

## **Southeastern Community College**

### Technical Standards for: Business Administration

The following are standards which a student in the Business Administration major will be required to perform in order to successfully complete the program. If an accepted student believes that he/she cannot meet one or more of the standards with or without reasonable accommodations, the student must consult the Disability Services Counselor at 910-788-6327, [disabilityservices@sccnc.edu](mailto:disabilityservices@sccnc.edu). Southeastern Community College will not discriminate against qualified individuals with disabilities and will provide reasonable accommodations.

#### **Requirements:**

##### **Critical Thinking**

- Ability to gather relevant information, interpret data, recognize problems, and use a process to make informed decisions that show good judgment and attention to detail.

##### **Interpersonal Skills**

- Possess ability to communicate effectively with other students, faculty, staff, and professionals.
- Possess ability to function and contribute as a member of a team.

##### **Cognitive Skills**

- Possess cognitive ability to use logic and reason, attention to detail, and short-term and long-term memory skills.

##### **Communication Skills**

- Possess the communication skills sufficient to speak and write English, listen and comprehend written and spoken words, and communicate information and ideas so others will understand.

##### **Mobility**

- Possess physical abilities sufficient to move from room to room and successfully navigate the classroom environment.

##### **Physical Demands/Motor Skills**

- Possess gross and fine motor skills to attend to tasks such as using a keyboard and mouse.
- Possess weight-bearing ability to lift and manipulate or move 20-30 pounds on a daily basis.
- Possess tactile ability to perform physical activities.

**Auditory Ability**

- Possess auditory ability to hear sounds at a close range (within a few feet of the observer).

**Visual Skills**

- Possess ability to tolerate working indoors in artificial light and the glare of computer screens.

If this document is not accessible, contact Disability Services at 910.788.6327, [disabilityservices@sccnc.edu](mailto:disabilityservices@sccnc.edu), or In A Building, Room 124.

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