

Technical Standards: Business Administration 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
CRITICAL THINKING SKILLS	<ul style="list-style-type: none"> Decision making and problem-solving Application of ethical standards 	<ul style="list-style-type: none"> When working with supervisors, peers, vendors or customers must be able to apply critical thinking skills and make decisions in short timeframe. Must be able to comprehend and apply company policies and procedures.
MOBILITY/MOTOR SKILLS	<ul style="list-style-type: none"> Use of computer keyboard and mobile communication technologies Ability to perform standard office functions such as sitting/standing at a workstation, participation in meetings and on teams with occasional travel Move freely, and safely in a classroom environment 	<ul style="list-style-type: none"> Typing skills are increasingly important across all levels of the organization. Move safely within a classroom environment when presenting reports or information to the class. Move safely within the classroom to reconfigure into teams for group projects and/or collaborative efforts. Operate a computer as needed for exams, quizzes, or assignments. Operate a computer as needed to complete assignments in lieu of a missed classroom instruction or inclement weather.
AUDITORY SKILLS	<ul style="list-style-type: none"> Comprehension and understanding of spoken language 	<ul style="list-style-type: none"> Must be able to place and receive telephone or video calls and participate in occasional web-based meetings. Interaction with suppliers, customers, peers, and others is common.
VISION SKILLS	<ul style="list-style-type: none"> Ability to work on a computer for extended lengths of time 	<ul style="list-style-type: none"> Computers and mobile communication tools are ubiquitous in business administration.
COMMUNICATION SKILLS	<ul style="list-style-type: none"> Ability to communicate effectively with others, both orally and in writing Comprehension and understanding of spoken and written language 	<ul style="list-style-type: none"> Communication both sending and receiving are key to participating in and managing organizations. Deliver oral presentations, interact in group discussions, demonstrate listening skills, write reports, and follow directions. Speak and write clearly and distinctly for seated classroom and/or online assignments, projects, and exams. Send clear, concise, professional emails to peers and faculty.
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> Ability to work collaboratively with others in a variety of settings and situations 	<ul style="list-style-type: none"> Teamwork is frequently required in today's work environment. Maintain a cooperative spirit while working in groups or team environment. Maintain a positive attitude.
BEHAVIORAL SKILLS	<ul style="list-style-type: none"> Maintain hygiene and appropriate dress requirements in a professional setting Demonstrate professionalism and strong work ethic Adapt to changing environments and work-related challenges Complete an equitable share of duties Remain calm in a changing environment 	<ul style="list-style-type: none"> Business administration employees represent their company with vendors, customers, and other industry participants as well as peers/supervisors and must maintain professionalism and integrity. Managers and staff are expected to work independently.

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PHYSICAL STRENGTH SKILLS	<ul style="list-style-type: none"> • Self-manage medical and emotional conditions • Sit in a classroom environment • Move about in classroom to work in groups/teams • Use critical thinking skills to make decisions • Read and follow directions • Lift/move office equipment 	<ul style="list-style-type: none"> • Remain seated or quietly stand for the entire class period. • Move safely about in classroom to work in groups/teams according to instructions. • Solve problems and analyze situations by using critical thinking skills. • Complete assignment by reading and following directions. • Be able to lift up to 20 pounds.