

**ASSESSMENT INSTRUMENT FOR MEETING SPECIALIST DEGREE ADMISSIONS  
PREREQUISITE FOR  
INSTRUCTIONAL MEDIA AND TECHNOLOGY SKILLS**

**Note\* The following is a self-assessment of required skills and abilities that verify prerequisite technology skills necessary for success in the Education Specialist Program.**

1= none to marginal ability; 2= proficient ability; 3= mastery

1	2	3	Applicants must be able to:
			Demonstrate ability to perform all basic functions and features of a PC Operating System:
			• startup
			• desktop use and management
			• document creation
			• saving
			• editing
			• copying
			• deleting
			• working with a variety of storage drives
			• working with a variety of printers
			• working with a variety of other accessories
			Demonstrate familiarity with instructional resources available via the internet and show evidence of or plans for the incorporation of selected resources into the learning process
			Review and reflect on a variety of print and electronic resources related to technology in general and instructional technology in particular
			Identify instructional goals in the classroom, school and/or system, the achievement of which can be facilitated by application of technology tools
			Use a word processor to produce:
			• texts
			• graphics
			• document attachments
			Create a presentation using presentation software (PowerPoint, Hyper studio, etc.)
			Demonstrate familiarity with the operation of (a number of) common classroom technologies including: video cameras; desktop computers; TV/VCR combinations; overhead projectors; and other instructional support devices which may emerge, and various software such as Gradebook, Excel, Access, etc.
			Demonstrate the ability to perform elementary problem diagnosis and simple repairs on technology equipment
			Maintain and use a valid EMAIL account system to communicate

I verify that the above is a true and correct assessment of my technology proficiency. I understand that these skills are necessary for successful completion of the Education Specialist program requirements. I further understand that it is my responsibility to seek remedial technology support if needed.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Specialist Committee Chair Approval:

Signature \_\_\_\_\_ Date \_\_\_\_\_