

Competency Task List – Secondary Component
Graphic Communications, Other CIP 10.0399
 High School Graduation Years 2022, 2023, 2024

100 Industry Overview, Customer Service, and Employment

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
101	Perform customer service duties.		
102	Estimate job costs and complete customer invoices.		
103	RESERVED		
104	Interpret a job jacket/ticket.		
105	RESERVED		
106	RESERVED		
107	RESERVED		
108	Complete 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	RESERVED		

200 Reserved

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
201	RESERVED		
202	RESERVED		
203	RESERVED		

300 Design, Layout, and Prepress

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
301	RESERVED		
302	Identify items that can be designed and produced using current industry software.		
303	Apply the principles of color theory.		
304	RESERVED		
305	RESERVED		
306	Use a line gauge to measure inches, points, and picas.		
307	Identify components of type, e.g., ascenders, descenders, baseline.		
308	Identify type styles/classifications and their uses.		
309	Identify the components of typography, e.g., kerning, tracking, justification.		
310	RESERVED		
311	Proofread, edit, and preflight files, e.g., spell check, proofreading marks.		
312	Create a variety of design/publications using current industry software.		
313	Create multi-page documents using current industry software		
314	Create PDF files 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 different file types and uses.		
318	RESERVED		
319	RESERVED		
320	RESERVED		
321	RESERVED		
322	Utilize appropriate marks on printed products, e.g., gutters, registration marks, fold lines, bleeds.		
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, e.g., bitmap, vector, line art, continuous tone.		
327	Calculate reduction, enlargement, and proportion of images.		
328	Prepare a variable data project using current industry standards.		

400 Reserved

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
401	RESERVED		
402	RESERVED		
403	RESERVED		
404	RESERVED		

500 Digital Output

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
501	Prepare plates for an offset press/duplicator.		
502	RESERVED		
503	RESERVED		
504	RESERVED		
505	Input electronic content from various digital devices, e.g., scanner, digital camera, OCR.		
506	Process digital images using various color modes, e.g., grayscale, RGB, CMYK, Duotone, spot.		
507	Prepare layouts for sheet imposition, work and turn/tumble, step and repeat, and multi-page signatures.		
508	Perform the basic operations of a digital RIP system and production queues.		
509	Perform the functions of pagination, imposition, and color management on a digital RIP.		

600 Offset Printing

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
601	RESERVED		
602	RESERVED		
603	RESERVED		
604	Mix fountain solutions to acquire proper pH levels.		
605	Makeready paper path of feed-delivery systems.		
606	Makeready inking systems.		
607	Makeready dampening systems.		
608	Print jobs on an offset press/duplicator.		
609	RESERVED		
610	Compare and explain different types of feed systems.		
611	RESERVED		
612	RESERVED		
613	RESERVED		
614	RESERVED		
615	Perform clean up and basic maintenance.		
616	RESERVED		
617	RESERVED		
618	Evaluate print quality, e.g., star targets, color bars, viewing conditions, registration marks.		
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.		
631	RESERVED		
632	RESERVED		
633	RESERVED		

700 Bindery

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
701	Use folding equipment to produce various folds, e.g., French, accordion, gate.		
702	Identify and perform various stitching processes.		
703	Perform packaging and/or shrink wrapping.		
704	Handle printed substrates, e.g., jogging, fanning, squaring.		
705	RESERVED		
706	RESERVED		
707	Collate and gather printed materials.		
708	RESERVED		
709	RESERVED		
710	Identify and perform creasing, scoring, slitting and perfining.		
711	RESERVED		
712	RESERVED		
713	RESERVED		
714	Set up and use programmable cutters.		
715	RESERVED		
716	RESERVED		
717	RESERVED		
718	RESERVED		

719	RESERVED		
720	Perform padding techniques.		
721	Identify and perform various types of book binding.		
722	Differentiate between finishing processes, e.g., die cutting, embossing, debossing.		
723	Cut and/or trim project to finished size.		
724	Calculate paper cuts from a parent sheet.		

800 Substrates and Consumables

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
801	Identify substrate types based on basic weights, standard sizes, grain direction, finishes.		
802	Handle substrates, e.g., vinyl, rolled stock, garments, reams, cartons, cases.		
803	Mix and test ink for printing using the Pantone Matching System.		
804	Identify different inks/toners, additives, and finishes.		
805	Explain handling and disposal of waste materials.		

900 Safety

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
901	Explain lock out/tag out procedures.		
902	Identify and follow safety practices in the industry and lab, e.g., equipment, tools.		
903	RESERVED		
904	Identify and follow the procedures for handling chemicals and disposing of waste.		
905	Identify and understand all components of Safety Data Sheets (SDS).		

1000 Specialty Printing Technologies

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1001	Identify and/or perform imaging technology processes, e.g., serigraphy, flexography, letterpress, gravure, indirect.		
1002	Replenish consumables for digital printing equipment.		
1003	Output files on digital/specialty imaging equipment, e.g., digital press, large format, dye sublimation, engraver.		
1004	Troubleshoot errors on digital/specialty imaging equipment.		
1005	Output color separations and composites for various printing processes.		

¹ Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____