

BUSINESS ASSOCIATE OF APPLIED SCIENCE

TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

South Plains College's **Business Associate** program has established technical standards and essential functions for the program. The ability to meet these standards and essential functions, with or without reasonable accommodations, is required in order to satisfactorily complete the program.

The college does not discriminate in admission or access to programs on the basis of any characteristic protected by law, including disability. Persons with disabilities are eligible for admission, as long as they can carry out classroom and laboratory assignments; pass written, oral and practical examinations; and meet all of the requirements of the program and generally accepted requirements of the profession, with or without reasonable accommodations.

Disability & Accommodations Services: If you have a disability or acquire one, you may be entitled to receive support services and/or accommodations intended to assure you an equal opportunity to participate in, and benefit from, the program. Reasonable accommodations for students with disability related needs will be determined on an individual basis taking into consideration the technical standards and essential skills which must be performed to meet the program objectives. To receive more information or to apply for services, please contact the Student Disability Services 806-716-4675 (Reese/ATC/Plainview) or 806-716-2577 (Levelland).

Requirements	Standards	Examples
Critical Thinking	The ability to understand course materials and maintain a certain grade/performance level that meets the set academic requirements.	Demonstrate judgement and decision making as required to organize various tasks and complete assignments and projects. To be able to analyze situations and to apply sound and ethical decision-making skills. To resolve complex problems encountered in the industry.
Communication	The ability to listen, understand, and communicate ideas presented through spoken words, sentences, and numeric representations. Follow verbal and written instructions in the English language.	Use oral expression, reading, writing, and numeric comprehension to verify the information was received. Present ideas verbally, in written format, and numerically. Create professional, error-free written reports and visual/media presentations. Be able to effectively communicate with all college stakeholders, including peers, administrative professionals and professors, with or without accommodations. Send clear, concise, professional emails to peers and faculty. Speak and write clearly and distinctly for seated classroom and/or online assignments, projects, and exams.
Mobility	Ability to navigate and move freely, quickly, and safely in a classroom environment.	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 computer as needed for exams, quizzes or assignments. Operate computer as needed to complete assignments in lieu of a missed classroom instruction or inclement weather. Ability to travel to a local Certiport testing center to take industry specific 45 minute, 50 question exam on a computer with or without accommodations.
Motor Skills (Tactile)	Demonstrate finger dexterity. Operate a computer.	Able to conduct a 20-minute presentation and to sit for 1 hour and 15 minutes to complete a task. Able to carry

	Feel the computer keyboard to touch type.	textbooks and other paper supplements, with or without accommodations. Able to use computer and other personal devices to complete assignments and exams.
Hearing	Active Listening - Respond to classroom instructions Hear voice instructions in a classroom environment and hold group conversations with other students.	Follow oral instructions from instructor. Participate during in class discussions with peers, with or without accommodations. Listen to videos in class or in online environment.
Visual	Near Vision – ability to see details at close range. Read printed and written instructions.	Access assignment instructions, course materials and supplements, exams, and project instructions, with or without accommodations. Watch videos in class or in online environment, with closed captioning.
Safety	Observes safety and security procedures	Uses equipment and materials properly. Observes and follows fire evacuation, safety evacuation, or lock down procedures as outlined by instructor and college.