

## BUSINESS ADMINISTRATION DEPARTMENT TECHNICAL STANDARDS FOR STUDENTS\*

The technical standards as stated here reflect performance abilities that are necessary for a student to successfully complete the requirements of the Business Administration curriculum. It should be noted that under the Americans with Disabilities Act “A qualified person with a disability is one who can perform the essential function of a job with or without reasonable accommodation.” Please read the standards carefully and seek clarification if necessary.

ESSENTIAL FUNCTION	STANDARD	EXAMPLES
COMMUNICATION	<p>Communicate effectively and professionally when interacting with peers, faculty, staff, and guests using the English language verbally and in written form.</p> <p>Follow verbal and written instructions in the English language.</p>	<p>Deliver oral presentations, interact in group discussions, describe decisions, demonstrate listening skills, write reports, and follow directions.</p> <p>Speak and write clearly and distinctly for seated classroom and/or online assignments, projects and exams.</p> <p>Send clear, concise, professional emails to peers and faculty.</p>
PHYSICAL STRENGTH AND ABILITIES	<p>Sit in a classroom environment.</p> <p>Move about in classroom to work in groups/teams.</p> <p>Use critical thinking skills to make decisions.</p> <p>Read and follow directions.</p>	<p>Remain seated or quietly stand for entire class period.</p> <p>Move safely about in classroom to work in groups/teams according to instructions.</p> <p>Solve problems and analyze situations by using critical thinking skills.</p> <p>Complete assignment by reading and following directions.</p>
MOBILITY AND MOTOR SKILLS	<p>Move freely, quickly, and safely in a classroom environment.</p> <p>Operate a computer or assignments or during inclement weather.</p>	<p>Move safely within a classroom environment when presenting reports or information to the class.</p> <p>Move safely within the classroom to reconfigure into teams for group projects and/or collaborative efforts.</p> <p>Operate computer as needed for exams, quizzes or assignments.</p>

		Operate computer as needed to complete assignments in lieu of a missed classroom instruction or inclement weather.
SENSORY	<p>Hear voice instructions in a classroom environment.</p> <p>Hear equipment alarms.</p> <p>Read printed and written instructions.</p> <p>Feel the computer keyboard to touch type.</p>	<p>Complete assignments from voice instruction.</p> <p>Read instructions for assignments, projects and exams.</p> <p>Key in the assignments as needed.</p>
INTERPERSONAL AND EMOTIONAL	<p>Work cooperatively with other students and instructors.</p> <p>Complete an equitable share of duties.</p> <p>Follow directions of instructors and fellow students.</p> <p>Remain calm in a changing environment.</p> <p>Self-manage medical and emotional conditions.</p>	<p>Participate in team projects or collaborative efforts with other students.</p> <p>Provide assistance to fellow students and instructors when asked.</p> <p>Maintain a cooperative spirit while working in a groups or team environment.</p> <p>Complete duties as assigned.</p> <p>Maintain a positive attitude.</p> <p>Manage one's medical and/or emotional conditions in order to permit self, others, and the program to meet educational goals.</p>

\*Some standards and/or examples may apply to online courses, seated courses and/or both.