Skills Checklist - Communication Technology University Prep 11/12

Name:_____

As we get started this semester, I would like to take an inventory of the types of skills that we have in our classroom. Please complete the following as best you can by selecting the descriptor for each topic below. This has no bearing on your evaluation, it is just a way for me to find interesting and challenging opportunities for you.

Written Communication

☐ I write things in class when it is necessary for me to do so.

☐ I write things in class always but otherwise I don't write much at all.

☐ I write things in and out of class and generally proof read what I have created.

☐ I enjoy writing things and I would consider myself above average when creating documents for school or other.

☐ Writing for me comes easily and I can be creative. I proofread my work and spend time making corrections to produce a quality document.

Art Production

☐ I do not enjoy creating art with my hands.

☐ I tolerate art class and don't mind creating things with my hands.

☐ I enjoy making pictures with paint, pencil or other techniques.

☐ I really enjoy creating art, drawings etc and spend time both in and out of class sketching things.

Photography

☐ I have never used a camera of any kind.

☐ I have taken pictures with a camera but have not transferred images to a computer or disk.

☐ I have a camera on my cell phone or I have a basic camera of my own to take shots for fun and sending to others.

☐ I have taken pictures and easily manipulate a basic camera for pictures and motion video and can transfer files to a computer or disk.

☐ I have access to a digital SLR and can take photographs using a variety of camera settings perhaps using different lenses and I edit the photos on computer for quality.

Full Motion Video

☐ I have never used full motion video equipment of any kind.

☐ I can shoot motion video with my cell phone or digital camera.

☐ I shoot video with a digital camera and transfer them to computer so I can edit and make movies using a program like Photo Story, Windows Moviemaker or iMovie.

☐ I shoot video with a digital camcorder that has many features such as zoom and backlight and I can edit them using a program on my computer such as Windows Moviemaker.

☐ I can shoot video, create/edit movies with a program like Adobe Premier Elements. I have incorporated sound, video and still image to create a production and burned to DVD.

Web Page Design

☐   I have no experience in creating web pages.

☐   I have created web pages on the internet using a web site like quackit.com. I do not know what HTML is.

☐   I have learned the basics of web site creation and have learned about HTML and can do some basic web site creation.

☐   I have used a program like Front Page or Dreamweaver for creating web sites. I know some HTML to aid in creating the sites.

☐   I have created my own web site, understand HTML tags and their usage and can use a program such as Dreamweaver. I have posted this web site at a domain server.

Print Production

☐   I am able to use a program like Word Perfect and MS Word to create essays, letters and other types of written documents.

☐   I can use Word Perfect or MS Word to create documents such as resumes, flyers, etc and I am comfortable using some of the built in formatting available.

☐   I have used an advanced publishing package such MS Publisher or Adobe Pagemaker. I can import graphics, wrap text, apply different fonts to create a flyer or brochure.

☐   I have used advanced publishing packages on the computer and I also use paper and pencil to create drawings or art work.

Sound and Music Production

☐   I like to listen to music.

☐   I really like music and collect songs and albums for my iPod, MPS or cell phone.

☐   I have some background in music either through lessons or you take music at school in addition to collecting music for my iPod, MP3 or cell phone. You might consider it fun to be in the sound and lighting crew at the school.

☐   I have extensive background in music, can read music and play an instrument. I collect songs for my iPod, MP3 player or cell phone.

☐   I have a musical background, play and read and have used a program on the computer to edit music such as Audacity.

Computer Animation

☐   I have never used a computer animation program.

☐   I have used Pivot or other simple animation software. I understand frames.

☐   I have used a program like Flash and have created at least a 30 frame animation.

☐   I have used a program like Flash and understand key frames and tweening. My animations have exceeded one minute of time.

☐   I have used an advanced program such as Flash or 3D Studio Max and my animations, combined with my solid art work exceed 3 minutes in duration.

Computer Programming

☐   I do not know what computer programming is.

☐   I have taken a computer programming course or have learned some on my own.

☐   I have taken a computer programming course and enjoy the challenge.