

Unit/Standard Number	<p style="text-align: right;"><u>High School Graduation Years 2019, 2020 and 2021</u></p> <p style="text-align: center;">Graphic Communications, Other CIP 10.0399 Task Grid</p>	<p style="text-align: center;">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
Secondary Competency Task List		
100	INDUSTRY OVERVIEW, CUSTOMER SERVICE, AND EMPLOYMENT	
101	Perform duties associated with positive customer services.	
102	Estimate job costs and complete customer invoices.	
103	RESERVED	
104	Identify the purpose, complete, read, and comprehend a job jacket/ticket.	
105	RESERVED	
106	RESERVED	
107	RESERVED	
108	Follow a production job from start to finish.	
109	RESERVED	
110	Identify the workflow of a printed product.	
111	Research roles and responsibilities in graphics related careers.	
112	Apply calculations to efficiently plan paper use.	
200	RESERVED	
201	RESERVED	
202	RESERVED	
203	RESERVED	
300	DESKTOP PUBLISHING AND PREPRESS	
301	RESERVED	
302	Identify the various kinds of items that can be designed and produced using electronic publishing.	
303	Identify the principles of color theory.	
304	RESERVED	
305	Demonstrate appropriate use of current industry software.	
306	Employ the use of a line gauge to demonstrate ability to measure inches, points, and picas.	
307	Identify and understand the components of type (i.e., ascenders, descenders, baseline, etc.).	
308	Identify the basic type styles/classifications and their uses.	
309	Identify and understand the components of typography (i.e., kerning, tracking, justification, etc.)	
310	RESERVED	
311	Proofread, preflight and edit using spell check, proofreading marks, etc.	

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312	Create a variety of design/publications using current industry software.	
313	Create multi-page documents using current industry software	
314	Create a PDF files created to industry specifications.	
315	Manipulate vector images using a current industry standard software.	
316	Manipulate bitmapped images using a current industry standard software.	
317	Identify the different file types and their uses.	
318	RESERVED	
319	RESERVED	
320	RESERVED	
321	RESERVED	
322	Utilize appropriate marks. (i.e. gutters, registration marks, fold lines, bleeds, etc.) on a printed product.	
323	RESERVED	
324	Prepare a prototype for a die-cut process using current industry software.	
325	Create a design using brainstorming, thumbnails, rough drafts, and comprehensives.	
326	Identify different types of graphics (i.e., bitmap, vector, line art, and continuous tone).	
327	Calculate reduction, enlargement, and proportion of images.	
327	Prepare a Variable Data project using current industry standards.	
400	RESERVED	
401	RESERVED	
402	RESERVED	
403	RESERVED	
404	RESERVED	
500	Digital Output	
501	Prepare plates for an offset press/duplicator.	
502	RESERVED	
503	RESERVED	
504	RESERVED	
505	Demonstrate the ability to input electronic content from various digital devices. (i.e., scanner, digital camera, OCR, etc.).	
506	Process digital images using various color modes (grayscale, RGB, CMYK, Duotone, spot)	
507	Prepare layouts for sheet imposition, work and turn/tumble, step and repeat, multi-page signatures.	
508	Perform the basic operations of a digital RIP system and production queues.	

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509	Distinguish the functions of pagination, imposition, and color management on a digital RIP.	
600	OFFSET PRINTING	
601	RESERVED	
602	RESERVED	
603	RESERVED	
604	Mix fountain solutions to acquire proper Ph levels using appropriate ratios.	
605	Make ready paper path of feed-delivery systems for print production.	
606	Make ready inking systems.	
607	Make ready dampening systems.	
608	Print a variety of jobs on an offset press/duplicator.	
609	RESERVED	
610	Compare different types of feed systems and explain their differences.	
611	RESERVED	
612	RESERVED	
613	RESERVED	
614	RESERVED	
615	Perform clean up and basic maintenance.	
616	RESERVED	
617	RESERVED	
618	Evaluate print quality using (star targets, color bars, and viewing conditions, etc.) to monitor color accuracy.	
619	RESERVED	
620	RESERVED	
621	RESERVED	
622	RESERVED	
623	RESERVED	
624	RESERVED	
625	Identify the five press systems and their parts.	
626	RESERVED	
627	RESERVED	
628	RESERVED	
629	Identify, troubleshoot and correct print defects.	
630	Analyze printed sheet and match to proof.	

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631	RESERVED	
632	RESERVED	
633	RESERVED	
700	BINDERY	
701	Use folding equipment to produce various folds (i.e.. French, accordion gate).	
702	Perform various stitching techniques.	
703	Use packaging and shrink wrapping equipment.	
704	Properly handle printed substrates.	
705	Explain the importance of when stock squaring is required.	
706	RESERVED	
707	Demonstrate collating and gathering.	
708	RESERVED	
709	RESERVED	
710	Compare creasing, scoring, and perfining.	
711	RESERVED	
712	RESERVED	
713	RESERVED	
714	Demonstrate how to set up and properly use programmable cutters.	
715	RESERVED	
716	RESERVED	
717	RESERVED	
718	RESERVED	
719	RESERVED	
720	Demonstrate proper padding techniques.	
721	Identify the various types of book binding.	
722	Differentiate between finishing processes (i.e., die cutting, embossing, debossing, etc.).	
800	SUBSTRATES AND CONSUMABLES	
801	Differentiate substrate types based on basic weights, standard sizes, grain direction, finishes, etc.	
802	Handle substrates properly (i.e., jog, fan, count, etc.).	
803	Mix and test ink for printing using Pantone Matching System.	

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804	Identify different inks/toners, additives, and finishes such as dull or gloss.	
805	Explain proper handling and disposal of waste materials.	
900	SAFETY	
901	Perform proper Lock Out/Tag Out techniques.	
902	Identify general safety concerns in the industry.	
903	Identify general safety concerns in the lab (i.e., cutter, guards, waste disposal, etc.).	
904	Identify the proper procedures when handling and disposing of chemicals.	
905	Identify and understand all of the components Safety Data Sheets.	
1000	SPECIALTY PRINTING TECHNOLOGIES	
1001	Explain the differing imaging technology processes (i.e., serigraphy, flexography, letterpress, gravure, indirect, etc.).	
1002	Replenish consumables for digital printing equipment.	
1003	Output a variety of files on digital/specialty imaging equipment (i.e., copiers, plotters, dye sublimation, etc.).	
1004	Troubleshoot and resolve errors that occur on digital/specialty imaging equipment.	
1005	Output color separations and composites for various printing processes.	