Accounting Technology
www.rit.edu/ntid/accountingtechnology

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, payroll specialists and bookkeepers.

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

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.

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Selected Technical Courses Leading to an Associate Degree

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

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

American School for the Deaf  
BNY Mellon  
Bose Company  
Center for Accessible Living  
Citi  
Citizens Bank  
Defense Contract Audit Agency  
Defense Finance and Accounting Service  
Defense Supply Center  
Dow Chemical Company  
FDIC  
Goodwill Industries  
Internal Revenue Service  
JPMorgan Chase Bank  
Lexington School for the Deaf  
Massachusetts Commission for the Deaf and Hard-of-Hearing  
NAVAIL  
Paychex  
RIT  
Sorenson Communications  
Tyco International  
United Way  
U.S. Department of Agriculture  
U.S. Department of Defense  
U.S. Department of Defense Education Activity  
Warner Brothers  
ZVRS

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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](http://www.rit.edu/ntid/nce).