

# TECHNICAL STANDARDS

## Process Improvement

In this program grouping, students should be able to meet specific technical standards. These standards are the essential skills and abilities needed to be successful in a program, with or without reasonable accommodation. All Technical Standards documents are available for review on the Mid-State Technical College [website](#).

**It is important to review and understand these technical standards before applying to the program.**

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services, and employment in accordance with Section 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, as amended. If accommodation is needed, contact the Accessibility Services Coordinator at 888.575.6782, TTY 711, at least two weeks in advance of needed assistance. Services available are documented on the Mid-State Technical College [website](#).

For more information, please see Mid-State Technical College's Equal Opportunity/Non-Discrimination [Policy](#).

TECHNICAL STANDARD	DEFINITION OF TECHNICAL STANDARD	EXAMPLES OF TECHNICAL STANDARD
Auditory Skills	<ul style="list-style-type: none"> <li>Ability to listen and respond to customer and employee needs.</li> <li>Ability to interact in the work environment to generate group decisions and processes.</li> </ul>	<ul style="list-style-type: none"> <li>Active listening to understand instructions and communicating within teams.</li> </ul>
Behavioral Skills	<ul style="list-style-type: none"> <li>Ability to maintain hygiene and dress requirements for a professional setting.</li> <li>Ability to adapt to changing environments and work-related challenges.</li> <li>Ability to use safe work practices in industrial environments.</li> </ul>	<ul style="list-style-type: none"> <li>Dress appropriately and follow safety rules in industrial environments.</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>Ability to communicate orally and in writing.</li> <li>Ability to comprehend and understand spoken and written language.</li> </ul>	<ul style="list-style-type: none"> <li>Convey information, instructions and results through presentations and written work demonstrated through assignments.</li> </ul>
Critical Thinking Skills	<ul style="list-style-type: none"> <li>Ability to problem-solve.</li> </ul>	<ul style="list-style-type: none"> <li>Analyze and use data to evaluate problems and prioritize solutions.</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>Ability to effectively communicate and work with individuals and teams to resolve conflicts.</li> </ul>	<ul style="list-style-type: none"> <li>Teamwork on projects and communicate ideas and results effectively.</li> </ul>
Mobility and Motor Skills	<ul style="list-style-type: none"> <li>Ability to perform office functions such as sitting for prolonged periods, navigating workstations, and office settings.</li> <li>Ability to use computer keyboard and mobile communication technologies.</li> </ul>	<ul style="list-style-type: none"> <li>Use of various workplace software programs such as Inventor, Outlook, MS Excel, MS Word and MS PowerPoint.</li> </ul>

Tactile Skills	<ul style="list-style-type: none"> <li>• Ability to use a computer keyboard.</li> </ul>	<ul style="list-style-type: none"> <li>• Wearing proper safety equipment and recognizing workplace hazards.</li> <li>• Utilizing computers for various workplace purposes.</li> </ul>
Visual Skills	<ul style="list-style-type: none"> <li>• Ability to tolerate viewing a computer screen.</li> <li>• Ability to view diagrams, process maps, or other drawings.</li> </ul>	<ul style="list-style-type: none"> <li>• Use diagrams and other tools to visually interpret parts or processes.</li> </ul>

Mid-State Technical College does not discriminate on the basis of race, color, national origin, religion, gender, disability, age, sexual orientation, or other applicable legislated categories, in its services, employment programs, and/or its educational programs and activities, including but not limited to admissions, treatment and access. Inquiries regarding this non-discrimination policy, Title VI, Title IX, and Section 504 should be directed to the Equal Opportunity Officer, 500 - 32nd Street North, Wisconsin Rapids, WI 54494, 715.422.5325 • [AAEO@mstc.edu](mailto:AAEO@mstc.edu). Limited English proficiency shall not be a barrier to admission or participation in any college program or service. Mid-State complies with the American with Disabilities Act and provides reasonable accommodations to assist persons with disabilities upon request.