

Essential Skills

Graphic Design & Rich Media

(Animation/Graphic Design)

The essential skill sheets are lists of the most commonly encountered qualities and skills typically necessary to be successful in a particular program or area of interest. The information contained in an essential skills sheet is not all-inclusive and is intended to be used as a guide only. Individual programs may have specific requirements or technical standards that must be met.

Physical

- Detect difference in the pitch/sound
- Detect difference in visual details
- Distinguish colors and changes in its variation
- Draw, sketch or form common shapes, forms and figures
- Hand-eye coordination
- Key/Type
- Maintain balance (sit, stand, squat)
- Sit for long periods of time
- Sustain repetitive movements

Cognitive

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|---|---------------------------------|
| Anticipate when something is likely to go wrong | Follow verbal directions |
| Calculate whole numbers | Follow written directions |
| Calculate decimals | Identify appropriate solutions |
| Calculate percent | Identify symbols and icons |
| Calculate averages | Creative |
| Calculate decimals | Estimate times |
| Combine knowledge and skills | Evaluate the complexity of jobs |
| Continuously expand professional knowledge | Problem solve |
| Obtain information from sketches, pictures or icons | Use a computer (email) |
| Differentiate between objects of similar color | Use a computer (internet) |
| Differentiate between objects of similar shape | Use a computer (graphic) |
| Differentiate between objects of similar size | Use a computer (other) |
| Organize tasks to meet deadlines (hourly, daily, long-term) | |
| Perform multiple responsibilities concurrently | |
| Follow and retain diagram instructions (simple to more complex) | |
| Follow and retain oral instruction (multi-step) | |
| Follow and retain visual model or demonstrated instructions | |
| Follow and retain written instructions (multi-step) | |

Communication

- Collaborate with others
- Discuss ongoing projects/work
- Explain/express ideas and opinions
- Communicate in a professional/tactful manner
- Communicate quickly, effectively, and efficiently
- Deliver presentations to wide range of audiences
- Communicate using a telephone
- Present supporting facts/recommendations

Behavioral

- Accept cognitive criticism
- Adapt to changing situations
- Cooperate with others individually or in a team setting
- Work independently with limited supervision
- Complete responsibilities in a timely manner
- Dependability
- Establish rapport with others
- Exercise accountability
- Exercise independent judgement
- Self-motivation and initiative
- Work carefully while maintaining efficiency and organization

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Other

See program or desired area of employment for specifics - Prerequisites