



## Technical Standards

### Information Systems Technology

#### Washburn Institute of Technology/Washburn Tech

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. 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)
<b>Physical Demands / Motor Skills</b>	<ul style="list-style-type: none"> <li>Possess sufficient mobility and dexterity to do computer installations, wiring, and repairs.</li> </ul>	<ul style="list-style-type: none"> <li>Manually lay computer cabling.</li> <li>Lift and transport equipment and materials as necessary.</li> <li>Execute computer commands.</li> <li>Operate necessary tools and equipment.</li> <li>Remove and replace failed components and small parts.</li> <li>Type 20 words per minute.</li> </ul>
<b>Critical Thinking</b>	<ul style="list-style-type: none"> <li>Apply fundamentals of electronics, mathematics, and computer programming to manage computer software and hardware.</li> </ul>	<ul style="list-style-type: none"> <li>Read textbooks, handouts, and online materials.</li> <li>Replicate procedures and input commands in proper sequence.</li> <li>Read trade magazines and technical manuals, or attend conferences and seminars to maintain knowledge of hardware and software.</li> <li>Explain the operation of computer components.</li> <li>Describe a computer operating system.</li> <li>Calculate electrical voltage.</li> <li>Design networks addressing schemes.</li> <li>Assemble and configure networks.</li> <li>Test computer equipment and multimedia systems.</li> <li>Describe the operation of wireless electronic communication systems.</li> </ul>
<b>Sensory/</b>	<ul style="list-style-type: none"> <li>Assess computer software and</li> </ul>	<ul style="list-style-type: none"> <li>Oversee the daily performance of</li> </ul>

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



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

**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 Campus Advocate is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities **MUST** register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the Campus Advocate as soon as a need may arise. Depending on the accommodation request, four to eight-week lead time may be needed for timely and effective provision of services. The Campus Advocate coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis.

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:

**The Campus Advocate**

Location: Building A, room 117C

Phone: 785-670-3364

E-Mail: [shelley.bearman@washburntech.edu](mailto:shelley.bearman@washburntech.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. Please contact the Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [codirector@washburn.edu](mailto:codirector@washburn.edu).