

### Technical Standards: Accounting and Finance Program

All Students in this program are expected to meet certain essential functions/technical standards which are essential for successful completion of all phases of the program and which reflect industry requirements and standards. To verify the students' ability to perform these essential functions, students may be required to demonstrate the following technical standards:

Standard	Definition of Standard	Example(s) of Technical Standard
<b>CRITICAL THINKING SKILLS</b>	<ul style="list-style-type: none"> <li>Utilize critical thinking skills to analyze and interpret business transactions</li> </ul>	<ul style="list-style-type: none"> <li>Prepare budgets and forecasts for use by management.</li> <li>Provide administrative and clerical support to management.</li> <li>Research tax or financial information based on client's situation/needs.</li> <li>Based on research, decide on best plan of action for given situation.</li> <li>Use judgment to decide when a decision is unethical versus illegal and respond appropriately.</li> </ul>
<b>MOTOR SKILLS</b>	<ul style="list-style-type: none"> <li>Sufficient motor function to execute movements required for data entry and analysis, preparation of reports, and effective usage of technology</li> <li>Ability to perform office functions such as sitting for prolonged periods, navigating work stations and office setting</li> </ul>	<ul style="list-style-type: none"> <li>Effectively participate in classroom and out-of-classroom assignments and activities.</li> <li>Effectively utilize appropriate/relevant hardware and software programs, such as computer applications and a keyboard/mouse.</li> <li>Copying, filing client records, etc.</li> <li>Readying mailings.</li> <li>Lifting items in an office environment.</li> </ul>
<b>TECHNOLOGY SKILLS</b>	<ul style="list-style-type: none"> <li>Ability to effectively utilize and manipulate a variety of technology assets, i.e. MS Office Suite (Word, Excel, PowerPoint, etc.) as well as proprietary employer systems</li> <li>Ability to use the world-wide web effectively as a tool to aid with classroom and work-related tasks</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate proficiency in working with and manipulating various proprietary and non-proprietary systems and programs.</li> <li>Demonstrate proficiency in utilizing the world-wide web for assistance in researching information, posting, etc.</li> </ul>
<b>HEARING SKILLS</b>	<ul style="list-style-type: none"> <li>Hearing is sufficient to participate in meetings, interact with employees, and effectively receive directions</li> </ul>	<ul style="list-style-type: none"> <li>Hearing should be sufficient for directions given and communications received to be clearly understood.</li> </ul>
<b>VISION SKILLS</b>	<ul style="list-style-type: none"> <li>Vision should be sufficient to perform accounting data analysis, data entry, preparation of reports, and usage of appropriate technology</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate the ability to read and interpret financial documents and reports.</li> </ul>
<b>COMMUNICATION SKILLS</b>	<ul style="list-style-type: none"> <li>Effectively communicate in a business environment</li> <li>Ability to communicate effectively in writing</li> <li>Comprehension and understanding of spoken and written language</li> </ul>	<ul style="list-style-type: none"> <li>Provide clear and relevant information to an auditory or written audience.</li> <li>Where necessary, conduct research utilizing a variety of electronic methods.</li> <li>Effectively communicate through correct use of grammar, punctuation, etc.</li> <li>Produce email, business letters, financial reporting and other business correspondence.</li> </ul>
<b>INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>Ability to effectively manage time</li> <li>Ability to communicate in a clear, comprehensive and understandable manner</li> </ul>	<ul style="list-style-type: none"> <li>Possess the ability to be punctual in both a classroom and work setting.</li> <li>Possess the ability to effectively communicate verbal and written instructions to and receive directions from supervisors, peers, and subordinates.</li> </ul>
<b>BEHAVIORAL SKILLS</b>	<ul style="list-style-type: none"> <li>Maintain hygiene and dress requirements for an office setting</li> <li>Ability to adapt to changing environments and work-related challenges</li> </ul>	<ul style="list-style-type: none"> <li>Daily dress and hygiene for business and professionalism.</li> <li>Adapt to procedural changes in the work environment due to changes</li> </ul>

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ENVIRONMENTAL TOLERANCE SKILLS	<ul style="list-style-type: none"> <li>• Ability to tolerate reasonable levels of light, sound, and temperature</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to tolerate a typical business, office-setting environment.</li> </ul>