



Program & Technical Standards for Business Administration Majors

Concerns with a Course

Haywood Community College reserves the right to implement technical standards to protect the safety and health of all students and any clients/patients served in clinics, labs, and shops, and further, to prepare students for employment in the program of study. Please check with the academic advisor prior to enrolling to review specific technical standards based on job requirements for the program of study.

If a student believes that he or she cannot meet one or more of the technical standards without accommodations or modifications, the College must determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

Haywood Community College is committed to providing equal educational opportunities for students with documented disabilities. The College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which stipulate that no student shall be denied the benefits of an education “solely by reason of a disability.” Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, and hearing, sight, or mobility impairments.

Students with a disability are encouraged to disclose their disability to a Student Wellness Counselor. Reasonable accommodations can be provided after the submission of appropriate documentation. For more information, please contact Student Wellness in Student Services at (828) 627-4504/or by email at HCC-Wellness@haywood.edu.

Program Outcomes

The Business Administration degree program is designed to facilitate development of the following program outcomes:

1. Identify ethical, diverse, and socially responsible best practices from a global perspective.
2. Write a contract that meets the requirements of offer and acceptance, capacity, legality, and discharge and remedies.
3. Calculate and analyze financial statements as they relate to the health of the individual's or company's finance.
4. Prepare an analysis of a company to determine best practices in management, organizational structure, global initiatives, human resources, and strategy.
5. Develop effective interpersonal skills and professionalism by writing a resume and cover letter, preparing and answering interview questions, and dressing for a job interview.
6. Prepare business documents that effectively communicate information within standard business practices.
7. Write a business plan that connects the concepts of operations, marketing, and funding/finance as they relate to the needs of a business.
8. Use current computer technology fluently in an office setting.
9. Prepare a market segmentation analysis of an assigned product to demonstrate effective knowledge of advertising and marketing concepts.

EXAMPLES ARE NOT ALL INCLUSIVE.

Haywood Community College is an ADA compliant institution. The College does not discriminate on the basis of disability in the admissions process or in access to its programs, services and/or activities for qualified individuals who meet essential eligibility requirements. The College will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services and/or activities. Student Services provides a disability counselor to assist students in requesting disability related accommodations. If a student believes that he/she cannot meet one or more of the essential functions without accommodations, the student is encouraged to disclose the disability to the disability counselor as soon as possible. Students must certify the ability to *meet essential functions of the curriculum by a signed statement in the beginning of the program.*



Clinical and Lab Activity Information

Program of Study: Business Administration

Job Requirements	Occasional	Frequent	Constant
Activity:			
(List # of lbs.) 10			
Lifting			
Static Knuckle Height	✓		
Bench Height	✓		
Ankle Height	✓		
Shoulder Height	✓		
Dynamic Bench Height (3 feet)			
To the Left	✓		
From the Center	✓		
To the Right	✓		
Carrying			
Cart Height (3 feet)			
Pushing	✓		
Pulling	✓		
List Frequency Only:			
Sitting			✓
Standing/Walking	✓		
Climbing			
Stairs	✓		
Ladder			
Balance			
Stooping	✓		
Kneeling	✓		
Crouching			
Crawling			
Reaching			
Forward	✓		
Overhead	✓		
Bending Reach	✓		
Other			
Handling			
Fingering	✓		
Feeling	✓		
Hearing	✓		
Seeing			
Near			✓
Distance		✓	
Reading		✓	
Calculating		✓	
Compiling		✓	

Lifting Frequencies:

Occasional	1 lift every 30 minutes
Frequent	1 lift every 2 minutes
Constant	1 lift every 15 seconds

Other Activities:

Occasional	0-33% (1-20 min per hour)
Frequent	34-66% (21-40 min per hour)
Constant	67-100% (41-60 min per hour)