

Lakeshore Technical College
Machine Tool Operation Program
Functional Abilities Statement of Understanding

The Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation act of 1973 (29 U.S.C. sec. 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the Machine Tool Operation Program.

If you have a documented disability that may prevent you from meeting the functional abilities as stated, you are encouraged to contact LTC's Disability Services Coordinator for assistance with accommodations. It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability and to provide documentation of the disability. The college cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability.

Please note that program requirements will not be waived, but accommodations may be made to assist you to meet requirements. Please contact Pam Thayer, Disability Services Coordinator, at 920.693.1222, or email pamela.thayer@gotoltc.edu for assistance in formulating a reasonable accommodation plan.

This form is to be completed upon admission to the program

_____ I have read and I understand the *Functional Ability Categories* specific to a student in
(initials) the Machine Tool Operation Program.

_____ I am able to meet the *Functional Abilities* as presented, and have been provided with
(initials) information concerning accommodations or special services if needed at this time.

Name of Student _____

Signature of Student _____ Date _____

Student Identification Number or Date of Birth _____

Return completed form to:
Admissions
Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015-1414

Lakeshore Technical College
Functional Ability Categories & Representative Activities for
Machine Tool Operation Program

Gross Motor Skills:

- Keep or regain balance, or stay upright when in an unstable position
- Ability to lift, push, pull, or carry objects

Fine Motor Skills:

- Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Quickly and repeatedly adjust the controls of a machine to exact positions

Physical Endurance:

- Must be able to lift a minimum of 50 pounds
- Ability to stand for extended periods of time

Hearing:

- Hear sounds at a close range (within a few feet of the observer)

Vision:

- See with normal or corrected vision
- Ability to see details at a close range (within a few feet of the observer)

Environment:

- Ability to work indoors in a manufacturing setting

Reading & Writing:

- Knowledge of the structure and content of the English language, including the meaning and spelling of words
- Ability to pass Accuplacer entrance assessment for Reading and Sentence Skills
- Understand written sentences and paragraphs in work-related documents
- Ability to communicate effectively with others in writing

Mathematics:

- Ability to pass Accuplacer entrance assessment for Mathematics
- Knowledge of arithmetic, algebra, geometry, and their applications

Emotional Stability:

- Ability to focus attention on task
- Cope with own emotions
- Accept responsibility for own actions
- Establish professional relationships

- Adapt to changing environments/Adjust to the unexpected

Analytical Thinking:

- Ability to apply general rules to specific problems to produce answers that make sense (deductive reasoning)
- Able to consider the relative costs and benefits of potential actions to choose the most appropriate

Critical Thinking:

- Ability to tell when something is wrong or is likely to go wrong (problem sensitivity).
- Able to apply general rules to specific problems to produce answers that make sense

Interpersonal Skills:

- Respect/value diversity in others
- Negotiate interpersonal conflict
- Demonstrate tolerance in working with others
- Function as part of a team

Communication Skills:

- Communicate information and ideas so others will understand