

Lakeshore Technical College
Business Management Program
Functional Abilities Statement of Understanding

The Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. sec. 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the Business Management Program.

If you have a documented disability that may prevent you from meeting the functional abilities as stated, you are encouraged to contact LTC's Disability Services Coordinator for assistance with accommodations. It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability and to provide documentation of the disability. The college cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability.

Please note that program requirements will not be waived, but accommodations may be made to assist you to meet requirements. Please contact Patrick Neuenfeldt, Disability Services Coordinator, at 920.693.1222, or email patrick.neuenfeldt@gotoltc.edu for assistance in formulating a reasonable accommodation plan.

This form is to be completed upon admission to the program

_____ I have read and I understand the *Functional Ability Categories* specific to a student in the Business
(initials) Management Program.

_____ I am able to meet the *Functional Abilities* as presented, and have been provided with information concerning
(initials) accommodations or special services if needed at this time.

Name of Student _____

Signature of Student _____ Date _____

Student Identification Number or Date of Birth _____

Return completed form to:
Enrollment Office
Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015-1414

**Lakeshore Technical College's
Functional Abilities and Technical Standards for:
Business Management Program**

Gross Motor Skills:

- Be able to sit for extended periods of time

Fine Motor Skills:

- Manual dexterity needed for computer work/typing

Physical Endurance:

- Ability to perform physical activities that require use of hands and arms

Hearing:

- Hear sounds at a close range (within a few feet of the observer)

Visual:

- See with normal or corrected vision

Environment:

- Tolerate working indoors in artificial light

Reading:

- Read and comprehend documents/texts/articles written at the college level

Writing:

- Knowledge of the structure and content of the English language, including the meaning and spelling of words
- Ability to communicate information in writing so others will understand

Math:

- Perform arithmetic operations and calculations quickly and accurately and appropriately

Computer Skills:

- Have a working knowledge of Microsoft Office: Word, PowerPoint and Excel

Emotional Stability:

- Adapt to changing conditions
- Focus attention on professional tasks
- Accept responsibility for own actions
- Accept constructive feedback
- Perform multiple responsibilities concurrently

Analytical Thinking:

- Use short term memory
- Use long-term memory

- Problem solve
- Analyze and interpret abstract and concrete data
- Evaluate outcomes
- Strong reasoning skills are required to deal with the complexity and variety of situations encountered

Critical Thinking:

- Plan/ schedule/ control activities
- Sequence information
- Make decisions independently
- Adapt decisions based on updated information
- Comprehend and follow instructions
- Follow a process

Interpersonal Skills:

- Establish a rapport with individuals (e.g., Faculty, staff, students, internship supervisors)
- Respect/ value diversity in others
- Resolve interpersonal conflict
- Demonstrate tolerance in working with others
- Function and contribute as part of a team
- Be accountable for self and others
- Maintain appropriate hygiene for a business/technology environment and work place.

Communication Skills:

- Speak English
- Write English
- Listen and comprehend written and spoken words
- Comprehend and exhibit non-verbal communication
- Arrange information in an order or pattern
- Communicate information and ideas so others will understand