



**ADVERTISING DESIGN
COPY CENTER TECHNICIAN
SKILLS STANDARDS
OD44111**

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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Frequency and Criticality Ratings**

Duty EE: Safety and First Aid

Duty FF: Copyright

Duty GG: Paper

Duty HH: Job Specifications

Duty II: Digital File Output

Duty JJ: Machine Operating Printer/Copier

Duty KK: Quality Management

Duty LL: Auxiliary Services

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 EE: Safety and First Aid

CODE	TASK	F/C
EE.01	List the steps to be taken in case of injury in the lab	1/3
EE.02	Read and interpret Material Safety Data Sheets (MSDS)	1/3
EE.03	Read, interpret, and follow instructions on warning labels	1/3
EE.04	Identify the safety color codes	1/3
EE.05	List safety rules involving flammable liquids	1/3
EE.06	Follow proper safety procedures when operating equipment and lifting	1/3
EE.07	Follow approved shop dress code for safe operation including necessary personal safety equipment	1/3
EE.08	Identify protective safety equipment where needed (ear plugs, gloves, goggles)	1/3
EE.09	Identify location(s) of first aid kit(s) and eye wash station(s)	1/3
EE.10	Use approved methods to dispose of waste materials	1/3
EE.11	Identify location(s) and describe proper use of fire safety equipment	1/3
EE.12	Differentiate between safe and unsafe uses of electrical equipment	1/3
EE.13	Match ergonomic disorders with their causes	1/3

EE.14	Maintain a safe and clean work environment	3/3
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DUTY FF: Copyright

CODE	TASK	F/C
FF.01	Select items that may or may not be copyrighted	3/3
FF.02	Identify elements of the U.S. copyright law	3/3
FF.03	Identify "fair use" of copyrighted material, both published and electronic	3/3
FF.04	Know consequences to copyright infractions	3/3

DUTY GG: Paper

CODE	TASK	F/C
GG.01	Determine paper count in a ream/case	3/2
GG.02	Identify types of paper	3/3
GG.03	Identify weights of paper	3/3
GG.04	Identify specialty papers	3/3
GG.05	Identify paper sizes	3/3
GG.06	Identify paper grain	3/3
GG.07	Identify proper conditions for paper storage	3/3

DUTY HH: Job Specifications

CODE	TASK	F/C
HH.01	Recognize shop equipment and capabilities	3/3
HH.02	Identify job ticket terminology	3/3
HH.03	Complete/read a job ticket	3/3
HH.04	Calculate turnaround time	3/3

DUTY II: Demonstrate Ability to Make Copies from a Digital File Output

CODE	TASK	F/C
II.01	Read and interpret production information from job jacket/ticket	3/3
II.02	Identify common digital file problems	3/3
II.03	Identify machine resolution	2/3
II.04	Adjust LPI on files	2/3
II.05	Understand the PDF and its capabilities	3/3
II.06	Convert RGB and spot color files to CMYK	1/1
II.07	Create a proof for client approval	3/2

DUTY JJ: Machine Operating Printer/Copier

CODE	TASK	F/C
JJ.01	Demonstrate operation and maintenance of machines (turn machine on and off, load paper, load originals, load toner, clear jams, replace staple cartridge)	3/3
JJ.02	Demonstrate control panel functions	3/3
JJ.03	Demonstrate networking skills	1/1
JJ.04	Place a service call	1/1
JJ.05	Place a supply order	2/3
JJ.06	Demonstrate knowledge of copy center pricing schedule	3/3
JJ.07	Record meter reading	1/1

DUTY KK: Quality Management

CODE	TASK	F/C
KK.01	Troubleshoot imperfections	3/3
KK.02	Check registration for alignment, edge erase, etc.	3/3
KK.03	Check for proper pagination	3/3
KK.04	Adjust contrast, saturation, and halftones	3/3
KK.05	Verify output with job ticket	3/3

DUTY LL: Auxiliary Services

CODE	TASK	F/C
LL.01	Cut matte board to proper specifications	1/1
LL.02	Identify types of film lamination	1/1
LL.03	Identify lamination machine specifications	1/1
LL.04	Load lamination film	1/1
LL.05	Trim laminated piece	1/1
LL.06	Determine size of bind	1/1
LL.07	Punch holes in paper	1/1
LL.08	Insert binding apparatus	1/1