

## Accounting Technology

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

[www.rit.edu/ntid/accountingtechnology](http://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
- Defense Finance and Service
- FDIC
- Goodwill Industries
- Lexington School for the Deaf
- Massachusetts Commission for the Deaf and Hard-of-Hearing
- National Association for the Deaf
- Paychex
- Sorenson Communications
- United Way
- ZVRS

## Contact us:

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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).**