

Accounting Technology

www.rit.edu/NTID/AccTech

www.rit.edu/ntid/coops/jobs

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.

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Selected Technical Courses Leading to an Associate Degree

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

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

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

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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/coops/jobs/.**