

# OFFICE ADMINISTRATION

## TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

South Plains College's **Office Administration** 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
<b>Critical Thinking</b>	The ability to understand course materials and maintain a certain grade/performance level that meets the set academic requirements.  The ability to prioritize work and deadlines.	Demonstrate judgment and decision making as required to organize various tasks and complete assignments and projects.
<b>Communication</b>	Communication abilities sufficient for interactions with others in verbal and written form.	Use oral expression as well as reading and writing comprehension to verify the information was received. Present ideas both verbally and in written format.
<b>Mobility</b>	Ability to navigate the environment.	Frequently bends to file and maintain files and possibly sits for long periods.
<b>Motor Skills (Tactile)</b>	Demonstrate finger dexterity/psychomotor skills.	Operate 10-key, calculators, typewriters, computers, and copy machines to perform calculations and produce documents. Possess keyboarding skills (at least 30 wpm).
<b>Hearing</b>	Active Listening	Listen to instruction and interact with faculty and other students.
<b>Visual</b>	Near Vision – ability to see details at close range.	Read text from books or computers.
<b>Safety</b>	Observes safety and security procedures	Uses equipment and materials properly.