

## Accounting Technology

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

### Associate in Applied Science Degree

[rit.edu/study/accounting-technology-aas](http://rit.edu/study/accounting-technology-aas)

## Program Overview for Employers

The **Accounting Technology** program for deaf and hard-of-hearing students at Rochester Institute of Technology 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)

### 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.

### 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.

# Accounting Technology

## 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 Accounting 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

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. **Access further information and services on our website at [rit.edu/ntid/nccc](http://rit.edu/ntid/nccc).**

If this is your organization's first time hiring a deaf or hard-of-hearing employee, please take the opportunity to consult with the NTID Co-op and Career Center for strategies on communicating with and fostering integration of a deaf or hard-of-hearing employee in your workplace:

**Dawn Lucas**  
**Associate Director**  
NTID Co-op and Career Center  
52 Lomb Memorial Drive  
Rochester, NY 14623-5604  
585-475-7654 (voice)  
585-286-4620 (videophone)  
[dawn.lucas@rit.edu](mailto:dawn.lucas@rit.edu) (email)

**Pamela Christopher**  
**Senior Employment Advisor**  
NTID Co-op and Career Center  
52 Lomb Memorial Drive  
Rochester, New York 14623-5604  
585-475-6433 (voice)  
585-286-4417 (videophone)  
[pmcnod@rit.edu](mailto:pmcnod@rit.edu) (email)

*The National Technical Institute for the Deaf is the first and largest technological college in the world for deaf and hard-of-hearing students. RIT is internationally recognized for academic leadership in computing, engineering, imaging technology, sustainability, and fine and applied arts. RIT offers more than 200 career-oriented and professional programs, and its cooperative education program is one of the oldest and largest in the nation. Deaf and hard-of-hearing students come from all over the United States and around the world to take advantage of the opportunities available to them at RIT/NTID.*