

TO: Prospective Students

RE: Essential Functions

The Americans with Disabilities Act bans discrimination of persons with disabilities and in keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions demanded by this program and occupation.

The following physical, cognitive and environmental performance standards are encountered by the teacher, students in classroom, fieldwork or internship activities and in the workforce in the program and occupation listed below.

Program: Meeting & Event Management Program _____ 2/15/09 _____
 Date: _____

1.PHYSICAL PERFORMANCE STANDARDS	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per day	Job Essential	
						Yes	No
SPEECH						x	
Speak English with Clarity						x	
Communicate with Clarity in English						x	
HEARING							
Conversation						x	
Telephone						x	
SIGHT						x	
Natural or Corrected						x	
Depth Perception						x	
Color Vision							
MOBILITY							
Lift, Push or Pull - 75 lbs					xx		
Shoulder					x		
Arm					x		
Neck					x		
Standing					x		
Move About Facility					x		
Bending			x				
Crawling			x				
Kneeling					x		
Twisting Body		x					
Running							
Walking						xx	
Climbing			xx				
Stairs					x		
Other					xx		
REACHING							
Overhead					x		
In Front of Body					xxx		
Down					x		

1. PHYSICAL PERFORMANCE STANDARDS	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per day	Job Essential	
						Yes	No
GRASPING				x			
Overhead				x			
In Front of Body				x			
Down						x	
SITTING					x		
SMELLING					x		
TASTING							
FINE MOTOR CONTROL					x	x	
Hands					x	x	
Fingers/Tactile Sense						x	
Wrist							
COORDINATION							
Eye/Hand						x	
Eye/Hand/Foot						x	
ALLERGIES						x	
Tolerance to Latex		x					

2. COGNITIVE/MENTAL FACTORS	Job Essential	
	Yes	No
REASONING	x	
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	x	
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	x	
Deal with problems from standard situations	x	
Carry out detailed but uninvolved written or oral instructions	xx	
Carry out one or two step instructions	xx	
MATHEMATICS	x	
Complex skills - Business math, algebra, geometry or statistics		x
Simple skills - add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	x	
READING	xx	
Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings in English	x	
Simple skills - Comprehend simple instructions or notations from a log book in English	x	
WRITING		
Complex skills - Prepare business letters, report summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style in English	x	
Simple skills - English sentences containing subject, verb and object; names and addresses, complete job application or notations in a log book in English	x	
PERCEPTION	x	
Spatial - ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to "visualize" objects of two or three dimensions, or to think visually of geometric forms	x	
Form - ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	x	
CLERICAL		
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers in English, and to avoid perceptual errors in arithmetic computation	x	

2. COGNITIVE/MENTAL FACTORS	Job Essential	
	Yes	No
DATA	x	
Synthesizing	x	
Coordinating	x	
Analyzing	x	
Compiling	x	
Computing	x	
Copying	x	
Comparing	x	
PERSONAL TRAITS		
Ability to comprehend and follow instructions	x	
Ability to perform simple and repetitive tasks	x	
Ability to maintain a work pace appropriate to a given work load	x	
Ability to relate to other people beyond giving and receiving instructions	x	
Ability to influence people	x	
Ability to perform complex or varied tasks	x	
Ability to make generalizations, evaluations or decisions without immediate supervision	x	
Ability to accept and carry out responsibility for direction, control and planning	x	

3. ENVIRONMENTAL FACTORS	Job Essential	
	Yes	No
Works indoors	x	
Works outdoors	x	
Exposure to extreme hot or cold temp	x	
Working at unprotected heights		x
Being around moving machinery	x	
Exposure to marked changes in temperature/humidity	x	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (aerosol spray from dental equipment)	x	x
Exposure to toxic or caustic chemicals	x	
Exposure to excessive noises	x	
Exposure to radiation or electrical energy	x	x
Exposure to solvents, grease, or oils	x	
Exposure to slippery or uneven walking surfaces	x	
Working in confined spaces	x	
Using computer monitor	x	
Working with explosives		x
Exposure to vibration		x
Exposure to flames or burning items		x
Works around others	x	xx
Works alone (Unsupervised)	x	
Works with others	x	
SAFETY EQUIPMENT (REQUIRED TO WEAR)		
Safety glasses	x	
Face mask/face shield	x	
Ear plugs	xxx	
Hard hat	x	
Protective clothing	x	xx
Protective gloves	x	
Exposure to Blood and Other Potentially Infectious Materials		x

If you have any questions or wish to discuss further the Essential Functions required for this program, please call:
Donald Kenner at 414-297-6779 or Robert Elsner at 414-297-7457