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, including government, education, corporate, and healthcare. Typical jobs may include administrative assistant, office assistant and data entry clerk. 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)

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. Students graduate from the program with proficient keyboarding skills, and are well prepared to input, manipulate and retrieve data; use interactive office software, electronic communication and information processing skills for applications such as word processing, spreadsheets, presentations, databases, and web development using a web builder; plus perform other office duties. The materials and training the students receive prepare them for the option of becoming officially certified in the use of Microsoft Office software.

Potential Job Candidates
Approximately 60 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.

Software Used to Develop Technical Skills

<table>
<thead>
<tr>
<th>Microsoft Office</th>
<th>Business Graphic Software</th>
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<tbody>
<tr>
<td>Access</td>
<td>Adobe Acrobat</td>
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<td>Excel</td>
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<td>PowerPoint</td>
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<td>Publisher</td>
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<td>Word</td>
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Administrative Support Technology

Selected Technical Courses Leading to an Associate Degree

Accounting I
Administrative Support Technology Seminar
Advanced Document Production
Applied Ethics for Business
Business Graphics
Database for Business Applications
Desktop Publishing for Business

Essential Document Production
Essentials of Human Resource Management
Fundamentals of Management
Fundamentals of Marketing
Integrated Document Production
Orientation to Business
Personal Finance

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

AT&T
Aetna Life Insurance
Bank of Bartlett
Bausch & Lomb
Bose Company
Children's Hospital
Citi
Comack
Defense Finance and Accounting Service
Defense Logistics Agency
EightCAP, Inc.
Hanscom Air Force Base
Internal Revenue Service
JPMorgan Chase Bank
Kennedy Memorial Hospital
Kodak
Massachusetts Commission for the Deaf and Hard-of-Hearing
NASA
NAVAIR
Paychex
PNC Financial
Social Security Administration
TIAA/CREF
Tyco International

Tobyhanna Army Depot
U.S. Department of Agriculture
U.S. Department of Defense
Education Activity
U.S. Department of Homeland Security
U.S. Department of Labor
U.S. Dept. of Veterans Affairs
U.S. Navy
Warner Brothers
Waterbury Police Department
Xerox

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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/.

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