychex  U.S. Navy
Accounting Service  PNC Financial  Warner Brothers
Defense Logistics Agency  Social Security Administration  Waterbury Police Department
EightCAP, Inc.  TIAA/CREF  Xerox
Hanscom Air Force Base  Tyco International

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RIT/NTID co-op students, graduates and alumni provide employers with highly trained, highly motivated employees with excellent skills. We appreciate your interest in our co-op students and graduates and will work with you through the recruiting process to help you hire the right employee. For your convenience, access further information and services on our website at www.rit.edu/ntid/coops/jobs/.