

YORK TECHNICAL COLLEGE

TECHNICAL STANDARDS FOR **ADMINISTRATIVE OFFICE TECHNOLOGY** RELATED PROGRAMS

ESSENTIAL FUNCTIONS OF A STUDENT IN THE **ADMINISTRATIVE OFFICE TECHNOLOGY** PROGRAM:

1. Develop and maintain professional image.
2. Demonstrate human relation skills.
3. Perform receptionist duties.
4. Organize and manage responsibility.
5. Use oral communication skills.
6. Produce written communication.
7. Prepare printed material.
8. Operate office machines/equipment.
9. Manage records.
10. Apply accounting skills.

MINIMUM QUALIFICATIONS NECESSARY TO PERFORM THE ESSENTIAL FUNCTIONS OF A STUDENT IN THE ADMINISTRATIVE OFFICE TECHNOLOGY PROGRAM:

DATA COLLECTION: Requires the ability to gather, collate and to classify information about certain topics, people, or things. Organizing and communicating that information in some format.

MANUAL DEXTERITY/MOTOR COORDINATION: Requires the ability to use body parts to manipulate, handle, move, lift, devices, materials, and equipment. Must have good eye-hand coordination, muscle control, balance, and body part coordination.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate effectively in written, verbal, and nonverbal forms.

PHYSICAL COMMUNICATION: Requires the ability to speak and/or hear (express self by spoken words and perceive sounds by ear).

CREATIVE REASONING: Requires the ability to apply theory and principles to practical situations. To use creativity to apply a variety of techniques or methods to practical situations.

LANGUAGE DEVELOPMENT: Requires the ability to visually read and comprehend information from textbooks, journals, resource books, and other documents. Requires the ability to use expressive communication through proper/standard speech and writing forms. Must be able to read, write, speak and comprehend English with sufficient skill to interact with others in verbal and written form.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal effectively with stress in a variety of situations. Mature judgment, patience, and discretion are required, especially in highly stressful or emergency situations.

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Office (SRO) at 803-327-8007, located in the Student Services Building within the Counseling and Support Services Area. The SRO coordinates reasonable accommodations for students who self-identify their documented disability.