

AGRICULTURAL COMMUNICATIONS: ELECTRONIC MEDIA PROFILE OF TRAINING MASTERY

Instructor _____

Date _____

Program _____	
Grade _____	School _____
Name _____ Soc. Sec. No. _____	
Address _____ Phone _____	
In Case of Emergency, Contact _____	
Address _____ Phone _____	
Allergies/Disabilities that might require special accommodation for training (please specify) _____	
<p>The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.</p>	

Date of Enrollment ____ - ____ - ____ Total Class Hours _____ Total Hours Absent _____

Date of Withdrawal ____ - ____ - ____ Total On-the-Job Training Hours _____ Total Hours Tardy _____

Date of Completion ____ - ____ - ____ Total Lab Hours _____

ON-THE-JOB TRAINING/WORK EXPERIENCE

_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer		Phone
_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer		Phone

Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



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Curriculum and Instructional Materials Center, Oklahoma Department of Career and Technology Education
1500 West Seventh Avenue, Stillwater, Oklahoma 74074-4364 1-800-654-4502 Fax 405-743-5154

SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials

UNIT 1 — UNDERSTANDING COMPUTER BASICS

- _____ 1. Match peripheral and internal components of a computer with their functions.
- _____ 2. Match input/output (IO) ports with their functions.
- _____ 3. Locate input/output (IO) ports.
- _____ 4. Disconnect and reconnect computer peripherals to a CPU.
- _____ 5. Complete statements about common types of operating systems.
- _____ 6. Choose correct responses about local area networks (LANs).
- _____ 7. Compare the design of a LAN to a WAN.
- _____ 8. Perform basic computer-related tasks.

UNIT 2 — FOLLOWING BUSINESS COMMUNICATION PROTOCOLS

- _____ 1. Recall concepts of e-mail etiquette.
- _____ 2. Recall privacy and security issues related to e-mail.
- _____ 3. Create an e-mail address list.
- _____ 4. Send an e-mail message to a group.
- _____ 5. Research the use and process of PDF technology.
- _____ 6. Create and open a PDF file.
- _____ 7. Recall methods for sending faxes.
- _____ 8. Recall advantages, disadvantages, and uses of online surveys.
- _____ 9. Recall the major concepts of distance learning.
- _____ 10. Identify capabilities of hand-held computers and software applications.

UNIT 3 — WORKING WITH MULTIMEDIA

- _____ 1. Choose correct responses about basic equipment used to make and manipulate sound files.
- _____ 2. Choose correct responses about sound software.
- _____ 3. Identify different types of sound files.
- _____ 4. Change the sound files on a Windows computer.
- _____ 5. Locate and play a sound file on a computer.
- _____ 6. Record and edit a sound file on a computer.
- _____ 7. Complete statements about graphics software.
- _____ 8. Complete statements about image manipulation.
- _____ 9. Complete statements about various image formats.
- _____ 10. Use a paint program to create and manipulate an image.
- _____ 11. Use a scanner to capture and manipulate line art.
- _____ 12. Use OCR software to capture a printed page.
- _____ 13. Create an animated GIF.
- _____ 14. Complete statements about basic equipment used to make and manipulate video.
- _____ 15. Complete statements about video software.
- _____ 16. Choose correct responses about common video file formats.
- _____ 17. Choose correct responses about video production terms and manipulations.
- _____ 18. Copy video to a computer.
- _____ 19. Edit video on a computer.

UNIT 4 — CREATING A BASIC WEB PAGE

- _____ 1. Complete statements about types of Internet connections.
- _____ 2. Recall common Internet file types.
- _____ 3. Match basic Internet protocols with their functions.
- _____ 4. Conduct an Internet search.
- _____ 5. Scan a photograph and save it for use on a web page.
- _____ 6. Recall tips for writing for the web.
- _____ 7. Write text for a web page.
- _____ 8. Recall tips for developing a successful web site.
- _____ 9. Recall conventions for using color in web pages.
- _____ 10. Recall essential HTML tags.
- _____ 11. Create a web page.

Date/Initials

UNIT 5 — PREPARING COPY FOR PUBLICATION

- _____ 1. Choose correct responses about the inverted pyramid style.
- _____ 2. Distinguish between types of stories.
- _____ 3. Identify guidelines for writing stories.
- _____ 4. Choose correct responses about effective leads, headlines, and captions.
- _____ 5. Evaluate stories from a newspaper or magazine.
- _____ 6. Choose correct responses about copyright.
- _____ 7. Identify considerations when copyediting.
- _____ 8. Recall considerations when copyediting for format.
- _____ 9. Rewrite a paragraph.

UNIT 6 — DESKTOP PUBLISHING AND PRINTING

- _____ 1. Recall characteristics of a good photograph.
- _____ 2. Recall the Rule of Thirds.
- _____ 3. Recall ethical guidelines when working with photos.
- _____ 4. Prepare an electronic photo for a print publication.
- _____ 5. Recall terms used in printing and publishing.
- _____ 6. Choose correct responses about publications design.
- _____ 7. Recall the steps in the publishing process.
- _____ 8. Distinguish between elements of type.
- _____ 9. Recall characteristics of various classifications of typefaces.
- _____ 10. Locate examples of various typefaces.
- _____ 11. Recall typography guidelines.
- _____ 12. Choose correct responses about printing processes.
- _____ 13. Choose correct responses about four-color printing.
- _____ 14. Recall considerations when working with a printer.
- _____ 15. Choose correct responses about bindery and finishing processes.
- _____ 16. Develop a desktop publishing project.

UNIT 7 — UNDERSTANDING RADIO PRODUCTION

- _____ 1. Describe the roles of radio staff members.
- _____ 2. Investigate a job in radio broadcasting.
- _____ 3. Identify equipment used for audio recording and broadcast.
- _____ 4. Complete statements about guidelines for oral delivery.
- _____ 5. Make a voice recording.
- _____ 6. Identify radio broadcast situations and formats.
- _____ 7. Choose correct responses about producing a radio news story.
- _____ 8. Describe ethics and standards for radio broadcasting.
- _____ 9. Choose correct responses about writing radio news.
- _____ 10. Describe the elements of appropriate writing style for radio.
- _____ 11. Write a 30-second radio news story.
- _____ 12. Recall the process for conducting and producing a radio interview.
- _____ 13. Record an interview.
- _____ 14. Complete statements about the types and use of sounds in radio.
- _____ 15. Create and record a sound effect.
- _____ 16. Write and produce a 60-second recorded news story.

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.

Date/Initials

UNIT 8 — PRODUCING VIDEOTAPES AND TELEVISION SEGMENTS

- _____ 1. Complete statements about television networks.
- _____ 2. Choose correct responses about traditional television broadcast standards.
- _____ 3. Choose correct responses about DTV.
- _____ 4. Recall facts about television news production.
- _____ 5. Recall differences in equipment quality.
- _____ 6. Identify common video production equipment.
- _____ 7. Choose correct responses about basic videography techniques.
- _____ 8. Make a video recording.
- _____ 9. Choose correct responses about producing a video news story.
- _____ 10. Write a treatment for a 60-second video news release.
- _____ 11. Recall facts about planning and conducting an interview for television.
- _____ 12. Conduct and videotape an interview.
- _____ 13. Recall facts about television news style.
- _____ 14. Create a script and storyboard for a video news release.
- _____ 15. Choose correct responses about editing television news.
- _____ 16. Produce, record, and edit a 60-second video news release.

UNIT 9 — DELIVERING A MULTIMEDIA PRESENTATION

- _____ 1. Select correct responses about the advantages and disadvantages of using presentation software.
- _____ 2. Recall considerations when planning an electronic presentation.
- _____ 3. Develop an outline from a sample of text.
- _____ 4. Select correct responses about copyright and fair use of multimedia content.
- _____ 5. Research and write an outline for a presentation on a topic of your choosing.
- _____ 6. Complete statements about formatting an electronic presentation.
- _____ 7. Create a multimedia presentation.
- _____ 8. Identify proper oral presentation techniques.
- _____ 9. Deliver a multimedia presentation.