

MILWAUKEE AREA TECHNICAL COLLEGE
Business Division
Essential Functions
for the
Landscape Horticulture Program

The Americans with Disabilities Act (ADA) bans discrimination of persons with disabilities. 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.

Students requiring accommodation and/or special services to meet the Essential Functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

The following physical, cognitive and environmental performance standards are encountered by students in this program.

ESSENTIAL FUNCTIONS

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
SPEECH							
Speak English with Clarity				x	100	x	
Communicate in English with Clarity				x	100	x	
HEARING							
Conversation				x	100	x	
Telephone				x	1	x	
Machine Alarms Outside of Visual Field				x	20	x	
SIGHT							
Natural or Corrected Without Assistance				x	100	x	
Depth Perception				x	100	x	
Color Vision			x		50	x	
Darkened Room		x			1	x	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
MOBILITY using <u>each</u> extremity (right <u>and</u> left) as applicable			x		25	x	
Lift, Push or Pull 25-40 lbs.			x		1	x	
Shoulder				x	10	x	
Arm				x	10	x	
Neck				x	10	x	
Standing				x	50	x	
Move about Facility				x	50	x	
Bending				x	10	x	
Crawling		x			2	x	
Kneeling		x			3	x	
Twisting Body				x	60	x	
Running		x			1	x	
Walking				x	100	x	
Climbing Stairs				x	50	x	
Other				x	30	x	
REACHING using <u>each</u> extremity (right <u>and</u> left) as applicable				x	50	x	
Overhead				x	50	x	
In Front of Body				x	50	x	
Down				x	50	x	
SITTING				x	50	x	
SMELLING				x	50	x	
TASTING		x			1	x	

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						Yes	No
FINE MOTOR CONTROL (working with small objects and using each hand (right and left).				x	25	x	
Hands				x	20	x	
Fingers/Tactile Sense (the ability to feel when touching)				x	20	x	
Wrist				x	20	x	
COORDINATION							
Eye/Hand with both hands/arms				x	20	x	
Eye/Hand/Foot with both hands/arms/feet				x	20	x	
ALLERGIES/ SENSITIVITIES							
Tolerance to Latex			x		2	x	
Other allergies to chemicals, etc.			x		10	x	
COGNITIVE/MENTAL FACTORS							
REASONING							
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions			x		20	x	
Interpret instructions furnished in oral, written, diagrammatic, or schedule form				x	20	x	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Deal with problems varying from standard situations				x	20	x	
Carry out simple to complex writing and oral instructions				x	20	x	
Carry out at least one or two step instructions				x	20	x	
MATHEMATICS							
Complex skills - Business math, algebra, geometry or statistics			x		20	x	
Simple skills - add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements				x	20	x	
READING							
Complex skills - Comprehend medical records, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings				x	100	x	
Simple skills - Comprehend simple instructions or notations from a log book				x	25	x	

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WRITING							
Complex skills - Prepare documentation, report summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style			x		15	x	
Simple skills - English sentences containing subject, verb and object; names and addresses, complete job application or notations in a log book				x	100	x	
PERCEPTION							
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		20	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	40	x	

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CLERICAL							
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.			x		10	x	
DATA							
Synthesizing		x			10	x	
Coordinating		x			10	x	
Analyzing		x			10	x	
Compiling		x			10	x	
Computing		x			10	x	
Copying		x			5	x	
Comparing		x			5	x	
PERSONAL TRAITS							
Ability to comprehend and follow instructions				x	10	x	
Ability to perform simple and repetitive tasks				x	10	x	
Ability to maintain a work pace appropriate to a given work load				x	10	x	
Ability to relate to other people beyond giving and receiving instructions				x	10	x	
Ability to influence people			x		5	x	
Ability to perform complex or varied tasks				x	10	x	

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Ability to make generalizations, evaluations or decisions without immediate supervisor				x	20	x	
Ability to accept and carry out responsibility for direction, control and planning				x	20	x	
<i>ENVIRONMENTAL FACTORS</i>							
Works indoors				x	20	x	
Works outdoors				x	20	x	
Exposure to extreme hot or cold temp			x		15	x	
Working at unprotected heights		x			2	x	
Being around moving machinery				x	20	x	
Exposure to marked changes in temperature/humidity		x			5	x	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (aerosol spray from equipment)		x			5	x	
Exposure to toxic or caustic chemicals		x			5	x	
Exposure to excessive noises		x			5	x	
Exposure to radiation or electrical energy		x			5	x	
Exposure to solvents, grease, or oils		x			5	x	
Exposure to slippery or uneven walking surfaces				x	25	x	

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Working in confined spaces	x				0		x
Using computer monitor				x	50	x	
Working with explosives	x						x
Exposure to vibration		x			1	x	
Exposure to flames or burning items		x			1	x	
Works alone			x		1	x	
Works around others				x	15	x	
SAFETY EQUIPMENT (REQUIRED TO WEAR)							
Safety glasses		x			1	x	
Face mask/face shield		x			1	x	
Ear plugs		x			1	x	
Hard hat		x			1	x	
Protective clothing		x			1	x	
Protective gloves		x			1	x	
Exposure to Blood and Other Potentially Infectious Material (OPIM)		x			1	x	

If you have any questions or wish to discuss further the Essential Functions required of this program, please call the Business Division Office at 262-238-2236.

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_____ I have read and I understand the Essential Functions for this program.

_____ I have the ability to meet the Essential Functions as specified.

(Print Name of Program)

(Signed)

(Date)

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Students requiring accommodation or special services to meet the Essential Functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

_____ I require the following accommodations to meet the Essential Functions as specified and I have provided supporting documentation from my health care provider to the MATC Student Accommodation Services.

(Signed)

(Date)