Program Overview for Employers

The Accounting Technology program for deaf and hard-of-hearing students at Rochester Institute of Technology (RIT) prepares students for entry-level employment in accounting-related occupations. Students learn the functions of the complete accounting cycle for service, merchandising and manufacturing businesses. Students use computers to maintain and reconcile financial records and process financial data for management decision making. Graduates are well qualified and prepared for jobs as accounts receivable/payable specialists, cost accounting specialists, data entry specialists, accounting specialists, junior accounting technicians, microcomputer accounting specialists, payroll specialists and bookkeepers.

Degrees Awarded

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

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

Students in the Accounting Technology program use five state-of-the-art PC labs maintained by RIT/NTID's Business Studies Department. These labs operate on a local area network, and students use them both for classroom activities 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 learn the functions of the complete accounting cycle from posting journal entries to post-closing trial balance in both manual and computerized environments. In addition, they learn manual and computerized accounting procedures related to payroll, bank reconciliation, inventory, cash management, receivables, payables, notes, fixed assets, job costing and process costing. Students also learn to prepare financial statements for sole proprietorships, partnerships and corporations.

Selected Software Used to Develop Technical Skills

Students are experienced users of Microsoft Office (Access, Excel, PowerPoint, Publisher and Word), Windows, Quickbooks and selected computerized general ledger applications.

(continued)
Accounting Technology

Selected Technical Courses Leading to an Associate Degree

Accounting 1, 2, 3
Accounting Capstone
Advanced Document Production
Applied Ethics for Business
Database for Business Applications
Essential Document Production
Fundamentals of Management
Fundamentals of Marketing
Integrated Document Production
Introduction to Economics
Orientation to Business
Personal Finance
Spreadsheet Applications for Business

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

Accountemps
BNY Mellon
Bose Company
Center for Accessible Living
Citi
Citizens Bank
Connecticut General Supply
Defense Contract Audit Agency
Defense Finance and Accounting Service
Defense Supply Center
Dow Chemical Company
Easton Suburban
Fresenius Medical Care
Generations Medical Care
Hahn Elastomer Corporation
Holy Name Hospital
IMI Ajilon
Internal Revenue Service
JPMorgan Chase Bank
Kaytee Preferred Birds
Massachusetts Commission for the Deaf and Hard-of-Hearing
Minuteman Press
NAVIR
Ormerod Security Services
Paychex
Scotiabank of Puerto Rico
South Holland Trust and Savings Bank
Tyco International
United Way
U.S. Department of Agriculture
U.S. Department of Defense
U.S. Department of Defense Education Activity
Warner Brothers

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RIT/NTID co-op students, graduates and alumni are 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/nce.