



**GRAPHIC COMMUNICATIONS  
DIGITAL PREPRESS TECHNICIAN  
SKILLS STANDARDS  
OD44101**

## ***Competency-Based Education: OKLAHOMA'S RECIPE FOR SUCCESS***

### ***BY THE INDUSTRY FOR THE INDUSTRY***

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

### ***TOOLS FOR SUCCESS***

*CareerTech* relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

**Skills standards** provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

**Curriculum materials** contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

**Competency Assessments** test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

### ***MEASURING SUCCESS***

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

### ***TRUE TO OUR PURPOSE***

"We prepare Oklahomans to succeed in the workplace, in education, and in life" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

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Oklahoma Department of Career and Technology Education  
Stillwater, Oklahoma

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Frequency and Criticality Ratings**

Duty K: Perform Digital Processes and Procedures

Duty L: Perform Advanced Electronic Prepress Operations

**Frequency:** represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

- 1 = less than once a week
- 2 = at least once a week
- 3 = once or more a day

**Criticality:** denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

- 1 = slight
- 2 = moderate
- 3 = extreme

**DUTY K: Perform Digital Processes and Procedures**

CODE	TASK	F/C
K.01	Utilize safe work habits in digital process operations	3/3
K.02	Read and comprehend production information on a job ticket/jacket	3/3
K.03	Explain the difference in quality of electronic imaging output devices	3/3
K.04	Identify the various types of jobs that can be designed and produced using desktop publishing	2/2
K.05	Identify basic process color principles	3/3
K.06	Start up a page layout program and demonstrate a functional knowledge of keyboarding, mouse operations, and procedures	3/3
K.07	Demonstrate software capabilities	3/3
K.08	Distinguish between word processing, page layout, and graphics software	3/3
K.09	Organize a file management system for opening, copying, saving, and deleting files	3/3
K.10	Perform computer commands/codes/menus for the software in use	3/3
K.11	Conduct basic search operations	3/3
K.12	Proofread a document and make necessary corrections using basic proofreading marks	3/3
K.13	Export pdf files for appropriate work flow (i.e. printing and proofing)	3/3
K.14	Place graphics from an existing file into a publication	3/3
K.15	Evaluate basic scanner software, its uses, and limitations	1/3

**DUTY L: Perform Advanced Electronic Prepress Operations**

<b>CODE</b>	<b>TASK</b>	<b>F/C</b>
L.01	Read and comprehend production information on job jacket/ticket	3/3
L.02	Evaluate the capabilities, productivity, and quality levels of high-end output vs. low-end output	3/3
L.03	Identify and understand digital and analog proofs	2/3
L.04	Demonstrate an understanding of the postscript page description language	1/3
L.05	Translate files from DOS to Mac formats and Mac formats to DOS	1/3
L.06	Use a file compression utility for file transfer or storage	3/3
L.07	Transfer files via the internet/intranet	3/3
L.08	Create a work and turn layout	2/3
L.09	Produce a job on the computer using electronic imposition	3/3
L.10	Create a job that incorporates electronic trapping	3/3
L.11	Follow instructions to produce, modify, preflight, or output files according to customer supplied criteria	3/3
L.12	Calibrate a desktop scanner for producing scans	1/3
L.13	Identify the proper resolution for images printed on coated or uncoated stock	3/3
L.14	Use a photo manipulation program to perform basic color correction	3/3
L.15	Identify the differences between Type 1, Postscript, and Open Type fonts	3/3
L.16	Perform font management activities	3/3
L.17	Understand basic archiving techniques	3/3
L.18	Use backup utility to restore files to the hard drive or diskette	2/3
L.19	Perform system troubleshooting procedures	3/3
L.20	Demonstrate troubleshooting procedures for postscript errors, such as limit check	3/3
L.21	Calibrate a color monitor	2/3
L.22	Calibrate and perform quality control checks on input/output and film processor	1/3