

YORK TECHNICAL COLLEGE

TECHNICAL STANDARDS FOR **GENERAL BUSINESS** AND RELATED PROGRAMS

ESSENTIAL FUNCTIONS OF A STUDENT IN THE **GENERAL BUSINESS** PROGRAM:

Use oral, written, and nonverbal communication skills.
Demonstrate professionalism through personal appearance, character, and proper business etiquette.
Demonstrate personal/professional leadership traits.
Organize effective work environment and participate in general office procedures.
Develop customer relations and service skills.
Demonstrate knowledge of accounting systems for sole proprietorship, partnerships, and corporations.
Prepare financial statements and timely reports.
Manage and/or operate computer hardware and software packages.
Manage financial and physical resources.
Manage legal and government requirements.

MINIMUM QUALIFICATIONS NECESSARY TO PERFORM THE ESSENTIAL FUNCTIONS OF A STUDENT IN THE GENERAL BUSINESS PROGRAM:

DATA COLLECTION: Requires the ability to gather, collate and 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 hand-eye 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.