



Technical Standards

INFORMATION SYSTEMS

TECHNOLOGY

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the **Information Systems Technology Program**. It is the policy of Washburn Tech to provide reasonable accommodations for those with disabilities, health impairments, and other disabling conditions. These standards can also be used to determine whether accommodations or modifications are necessary and have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, Dictionary of Occupational Titles, O*Net Online developed for the U.S. Department of Labor.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Physical Demands / Motor Skills	<ul style="list-style-type: none"> • Possess sufficient mobility and dexterity to do computer installations, wiring, and repairs. 	<ul style="list-style-type: none"> • Manually lay computer cabling. • Lift and transport equipment and materials, as necessary. • Execute computer commands. • Operate necessary tools and equipment. • Remove and replace failed components and small parts. • Type 20 words per minute.
Critical Thinking	<ul style="list-style-type: none"> • Apply fundamentals of electronics, mathematics, and computer programming to manage computer software and hardware. 	<ul style="list-style-type: none"> • Read textbooks, handouts, and online materials. • Replicate procedures and input commands in proper sequence. • Read trade magazines and technical manuals or attend conferences and seminars to maintain knowledge of hardware and software. • Explain the operation of computer components. • Describe a computer operating system. • Calculate electrical voltage. • Design networks addressing schemes. • Assemble and configure networks. • Test computer equipment and multimedia systems. • Describe the operation of wireless electronic communication systems.
Sensory/ Observation/ Reasoning Skills	<ul style="list-style-type: none"> • Assess computer software and hardware for proper functioning. 	<ul style="list-style-type: none"> • Oversee the daily performance of computer systems. • Recognize command line

		input/output and computer codes. <ul style="list-style-type: none"> • Read meters, gauges, and other electronic measuring devices. • Scan physical spaces including rooms and ceilings to set up computers and lay wiring. • Judge distance and space relationships of objects. • Distinguish basic colors. • Examine computer hardware components for diagnosis and repair. • Observe and replicate teacher-demonstrated procedures.
Behavioral / Social Skills and Professionalism	<ul style="list-style-type: none"> • Behave appropriately in both self-directed and cooperative learning environments. 	<ul style="list-style-type: none"> • Work independently with minimal supervision. • Work cooperatively in group and team environment. • Follow through with responsibilities. • Work diligently and put in necessary time to complete tasks. • Persist on difficult tasks. • Exercise good judgment. • Maintain positive attitude and work ethics in class and during OJT and internships.
Communication Skills	<ul style="list-style-type: none"> • Communicate effectively to research and convey information. 	<ul style="list-style-type: none"> • Obtain necessary information from oral, written, and online sources. • Express information effectively. • Answer user inquiries regarding computer software or hardware operation to resolve problems. • Document work accurately. • Convey information with written documents and oral presentations.
Working Conditions	<ul style="list-style-type: none"> • Function safely in a computer repair shop and network environment. 	<ul style="list-style-type: none"> • Work for prolonged periods • Electronic equipment • Dusty or hot and cold conditions • Variations in lighting • Enclosed Areas • Position and maneuver in confined spaces. • Work at varying heights.
Employment Requirement	<ul style="list-style-type: none"> • At time of employment may be expected to have a valid Driver's License, pass a drug test, pass a background check, and documentation to legally work in the United States. 	

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE INSTRUCTOR.
TECHNICAL STANDARDS FOR ENROLLMENT IN INFORMATION SYSTEMS
TECHNOLOGY. Washburn Institute of Technology

**OFFICE USE
ONLY**
Date Received

CHECK ALL THAT APPLY.

- _____ I understand the expectations, as explained on the previous page, must be for advancement through and successful completion of the **Information Systems Technology Program**.
- _____ Upon admission to the program, I received a copy of the Technical Standards and they have been explained to me.
- _____ I would like to discuss the Standards checked below.
- _____ A. Physical Demands / Motor Skills
- _____ B. Critical Thinking /Sensory/Observation / Reasoning Skills
- _____ C. Behavioral / Social Skills and Professionalism
- _____ D. Communication Skills
- _____ E. Working Conditions

QUESTIONS OR COMMENTS: (If additional information, attach another page.)

SIGNATURE _____ **DATE** _____

PLEASE PRINT NAME _____

Disability

The Assistant Director for Student Accommodations is responsible for assisting in arranging accommodations and identifying resources at Washburn Tech for individuals with disabilities. Qualified students with disabilities **MUST** register and provide medical documentation from a qualified licensed professional with the office to be eligible for services. New requests for accommodations should be submitted prior to the date services should begin ideally at the beginning of the semester; however, contact the Assistant Director for Student Accommodations as soon as a need may arise. The Assistant Director for Student Accommodations coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis related to accommodations within Washburn Tech.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Washburn Student Accessibility Services

MK Hunt, Assistant Director

Location: Building A, Student Services North

Phone: 785-670-3364

E-Mail: mk.hunt@washburn.edu

Non-Discrimination

Washburn University [prohibits discrimination](#) on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michelle Godinet, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, codirector@washburn.edu.