

Administrative Support Technology

www.rit.edu/NTID/AST

www.rit.edu/ntid/coops/jobs

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

Microsoft Office

Access
Excel
PowerPoint
Publisher
Word

Business Graphic Software

Adobe Acrobat

(continued)

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Selected Technical Courses Leading to an Associate Degree

Accounting I	Essential Document Production
Administrative Support Technology Seminar	Essentials of Human Resource Management
Advanced Document Production	Fundamentals of Management
Applied Ethics for Business	Fundamentals of Marketing
Business Graphics	Integrated Document Production
Database for Business Applications	Orientation to Business
Desktop Publishing for Business	Personal Finance

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

AT&T	Internal Revenue Service	Tobyhanna Army Depot
Aetna Life Insurance	JPMorgan Chase Bank	U.S. Department of Agriculture
Bank of Bartlett	Kennedy Memorial Hospital	U.S. Department of Defense
Bausch & Lomb	Kodak	Education Activity
Bose Company	Massachusetts Commission for the Deaf and Hard-of-Hearing	U.S. Department of Homeland Security
Children's Hospital	NASA	U.S. Department of Labor
Citi	NAVAIR	U.S. Dept. of Veterans Affairs
Comack	Paychex	U.S. Navy
Defense Finance and Accounting Service	PNC Financial	Warner Brothers
Defense Logistics Agency	Social Security Administration	Waterbury Police Department
EightCAP, Inc.	TIAA/CREF	Xerox
Hanscom Air Force Base	Tyco International	

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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/.**