**Communication Skills**

Communicate in a clear, courteous, concise, and correct manner. Use proper telephone techniques and etiquette.

Analyze the situation, purpose, and audience to guide the planning and presentation of oral communication

Plan and present short presentations individually and as a member of a group.

Critique media and oral presentations analytically and critically. Identify and overcome major barriers to enhance active listening. Direct courteous attention to multiple speakers within a group to obtain key facts. Use appropriate technology to plan, develop, edit, and present material to a variety of audiences, e.g. multimedia presentation, speech.

**Ethics and Integrity**

Identify copyright laws pertaining to scanned images and documents and information downloaded from the Internet.

Identify licensing agreements pertaining to audio and video files. Familiar with Creative Commons and Fair Use policies

Educated in Digital Literacy and Internet Safety

**Computer Skills**

Familiar with Operating Systems: Windows XP, Vista, Windows 7

Type \_\_\_\_\_ word per minute

Use technology appropriately to enhance oral presentations.

Identify multimedia equipment and computer hardware requirements for various types of media. Identify, select, and apply multimedia software appropriate for specific tasks.

Familiar with digital media such as graphics, digital photography, video, audio, and animation

Design and plan a multimedia project using master slides, transitions/animation, audio, graphics, and video files

Create, capture, download, edit, import/export, and manipulate animation, audio, graphics, sound, and video files. Demonstrate the ability to develop a multimedia product that enables the presenter to interact persuasively for a specific cause. Use multimedia software to create projects on academic curriculum

Select and integrate multimedia software products appropriate for various computer platforms. Demonstrate the proper operation of a digital, still, and video camera.

Create website using drag and drop technology

Using HTML to embed widgets on web pages

Identify and apply tools and palettes used in photo editing. Manipulate pictures or graphics using photo editing software.

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**Knowledge of Commercial Software and Cloud-based Applications**

**Proficient at: OR Familiar with: OR Experience with:**

Microsoft Word

Microsoft PowerPoint

Microsoft Photo Story 3

Microsoft Movie Maker

Microsoft Excel

Pixlr Photo Editor

Weebly Website Builder

GoAnimate Animation Software

Gamestar Mechanic Game Building Program

Popplet Concept Mapping Software

Voki Avatar Creator

Wordle Word Cloud Application