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ABSTRACT

This Ohio Competency Analysis Profile (OCAP), derived from a modified Developing a Curriculum (DACUM) process, is a current comprehensive and verified employer competency program list for graphic communications--graphic arts. Each unit (with or without subunits) contains competencies and competency builders that identify the occupational, academic, and employability skills needed to enter this occupational area. Within that outline are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. Advancing items are needed to advance in a given occupation. Futuring items are needed to enter and remain in a given occupation 3 to 4 years from now. This profile contains 15 units: (1) orientation; (2) business and the graphic communications industry; (3) measurement systems; (4) job planning; (5) design and layout; (6) typesetting; (7) proofing; (8) paste-up; (9) darkroom; (10) film images; (11) plates; (12) offset presses; (13) finishing operations; (14) desktop publishing; and (15) employability skills. (NLA)

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O C A P

OHIO'S COMPETENCY ANALYSIS PROFILE

GRAPHIC COMMUNICATIONS

—GRAPHIC ARTS—

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CE 059 534



Division of Vocational and
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Ohio Department of Education

Vocational Instructional Materials Laboratory
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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in FY93). Advancing items (marked with one asterisk) are needed to advance in a given occupation. Futuring items (marked with two asterisks) are needed to enter and remain in a given occupation three to four years from now.

Districts may add as many units, subunits, competencies, and competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their courses of study and monitor competency gains via the new competency testing program.

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OHIO COMPETENCY ANALYSIS PROFILE

GRAPHIC COMMUNICATIONS: GRAPHIC ARTS

UNIT 1: Orientation

COMPETENCY 1.0.1: Adhere to safety rules and emergency procedures policy

COMPETENCY BUILDERS:

- 1.0.1.1 Wear appropriate eye and hearing protection according to Ohio law and board policy
- 1.0.1.2 Wear protective or safety apparel according to Occupational Safety and Health Administration (OSHA) standards
- 1.0.1.3 React to personal injury according to school or employer policy
- 1.0.1.4 Locate fire exits and fire extinguishers
- 1.0.1.5 React to fire hazards
- 1.0.1.6 Read and interpret material safety data sheet (MSDS) labels and handle and dispose of chemicals safely according to environmental laws
- 1.0.1.7 Use only containers which bear appropriate labels
- 1.0.1.8 Handle all tools safely according to manufacturer's specifications
- 1.0.1.8 Check and maintain safety guards and switches on all machinery

COMPETENCY 1.0.2: Observe lab conduct rules

COMPETENCY BUILDERS:

- 1.0.2.1 Respect the rights and property of others
- 1.0.2.2 Demonstrate professional behavior
- 1.0.2.3 Adhere to established rules of conduct and attire

COMPETENCY 1.0.3: Practice effective interaction skills

COMPETENCY BUILDERS:

- 1.0.3.1 Cooperate and communicate effectively with peers
- 1.0.3.2 Cooperate and communicate effectively with supervisors
- 1.0.3.3 Cooperate and communicate effectively with internal and external customers
- 1.0.3.4 Use correct terminology

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UNIT 2: Business and the Graphic Communications Industry

COMPETENCY 2.0.1: Distinguish various aspects of graphic communications industry

COMPETENCY BUILDERS:

- 2.0.1.1 Review current makeup (statistics) of graphic communications industry
- 2.0.1.2 Examine different types of printed materials (e.g., commercial, magazines, newspapers, business forms, specialties) and technologies (e.g., offset, gravure, fixed, screen, letterpress)
- 2.0.1.3 Recognize and interpret terms related to and used in graphic communications
- 2.0.1.4 Survey history of and future opportunities in graphic communications industry

COMPETENCY 2.0.2: Examine elements of the business cycle

COMPETENCY BUILDERS:

- 2.0.2.1 Describe job flow from initial customer contact to collection
- 2.0.2.2 Examine cost factors of printing jobs (e.g., labor, benefits, materials, overhead, sales and administrative, debt service, depreciation)
- 2.0.2.3 Recognize and interpret basic business terms (e.g., purchase order, blanket order, invoice)

COMPETENCY 2.0.3: Practice effective business skills

COMPETENCY BUILDERS:

- 2.0.3.1 Demonstrate professional customer relations skills
- 2.0.3.2 Describe basic expectations of employees in terms of quality, quantity, timeliness, and materials usage

UNIT 3: Measurement Systems

COMPETENCY 3.0.1: Use specific measurement tools

COMPETENCY BUILDERS:

- 3.0.1.1 Measure type and graphic elements using picas and points
- 3.0.1.2 Measure graphic elements using standard and metric rulers
- 3.0.1.3 Convert picas and points to inches
- 3.0.1.4 Identify basic measurement, layout, and drafting tools

* Advancing
** Futuring

COMPETENCY 3.0.2: Measure and cut paper

COMPETENCY BUILDERS:

- 3.0.2.1 Calculate number of pieces per sheet considering grain direction
- 3.0.2.2 Calculate number of pieces per sheet disregarding grain directions
- 3.0.2.3 Review basis and weight calculations
- 3.0.2.4 Use micrometer to measure thickness of paper

UNIT 4: Job Planning

COMPETENCY 4.0.1: Communicate with customers in a professional manner

COMPETENCY BUILDERS:

- 4.0.1.1 Identify customer specifications
- 4.0.1.2 Use effective telephone skills
- 4.0.1.3 Complete work order or estimate sheet correctly
- 4.0.1.4 Communicate job estimate to customer

COMPETENCY 4.0.2: Interpret job specifications

COMPETENCY BUILDERS:

- 4.0.2.1 Specify paper
- 4.0.2.2 Specify ink
- 4.0.2.3 Specify specialty finishing operations (e.g., foil, embossing)
- 4.0.2.4 Determine layout and imposition
- 4.0.2.5 Determine press size and finish size
- 4.0.2.6 Select finishing method
- 4.0.2.7 Determine darkroom materials
- 4.0.2.8 Determine plate materials
- 4.0.2.9 Specify typesetting method
- 4.0.2.10 Relate detailed information for production

COMPETENCY 4.0.3: Complete job ticket completely and legibly

COMPETENCY BUILDERS:

- 4.0.3.1 Review customer specifications
- 4.0.3.2 List individual job requirements
- 4.0.3.3 Compare job ticket to customer specifications and estimate

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COMPETENCY 4.0.4: Schedule job*

COMPETENCY BUILDERS:

- 4.0.4.1 Review job ticket*
- 4.0.4.2 Check inventory*
- 4.0.4.3 Order needed supplies*
- 4.0.4.4 Designate production timeline and completion date*
- 4.0.4.5 Schedule work flow*

UNIT 5: Design and Layout

COMPETENCY 5.0.1: Construct and design layouts

COMPETENCY BUILDERS:

- 5.0.1.1 Review job ticket
- 5.0.1.2 Draw thumbnail sketches
- 5.0.1.3 Draw rough sketch
- 5.0.1.4 Select art
- 5.0.1.5 Prepare comprehensive
- 5.0.1.6 Review comprehensive and obtain customer approval

COMPETENCY 5.0.2: Prepare layout

COMPETENCY BUILDERS:

- 5.0.2.1 Draw sheet size within 1/64"
- 5.0.2.2 Mark up specifications within 100% accuracy
- 5.0.2.3 Identify image areas, margins, and trim within 1/64"
- 5.0.2.4 Compute reductions and/or enlargements within 1%
- 5.0.2.5 Define special effect areas within 1/64"

COMPETENCY 5.0.3: Make neat and accurate dummies of layout

COMPETENCY BUILDERS:

- 5.0.3.1 Prepare single- and multiple-sheet dummies
- 5.0.3.2 Prepare signature

COMPETENCY 5.0.4: Assemble and maintain neat job file

COMPETENCY BUILDERS:

- 5.0.4.1 Compile and identify job file (e.g., artwork, negatives, proofs, dummies)
- 5.0.4.2 Store job file according to shop procedures

- * Advancing
- ** Futuring

UNIT 6: Typesetting

COMPETENCY 6.0.1: Typeset input and output to meet job specifications

COMPETENCY BUILDERS:

- 6.0.1.1 Review job ticket
- 6.0.1.2 Review mark-up typesetting specifications
- 6.0.1.3 Select proper typesetting program
- 6.0.1.4 Program type parameters and type styles
- 6.0.1.5 Keyboard type
- 6.0.1.6 Run spell-check program
- 6.0.1.7 Proofread and correct copy
- 6.0.1.8 Use scanned or computer graphics
- 6.0.1.9 Set up output device
- 6.0.1.10 Output copy
- 6.0.1.11 Create backup file

COMPETENCY 6.0.2: Perform system and equipment maintenance according to manufacturer's specifications

COMPETENCY BUILDERS:

- 6.0.2.1 Clean and maintain equipment
- 6.0.2.2 Clean processor and check chemistry levels
- 6.0.2.3 Perform periodic full system backup

UNIT 7: Proofing

COMPETENCY 7.0.1: Read and compare proofs

COMPETENCY BUILDERS:

- 7.0.1.1 Review job ticket
- 7.0.1.2 Read original
- 7.0.1.3 Compare original with set copy

COMPETENCY 7.0.2: Mark proofs for corrections

COMPETENCY BUILDERS:

- 7.0.2.1 Identify errors using proofreaders marks
- 7.0.2.2 Send corrected proof to typesetter

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UNIT 8: Paste-up

COMPETENCY 8.0.1: Construct layout sheet dimensions within 1/64"

COMPETENCY BUILDERS:

- 8.0.1.1 Review job ticket
- 8.0.1.2 Retrieve layout board from job file
- 8.0.1.3 Draw borders and guidelines
- 8.0.1.4 Check borders and image areas for job accuracy
- 8.0.1.5 Draw fold, trim, and reference lines

COMPETENCY 8.0.2: Position keyline elements

COMPETENCY BUILDERS:

- 8.0.2.1 Clean hands and tools
- 8.0.2.2 Select proper adhesives
- 8.0.2.3 Trim copy and artwork
- 8.0.2.4 Attach elements and check alignments
- 8.0.2.5 Attach graphic aids, register marks, and overlays as needed
- 8.0.2.6 Burnish elements
- 8.0.2.7 Maintain cleanliness
- 8.0.2.8 Attach tissue overlay and indicate color breaks, screen values, and other graphic elements
- 8.0.2.9 Attach protective cover

COMPETENCY 8.0.3: Check finished keyline

COMPETENCY BUILDERS:

- 8.0.3.1 Review alignment
- 8.0.3.2 Produce proof copy of paste-up
- 8.0.3.3 Visually review proof

COMPETENCY 8.0.4: Obtain written customer approval

COMPETENCY BUILDERS:

- 8.0.4.1 Present proof copy to customer
- 8.0.4.2 Make corrections as needed
- 8.0.4.3 Obtain initialed approval

* Advancing
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UNIT 9: Darkroom

COMPETENCY 9.0.1: Prepare darkroom according to OSHA standards, manufacturer's specifications, and lab policy

COMPETENCY BUILDERS:

- 9.0.1.1 Use appropriate lighting and ventilation
- 9.0.1.2 Clean surfaces, sink, and equipment
- 9.0.1.3 Mix chemistry and check processor
- 9.0.1.4 Check chemistry with control strip
- 9.0.1.5 Verify presence of tools and supplies
- 9.0.1.6 Calibrate densitometer

COMPETENCY 9.0.2: Prepare process camera

COMPETENCY BUILDERS:

- 9.0.2.1 Review job ticket
- 9.0.2.2 Position lights
- 9.0.2.3 Set F-stop and exposure using densitometer
- 9.0.2.4 Inspect and clean copy board
- 9.0.2.5 Load copy board
- 9.0.2.6 Position gray scale
- 9.0.2.7 Adjust for image size and check focus

COMPETENCY 9.0.3: Expose film and print material for linework

COMPETENCY BUILDERS:

- 9.0.3.1 Select film and print material
- 9.0.3.2 Load film or print material
- 9.0.3.3 Use filters as needed
- 9.0.3.4 Activate vacuum
- 9.0.3.5 Expose film or print material
- 9.0.3.6 Deactivate vacuum and remove film or print material
- 9.0.3.7 Store darkroom materials

COMPETENCY 9.0.4: Expose film for halftone according to manufacturer's specifications

COMPETENCY BUILDERS:

- 9.0.4.1 Calculate halftone exposure(s) using densitometer
- 9.0.4.2 Select and load film and position contact screen
- 9.0.4.3 Activate vacuum
- 9.0.4.4 Make halftone exposure(s) (i.e., main, flash, bump)
- 9.0.4.5 Deactivate vacuum, remove film, and contact screen
- 9.0.4.6 Store darkroom materials

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COMPETENCY 9.0.5: Process film and print material

COMPETENCY BUILDERS:

- 9.0.5.1 Develop film in trays or use processor
- 9.0.5.2 Stop and fix film
- 9.0.5.3 Rinse film
- 9.0.5.4 Process print material
- 9.0.5.5 Rinse print material
- 9.0.5.6 Dry film and print material
- 9.0.5.7 Inspect negative or print

COMPETENCY 9.0.6: Make contact prints or duplicate negative

COMPETENCY BUILDERS:

- 9.0.6.1 Inspect lighting system
- 9.0.6.2 Prepare and clean contact frame
- 9.0.6.3 Select and position photographic material
- 9.0.6.4 Position acetate for spreads and chokes as necessary
- 9.0.6.5 Activate vacuum
- 9.0.6.6 Expose photographic material
- 9.0.6.7 Deactivate vacuum and unload photographic material
- 9.0.6.8 Process photographic material
- 9.0.6.9 Wash and dry photographic material
- 9.0.6.10 Inspect photographic material
- 9.0.6.11 Store darkroom material

COMPETENCY 9.0.7: Maintain darkroom equipment according to manufacturer's specifications and OSHA and EPA regulations

COMPETENCY BUILDERS:

- 9.0.7.1 Perform housekeeping duties
- 9.0.7.2 Wash sink, trays, and equipment
- 9.0.7.3 Empty and clean processor as needed
- 9.0.7.4 Protect copy board
- 9.0.7.5 Replace lens cap
- 9.0.7.6 Protect print frame
- 9.0.7.7 Store darkroom supplies and equipment

* Advancing
** Futuring

UNIT 10: Film Images

COMPETENCY 10.0.1: Organize work area according to established lab policy

COMPETENCY BUILDERS:

- 10.0.1.1 Clean light table and stripping area
- 10.0.1.2 Assemble stripping tools and supplies
- 10.0.1.3 Inspect accuracy of tools

COMPETENCY 10.0.2: Organize stripping work flow to ensure all film elements match dummies

COMPETENCY BUILDERS:

- 10.0.2.1 Review job ticket
- 10.0.2.2 Select masking material
- 10.0.2.3 Match film elements with dummy
- 10.0.2.4 Check dummies

COMPETENCY 10.0.3: Prepare masking sheets and position images within .005"

COMPETENCY BUILDERS:

- 10.0.3.1 Punch materials for register pins
- 10.0.3.2 Square flats on pins
- 10.0.3.3 Rule center lines and trim lines
- 10.0.3.4 Cut notches for simple stepping
- 10.0.3.5 Trim negatives, positives, and ruby lith
- 10.0.3.6 Impose and tape negatives, positives, or ruby lith to the flat

COMPETENCY 10.0.4: Open windows 1/4" for line copy and 1/65" for halftones

COMPETENCY BUILDERS:

- 10.0.4.1 Select window shape and size
- 10.0.4.2 Cut windows

COMPETENCY 10.0.5: Opaque film neatly and completely

COMPETENCY BUILDERS:

- 10.0.5.1 Inspect and clean brushes
- 10.0.5.2 Mix opaque to proper consistency
- 10.0.5.3 Inspect film for broken type
- 10.0.5.4 Opaque film with opaque or litho tape
- 10.0.5.5 Reinspect film
- 10.0.5.6 Clean brush

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COMPETENCY 10.0.6: Perform special imaging techniques

COMPETENCY BUILDERS:

- 10.0.6.1 Position separations within 1/64"
- 10.0.6.2 Position screen tints within .005"
- 10.0.6.3 Position masks for color work
- 10.0.6.4 Number multiple flats
- 10.0.6.5 Utilize pin system for multiple burns
- 10.0.6.6 Store stripping supplies

COMPETENCY 10.0.7: Make final proof for customer approval

COMPETENCY BUILDERS:

- 10.0.7.1 Select proofing materials
- 10.0.7.2 Expose stripped film
- 10.0.7.3 Process proofs as necessary
- 10.0.7.4 Obtain written approval of customer

UNIT 11: Plates

COMPETENCY 11.0.1. Make metal plates according to manufacturer's specifications

COMPETENCY BUILDERS:

- 11.0.1.1 Review job ticket
- 11.0.1.2 Check lighting and ventilation system
- 11.0.1.3 Clean platemaker glass
- 11.0.1.4 Select plate material
- 11.0.1.5 Punch plates for pin system
- 11.0.1.6 Align flats using pins
- 11.0.1.7 Activate vacuum
- 11.0.1.8 Position platemaker frame and make exposure
- 11.0.1.9 Deactivate vacuum
- 11.0.1.10 Open frame and inspect plate

COMPETENCY 11.0.2: Develop metal plates according to manufacturer's specifications

COMPETENCY BUILDERS:

- 11.0.2.1 Assemble developing supplies
- 11.0.2.2 Prepare developing area
- 11.0.2.3 Develop plate by hand or processor
- 11.0.2.4 Wash plate and gum plate as necessary
- 11.0.2.5 Mark plate for identification
- 11.0.2.6 Store plate

* Advancing

** Futuring

COMPETENCY 11.0.3: Develop nonmetal plates (e.g., silver, master, electrostatic) according to manufacturer's specifications

COMPETENCY BUILDERS:

- 11.0.3.1 Review job ticket
- 11.0.3.2 Inspect copy for reproduction qualities and cleanliness
- 11.0.3.3 Clean glass
- 11.0.3.4 Position and expose copy
- 11.0.3.5 Allow plate to dry
- 11.0.3.6 Inspect plate and correct as necessary

COMPETENCY 11.0.4: Maintain cleanliness in platemaking area according to lab policies

COMPETENCY BUILDERS:

- 11.0.4.1 Inspect and clean platemaker glass
- 11.0.4.2 Clean sink
- 11.0.4.3 Clean developing area
- 11.0.4.4 Clean sponges
- 11.0.4.5 Maintain equipment according to manufacturer's specifications

UNIT 12: Offset Presses

COMPETENCY 12.0.1: Ready press systems according to manufacturer's specifications

COMPETENCY BUILDERS:

- 12.0.1.1 Review job ticket
- 12.0.1.2 Set up feeder for paper size
- 12.0.1.3 Log and load paper
- 12.0.1.4 Mix ink to color specifications as necessary
- 12.0.1.5 Inspect dampening system
- 12.0.1.6 Mix fountain solution
- 12.0.1.7 Fill dampening system
- 12.0.1.8 Adjust dampening system
- 12.0.1.9 Clean and install plate
- 12.0.1.10 Fill and adjust inking system
- 12.0.1.11 Adjust air/vacuum system
- 12.0.1.12 Set up and adjust register system
- 12.0.1.13 Set delivery adjustments

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COMPETENCY 12.0.2: Produce printed images according to customer's signed proof

COMPETENCY BUILDERS:

- 12.0.2.1 Feed paper
- 12.0.2.2 Check and set image positions
- 12.0.2.3 Check and adjust registration
- 12.0.2.4 Compare printed piece to final customer proof
- 12.0.2.5 Clean plate and blanket
- 12.0.2.6 Set counter
- 12.0.2.7 Print images
- 12.0.2.8 Maintain ink/water balance
- 12.0.2.9 Maintain image density and ink coverage
- 12.0.2.10 Perform quality inspections
- 12.0.2.11 Unload delivery system
- 12.0.2.12 Preserve and/or store plate
- 12.0.2.13 Clean blanket
- 12.0.2.14 Drain dampening system
- 12.0.2.15 Protect inking system

COMPETENCY 12.0.3: Wash up press according to manufacturer's specifications and OSHA and EPA regulations

COMPETENCY BUILDERS:

- 12.0.3.1 Protect dampening system
- 12.0.3.2 Clean ink fountain(s)
- 12.0.3.3 Protect delivery system
- 12.0.3.4 Install wash-up devices
- 12.0.3.5 Apply solvents
- 12.0.3.6 Operate wash-up system
- 12.0.3.7 Remove and clean wash-up devices
- 12.0.3.8 Perform deglazing operations
- 12.0.3.9 Clean cylinders
- 12.0.3.10 Clean bearers and press covers
- 12.0.3.11 Store supplies
- 12.0.3.12 Clean work area
- 12.0.3.13 Dispose of cleaning rags, solvents, used ink, and fountain solution

* Advancing
** Futuring

COMPETENCY 12.0.4: Maintain presses according to manufacturer's specifications

COMPETENCY BUILDERS:

- 12.0.4.1 Consult maintenance manual
- 12.0.4.2 Lubricate press system
- 12.0.4.3 Check and replace blanket as necessary
- 12.0.4.4 Check and adjust ink train rollers
- 12.0.4.5 Replace dampening covers as necessary
- 12.0.4.6 Check and adjust dampening rollers
- 12.0.4.7 Clean and maintain air/vacuum system
- 12.0.4.8 Clean and maintain feed and delivery systems as necessary
- 12.0.4.9 Perform factory-recommended maintenance

UNIT 13: Finishing Operations

COMPETENCY 13.0.1: Perform machine operations according to manufacturer's specifications

COMPETENCY BUILDERS:

- 13.0.1.1 Review job ticket
- 13.0.1.2 Set up and operate cutter
- 13.0.1.3 Set up and operate folding machine (i.e., perforate, score, and trim)
- 13.0.1.4 Set up and operate collator
- 13.0.1.5 Set up and operate stitcher
- 13.0.1.6 Set up and operate paper drill
- 13.0.1.7 Set up and operate plastic binding machine
- 13.0.1.8 Use jogger

COMPETENCY 13.0.2: Perform hand bindery operations according to lab policies and existing quality standards

COMPETENCY BUILDERS:

- 13.0.2.1 Pad
- 13.0.2.2 Wrap and package
- 13.0.2.3 Label and prepare for delivery

UNIT 14: Desktop Publishing

COMPETENCY 14.0.1: Operate desktop publishing systems according to manufacturer's specifications and program documentation

COMPETENCY BUILDERS:

- 14.0.1.1 Explain components and uses in MS-DOS and Macintosh operating systems
- 14.0.1.2 Open and close new word-processing document
- 14.0.1.3 Prepare type needed for layout
- 14.0.1.4 Save document to proper file
- 14.0.1.5 Spell-check document
- 14.0.1.6 Shut down word-processing program properly
- 14.0.1.7 Open new graphics program document
- 14.0.1.8 Prepare graphics or images needed for layout
- 14.0.1.9 Shut down graphics program
- 14.0.1.10 Scan any existing images with desktop scanner
- 14.0.1.11 Open new page-layout program document
- 14.0.1.12 Import previously prepared elements into layout program
- 14.0.1.13 Prepare layout to customer's approved requirements
- 14.0.1.14 Save document to proper file

COMPETENCY 14.0.2: Output files according to manufacturer's specifications and program documentation

COMPETENCY BUILDERS:

- 14.0.2.1 Choose output device
- 14.0.2.2 Activate output device
- 14.0.2.3 Clean and maintain equipment

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UNIT 15: Employability Skills

SUBUNIT 15.1: Career Development

COMPETENCY 15.1.1: Investigate career options

COMPETENCY BUILDERS:

- 15.1.1.1 Determine interests and aptitudes
- 15.1.1.2 Identify career options
- 15.1.1.3 Research occupations matching interests and aptitudes
- 15.1.1.4 Select career(s) that best match(es) interests and aptitudes
- 15.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
- 15.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
- 15.1.1.7 Develop a career plan

COMPETENCY 15.1.2: Analyze potential barriers to employment

COMPETENCY BUILDERS:

- 15.1.2.1 Identify common barriers to employment
- 15.1.2.2 Develop strategies to overcome employment barriers

UNIT 15: Employability Skills

SUBUNIT 15.2: Decision Making and Problem Solving

COMPETENCY 15.2.1: Apply decision-making techniques in the workplace

COMPETENCY BUILDERS:

- 15.2.1.1 Identify the decision to be made
- 15.2.1.2 Compare alternatives
- 15.2.1.3 Determine consequences of each alternative
- 15.2.1.4 Make decisions based on values and goals
- 15.2.1.5 Evaluate the decision made

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COMPETENCY 15.2.2: Apply problem-solving techniques in the workplace

COMPETENCY BUILDERS:

- 15.2.2.1 Diagnose the problem and its causes
- 15.2.2.2 Identify alternatives and their consequences in relation to the problem
- 15.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
- 15.2.2.4 Utilize resources to explore possible solutions to the problem
- 15.2.2.5 Compare and contrast the advantages and disadvantages of each solution
- 15.2.2.6 Determine appropriate action
- 15.2.2.7 Evaluate results

UNIT 15: Employability Skills

SUBUNIT 15.3: Work Ethic

COMPETENCY 15.3.1: Evaluate the relationship of self-esteem to work ethic

COMPETENCY BUILDERS:

- 15.3.1.1 Identify special characteristics and abilities in self and others
- 15.3.1.2 Identify internal and external factors that affect self-esteem

COMPETENCY 15.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

COMPETENCY BUILDERS:

- 15.3.2.1 Distinguish between values and goals
- 15.3.2.2 Determine the importance of values and goals
- 15.3.2.3 Evaluate how values affect goals
- 15.3.2.4 Identify short-term and long-term goals
- 15.3.2.5 Prioritize personal goals
- 15.3.2.6 Describe how personal values are reflected in work ethic
- 15.3.2.7 Describe how interactions in the workplace affect personal work ethic
- 15.3.2.8 Examine how life changes affect personal work ethic

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COMPETENCY 15.3.3: Demonstrate work ethic

COMPETENCY BUILDERS:

- 15.3.3.1 Examine factors that influence work ethic
- 15.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

UNIT 15: Employability Skills

SUBUNIT 15.4: Job-Seeking Skills

COMPETENCY 15.4.1: Prepare for employment

COMPETENCY BUILDERS:

- 15.4.1.1 Identify traditional and nontraditional employment sources
- 15.4.1.2 Utilize employment sources
- 15.4.1.3 Research job opportunities, including nontraditional careers
- 15.4.1.4 Interpret equal employment opportunity laws
- 15.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
- 15.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

COMPETENCY 15.4.2: Design a résumé

COMPETENCY BUILDERS:

- 15.4.2.1 Identify personal strengths and weaknesses
- 15.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
- 15.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
- 15.4.2.4 Complete résumé using various formats
- 15.4.2.5 Secure references

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COMPETENCY 15.4.3: Complete and process job application forms

COMPETENCY BUILDERS:

- 15.4.3.1 Explain the importance of an application form
- 15.4.3.2 Identify ways to obtain job application forms
- 15.4.3.3 Describe methods for handling illegal questions on job application forms
- 15.4.3.4 Demonstrate legible written communications skills using correct grammar, spelling, and concise wording
- 15.4.3.5 Return application to proper person, request interview, and follow up

COMPETENCY 15.4.4: Demonstrate interviewing skills

COMPETENCY BUILDERS

- 15.4.4.1 Investigate interview environment and procedures
- 15.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
- 15.4.4.3 Demonstrate question and answer techniques
- 15.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

COMPETENCY 15.4.5: Secure employment

COMPETENCY BUILDERS:

- 15.4.5.1 Identify present and future employment opportunities within an occupation/organization
- 15.4.5.2 Research the organization/company
- 15.4.5.3 Use follow-up techniques to enhance employment potential
- 15.4.5.4 Compare and evaluate job offers

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UNIT 15: Employability Skills

SUBUNIT 15.5: Job Retention Skills

COMPETENCY 15.5.1: Analyze the organizational structure of the workplace

COMPETENCY BUILDERS:

- 15.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
- 15.5.1.2 Be aware of and obey all company policies and procedures
- 15.5.1.3 Examine the role/relationship between employee and employer
- 15.5.1.4 Recognize opportunities for advancement and reasons for termination

COMPETENCY 15.5.2: Maintain positive relations with others

COMPETENCY BUILDERS:

- 15.5.2.1 Exhibit appropriate work habits and attitude
- 15.5.2.2 Identify behaviors to establish successful working relationships
- 15.5.2.3 Cooperate and compromise through teamwork and group participation
- 15.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

UNIT 15: Employability Skills

SUBUNIT 15.6: Job Advancement

COMPETENCY 15.6.1: Analyze opportunities for personal and career growth

COMPETENCY BUILDERS:

- 15.6.1.1 Determine opportunities within an occupation/organization
- 15.6.1.2 Compare and contrast other opportunities
- 15.6.1.3 List benefits of job advancement
- 15.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

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COMPETENCY 15.6.2: Exhibit characteristics needed for advancement

COMPETENCY BUILDERS:

- 15.6.2.1 Display a positive attitude
- 15.6.2.2 Demonstrate knowledge of a position
- 15.6.2.3 Perform quality work
- 15.6.2.4 Adapt to changing situations and technology
- 15.6.2.5 Demonstrate capability for different positions
- 15.6.2.6 Participate in continuing education/training programs
- 15.6.2.7 Respect, accept, and work with ALL individuals in the workplace

UNIT 15: Employability Skills

SUBUNIT 15.7: Technology in the Workplace

COMPETENCY 15.7.1: Assess the impact of technology in the workplace

COMPETENCY BUILDERS:

- 15.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
- 15.7.1.2 Investigate the use of technology in the workplace
- 15.7.1.3 Analyze how present skills can be applied to learning new technologies

COMPETENCY 15.7.2: Use a variety of technological applications

COMPETENCY BUILDERS:

- 15.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
- 15.7.2.2 Use technology to accomplish assigned tasks
- 15.7.2.3 Create solutions to problems using technical means

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UNIT 15: Employability Skills

SUBUNIT 15.8: Lifelong Learning

COMPETENCY 15.8.1: Apply lifelong learning to individual situations

COMPETENCY BUILDERS:

- 15.8.1.1 Define lifelong learning
- 15.8.1.2 Identify factors that cause the need for lifelong learning

COMPETENCY 15.8.2: Adapt to change

COMPETENCY BUILDERS:

- 15.8.2.1 Analyze the effects of change
- 15.8.2.2 Identify reasons why goals change
- 15.8.2.3 Describe the importance of flexibility when reevaluating goals
- 15.8.2.4 Evaluate the need for continuing education/training

UNIT 15: Employability Skills

SUBUNIT 15.9: Economic Education

COMPETENCY 15.9.1: Analyze global enterprise systems

COMPETENCY BUILDERS:

- 15.9.1.1 Identify characteristics of various enterprise systems
- 15.9.1.2 Examine the relationship between competition, risk, and profit
- 15.9.1.3 Illustrate how supply and demand influence price

COMPETENCY 15.9.2: Evaluate personal money management

COMPETENCY BUILDERS:

- 15.9.2.1 Describe the need for personal management records
- 15.9.2.2 Identify methods of taxation
- 15.9.2.3 Analyze how credit affects financial security
- 15.9.2.4 Compare types and methods of investments
- 15.9.2.5 Prepare a personal budget
- 15.9.2.6 Be an informed and responsible consumer
- 15.9.2.7 Analyze the effects of advertising on the consumer

UNIT 15: Employability Skills

SUBUNIT 15.10: Balancing Work and Family

COMPETENCY 15.10.1: Analyze the effects of family on work

COMPETENCY BUILDERS:

- 15.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
- 15.10.1.2 Identify present and future family structures and responsibilities
- 15.10.1.3 Describe personal and family roles
- 15.10.1.4 Analyze concerns of working parent(s)
- 15.10.1.5 Examine how family responsibilities can conflict with work
- 15.10.1.6 Resolve family-related conflicts
- 15.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

COMPETENCY 15.10.2: Analyze the effects of work on family

COMPETENCY BUILDERS:

- 15.10.2.1 Identify responsibilities associated with paid and nonpaid work
- 15.10.2.2 Compare the advantages and disadvantages of multiple incomes
- 15.10.2.3 Examine how work can conflict with family responsibilities
- 15.10.2.4 Describe how work-related stress can affect families
- 15.10.2.5 Identify family support systems and resources

UNIT 15: Employability Skills

SUBUNIT 15.11: Citizenship in the Workplace

COMPETENCY 15.11.1: Exercise the rights and responsibilities of citizenship in the workplace

COMPETENCY BUILDERS:

- 15.11.1.1 Identify the basic rights and responsibilities of citizenship
- 15.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

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COMPETENCY 15.11.2: Cooperate with others in the workplace

COMPETENCY BUILDERS:

- 15.11.2.1 Identify situations in which compromise is necessary
- 15.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
- 15.11.2.3 Demonstrate initiative to facilitate cooperation
- 15.11.2.4 Give and receive constructive criticism to enhance cooperation

UNIT 15: Employability Skills

SUBUNIT 15.12: Leadership

COMPETENCY 15.12.1: Evaluate leadership styles appropriate for the workplace

COMPETENCY BUILDERS:

- 15.12.1.1 Identify characteristics of effective leaders
- 15.12.1.2 Compare leadership styles
- 15.12.1.3 Demonstrate effective delegation skills
- 15.12.1.4 Identify opportunities to lead in the workplace

COMPETENCY 15.12.2: Demonstrate effective teamwork skills

COMPETENCY BUILDERS:

- 15.12.2.1 Identify the responsibilities of a valuable group member
- 15.12.2.2 Exhibit open-mindedness
- 15.12.2.3 Identify methods of involving each member of a team
- 15.12.2.4 Contribute to the efficiency and success of a group
- 15.12.2.5 Determine ways to motivate others

COMPETENCY 15.12.3: Utilize effective communication skills

COMPETENCY BUILDERS:

- 15.12.3.1 Demonstrate the importance of listening
- 15.12.3.2 Demonstrate assertive communication
- 15.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
- 15.12.3.4 Analyze written material
- 15.12.3.5 Prepare written material
- 15.12.3.6 Give and receive feedback
- 15.12.3.7 Articulate thoughts
- 15.12.3.8 Use appropriate language

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UNIT 15: Employability Skills

SUBUNIT 15.13: Entrepreneurship

COMPETENCY 15.13.1: Evaluate the role of small business in the economy

COMPETENCY BUILDERS:

- 15.13.1.1 Identify the benefits of small business to a community
- 15.13.1.2 Analyze opportunities for small business in a community

COMPETENCY 15.13.2: Examine considerations of starting a business

COMPETENCY BUILDERS:

- 15.13.2.1 Research a business idea
- 15.13.2.2 Compare various ways to become a small business owner
- 15.13.2.3 Investigate factors to consider in financing a new business
- 15.13.2.4 Evaluate entrepreneurship as a career option

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