

Technical Standards Accounting

ABILITY	STANDARD	EXAMPLES of necessary activities (not all inclusive)
Physical Demands/Motor Skills	<ul style="list-style-type: none"> • Students must possess physical strength, flexibility, and dexterity to safely perform Accounting services. 	<ul style="list-style-type: none"> • Ability to sit and stand repeatedly in an office environment • Ability to sit and stand for long periods of time • Ability to perform physical activities that require the use of hands and arms. • Ability to look at a computer screen for long periods of time.
Critical Thinking/Observation/Sensory/Reasoning Skills	<ul style="list-style-type: none"> • Must be able to gather and interpret related data to solve accounting problems. • Must be able to use logic and reasoning, attention to detail, long and short term memory skills. • Must be attentive in the classroom, complete practice problems and participate in class. • Must have visual and hearing perception • Must be able to use sensory cues to maintain standards of quality in accounting. • Must be able to recognize when there is a problem or possible problem. 	<ul style="list-style-type: none"> • Ability to analyze financial statements to make the best decision based on user's needs. • Ability to hear and respond to the instructor or other students in a classroom environment. • Ability to interact with others on a team assignment. • Ability to recall and comprehend concepts covered from week to week in class.
Behavioral/Social Skills and Professionalism	<ul style="list-style-type: none"> • Students must have sufficient personal skills for successful interactions with customers, colleagues, supervisors, and from a variety of social, emotional, cultural, and intellectual backgrounds. • Student will be expected to learn and apply workplace responsibilities. 	<ul style="list-style-type: none"> • Must be able to work cooperatively with partners and groups. • Interpersonal abilities sufficient to interact with co-workers under physically and mentally demanding environmental conditions. • Be careful about detail and thoroughness in completing work tasks • Exercise good judgment. • Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in difficult situations.
Communication Skills	<ul style="list-style-type: none"> • Communication skills sufficient to communicate in class utilizing accounting terminology. 	<ul style="list-style-type: none"> • Must be able to communicate effectively with co-workers and classmates • Must be able to understand/interpret information from textbooks, lectures and team assignments • Must recognize accounting terminology • Must be able to read and interpret financial statements, accounting data and reports.
Working Conditions	<ul style="list-style-type: none"> • Must be able to work in an accounting setting. 	<ul style="list-style-type: none"> • Must be able to work effectively in confined spaces with others • Must be able to work independently and with groups • Must be able to work with or without direct supervision.

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Reference: These Technical Standards are adapted from Haywood Community College Technical Standards. Modifications have been made to meet SPCC specific program needs.