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)

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.

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.

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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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/nce.