

## Administrative Support Technology

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

[www.rit.edu/ntid/ast](http://www.rit.edu/ntid/ast)

### 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)

#### 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  
Adobe InDesign

(continued)

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## Selected Technical Courses Leading to an Associate Degree

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

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

- Center for Disability Rights
- Chicago Hearing Society
- Chicago Mayor's Office for People with Disabilities
- Defense Contract Management Agency
- Defense Finance and Accounting Service
- Defense Logistics Agency
- Interprettek
- LaGuardia Community College
- Massachusetts Office of State Comptroller
- National Association of the Deaf
- Rochester Regional Health
- Rochester School for the Deaf
- Social Security Administration
- Sorenson Communications
- Staybridge Suites Hotels
- Tobyhanna Army Depot
- University of Michigan
- U.S. Department of Defense

## Contact us:

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