



DIGITAL ARTS AND COMMUNICATION PROGRAM TECHNICAL STANDARDS

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The mission of the School of Business and Applied Technology at SOWELA is to provide students with knowledge and skills in business, technology, and related arts, in order to be successful in an ever-changing workforce. Each program is designed to help students gain the necessary skills to be successful in industry, or to transfer to a university to continue their education. The technical standards discussed in the following chart define performance expectations that should be met for advancement through and successful completion of the **Digital Arts and Communication Programs**. These standards can also be used to determine whether accommodations or modifications are necessary and have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, Dictionary of Occupational Titles, O*Net Online developed for the U.S. Department of Labor, and SOWELA Office of Disability Services. **Please note: For a detailed list of related activities you may go to www.onetonline.org.** These standards are not intended to discourage individuals from considering the Digital Arts and Communication programs, but to provide an overview so that individuals can make a well-informed decision regarding their academic pursuits. It is the policy of SOWELA Technical Community College to provide reasonable accommodations for those with disabilities, health impairments, and other conditions. Individuals that would like to pursue a degree in this program and believe they may need accommodations are encouraged to reach out to the Office of Disability Services at (337) 421 – 6576 or ods@sowela.edu.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Physical Demands / Motor Skills	<ul style="list-style-type: none"> • Ability to perform activities with considerable use of physical body. 	<ul style="list-style-type: none"> • Ability to utilize movements necessary to complete classroom tasks. • Ability to make precise coordinated movements to grasp, manipulate, or place small objects. • Ability to quickly adjust the controls of a machine to exact positions • Ability to maneuver 20 lbs. such as video cameras and other supplies and equipment. • Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing. • Ability to individually lift and safely move graphic and media supplies and equipment according to instructions.

		<ul style="list-style-type: none"> • Ability to individually operate machinery and equipment safely and efficiently.
<p>Critical Thinking/ Observation/ Sensory/ Reasoning Skills</p>	<ul style="list-style-type: none"> • Utilize logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Demonstrate attentiveness in the classroom, observe demonstrations and participate in lab classes. • Utilize visual perception • Problem solve and diagnose including obtaining, interpreting and documenting data. • Recognize when there is a problem or possible problem. • Utilize senses to become awareness of surrounding. 	<ul style="list-style-type: none"> • Demonstrate problem solving skills. • Understand written sentences and paragraphs in work related documents. • Determining causes of errors and deciding how to correct them. • These observations require the functional use of vision, hearing, and/or other sensory modalities. • Combine pieces of information to form general rules or conclusions and to apply general rules to specific problems to produce answers that make sense. • Read, understand and apply instructions using math fractions, percentages, decimals, etc. • Interpret data in various software systems used in graphic design and media production. • Notice and respond appropriately to errors in hardware and software.
<p>Behavioral / Social Skills and Professionalism</p>	<ul style="list-style-type: none"> • Exhibit sufficient personal skills for successful interactions with customers, colleagues, supervisors, and from a variety of social, emotional, cultural, and intellectual backgrounds. • Possess the emotional well-being required for use of their intellectual abilities, the exercise of sound judgment, the prompt completion of all responsibilities in the classroom and for lab projects. • Adapt to ever-changing environments, display flexibility, and learn to function in the face of uncertainties and stresses which are inherent in the educational process, as well as when dealing with clients, co-workers, and industry situations. 	<ul style="list-style-type: none"> • Communicate with individuals in work areas. Have good personal hygiene, professional conduct and appearance. • Be able to receive positive and negative feedback on work that at times may be public (i.e. Portfolio Presentation) • Be willing to work with others building team skills. • Demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest and motivation. • Maintain client confidentiality. • Be an honest and ethical worker. Be pleasant with others and display a good-natured, cooperative attitude. • Be careful about detail and thoroughness in completing work tasks.

	<ul style="list-style-type: none"> • Ability to develop organizational skills necessary to meet deadlines and manage time. • Expected to learn and apply workplace responsibilities. 	<ul style="list-style-type: none"> • Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations. • Submit projects and class work on-time with limited instruction.
Communication Skills	<ul style="list-style-type: none"> • Ability to utilize different modes of communication. • Must be sensitive to multicultural and multilingual needs. 	<ul style="list-style-type: none"> • Communicate, a thought through multiple modes (i.e. written and verbal) on how an operation of training equipment occurred. • Read chapters in text and manuals and answer questions on the topics at hand. • Orally explain design work and other projects. • Give oral presentations using presentation slides. • Utilize multiple forms of approved communication skills for necessary interaction with faculty, peers, customers, and others orally and in writing.
Working Conditions	<ul style="list-style-type: none"> • Ability to work in various environments. 	<ul style="list-style-type: none"> • The student will be working in various lighting conditions. • Work with various printing, video, and audio equipment.

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title: Compliance Office
Address: 3820 Senator J. Bennett Johnston Ave, Lake Charles, LA 70616
Telephone No: (337) 421-6905 or 800-256-0483
Email: complianceofficer@sowela.edu