

GRAPHIC COMMUNICATIONS 3
COURSE CODE: 6202
STUDENT PROFILE

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| STUDENT'S NAME: | | TEACHER'S NAME: | | | |
| School Year/Semester: | | Grade: | | | |
| Begin Date: | | Date Completed: | | | |
| <p>Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.</p> <p>0 - Has not received instruction in this area / no experience or knowledge of this task (N/A)</p> <p>1- Can apply and perform independently (80-100)</p> <p>2- Can perform the task completely with limited supervision (70-79)</p> <p>3- Requires additional instruction and or close supervision (60-69)</p> | | | | | |
| A. HEALTH AND SAFETY OVERVIEW | | 0 | 1 | 2 | 3 |
| 1 | Describe the purpose of a safety and health program. (e.g., OSHA). | | | | |
| 2 | Explain the importance of machine guards and personal protection. (e.g., PPE, lockout, tagout). | | | | |
| 3 | Apply the safe handling of materials, tools and equipment as well as proper techniques for lifting. | | | | |
| 4 | Identify the correct handling, storage and disposal of chemicals and other materials. (e.g., HMIS, SDS). | | | | |
| 5 | Explain plans for fire prevention. | | | | |
| 6 | Explain proper noise control. | | | | |
| 7 | Summarize an ergonomically correct computer workstation. (e.g., posture). | | | | |
| 8 | Explain ways to reduce and eliminate waste for environmental compliance. | | | | |
| B. STUDENT ORGANIZATIONS | | 0 | 1 | 2 | 3 |
| 1 | Identify the purpose and goals of a Career and Technology Student Organization (CTSO). | | | | |
| 2 | Explain how CTSOs are integral parts of specific clusters, majors, and/or courses. | | | | |
| 3 | Explain the benefits and responsibilities of being a member of a CTSO. | | | | |
| 4 | List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities. | | | | |
| 5 | Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations. | | | | |

| C. TECHNOLOGY KNOWLEDGE | | 0 | 1 | 2 | 3 |
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| 1 | Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation | | | | |
| 2 | Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes. | | | | |
| 3 | Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks. | | | | |
| 4 | Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment). | | | | |
| 5 | Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use. | | | | |
| 6 | Describe ethical and legal practices of safeguarding the confidentiality of business-related information. | | | | |
| 7 | Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks. | | | | |

| D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS | | 0 | 1 | 2 | 3 |
|-------------------------------------------------------|----------------------------------------------------------|----------|----------|----------|----------|
| 1 | Demonstrate punctuality. | | | | |
| 2 | Demonstrate critical thinking and problem-solving skills | | | | |
| 3 | Demonstrate initiative and self-direction. | | | | |
| 4 | Demonstrate integrity. | | | | |
| 5 | Demonstrate work ethic. | | | | |
| 6 | Demonstrate conflict resolution skills. | | | | |
| 7 | Demonstrate listening and speaking skills. | | | | |
| 8 | Demonstrate respect for diversity. | | | | |
| 9 | Demonstrate customer service orientation. | | | | |
| 10 | Demonstrate teamwork. | | | | |

| E. PROFESSIONAL KNOWLEDGE | | 0 | 1 | 2 | 3 |
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| 1 | Demonstrate global or “big picture” thinking. | | | | |
| 2 | Demonstrate career and life management skills and goal-making. | | | | |
| 3 | Demonstrate continuous learning and adaptability skills to | | | | |

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| | changing job requirements. | | | | |
| 4 | Demonstrate time and resource management skills. | | | | |
| 5 | Demonstrates information literacy skills. | | | | |
| 6 | Demonstrates information security skills. | | | | |
| 7 | Demonstrates information technology skills. | | | | |
| 8 | Demonstrates knowledge and use of job-specific tools and technologies. | | | | |
| 10 | Demonstrates professionalism in the workplace. | | | | |
| 11 | Demonstrates reading and writing skills. | | | | |
| 12 | Demonstrates workplace safety. | | | | |
| F. COLOR AND COLOR MANAGEMENT | | 0 | 1 | 2 | 3 |
| 1 | Explain the basic principles of visible light. | | | | |
| 2 | Create and label the standard color wheel using the standard colors of light. | | | | |
| 3 | Create and label the standard color wheel using the standard colors of light. | | | | |
| 4 | Summarize the characteristics of additive and subtractive color formation. | | | | |
| 5 | Explain the basic principles of color separation. | | | | |
| 6 | Identify various color measurements and the use of each. | | | | |
| 7 | Identify the parts of the human eye and each function. | | | | |
| 8 | Explain how the color management system regulates color conversion through the workflow. | | | | |
| 9 | Explain how International Color Consortium (ICC) profiles work. | | | | |
| 10 | Explain several methods used in color separation and correction. | | | | |
| 11 | Explain trapping and list conventional and electronic methods. | | | | |
| 12 | Explain the various screening methods used in graphic arts. | | | | |
| 13 | Explain how color may be affected in the preflighting stage. | | | | |
| 14 | Explain the importance of ensuring that ink colors are used correctly. | | | | |

| F. COLOR AND COLOR MANAGEMENT (CONT'D) | | 0 | 1 | 2 | 3 |
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| 15 | Describe the fundamentals of the effect of light conditions and paper characteristics on color perception. | | | | |

| G. SUBSTRATES | | 0 | 1 | 2 | 3 |
|----------------------|-----------------------------------------------------------------------------------------------------|----------|----------|----------|----------|
| 1 | Explain how paper is manufactured. | | | | |
| 2 | Identify the basic characteristics of various types of paper. | | | | |
| 3 | Describe the applications of coated and uncoated paper. | | | | |
| 4 | Explain the basic size and basic weights of paper. | | | | |
| 5 | List basic paper types, weights, grades and classifications commonly used in the printing industry. | | | | |
| 6 | Determine various paper weights. | | | | |
| 7 | Summarize the characteristics of plastic substrates. | | | | |
| 8 | Explain the changes occurring with substrates based on environmental issues. | | | | |

| G. INKS | | 0 | 1 | 2 | 3 |
|----------------|-----------------------------------------------------------------------------------------|----------|----------|----------|----------|
| 1 | Summarize the various ingredients and properties of ink. | | | | |
| 2 | Identify the characteristics of ink formulations used for different printing processes. | | | | |
| 3 | Summarize the characteristics of some specialized inks. | | | | |
| 4 | Explain how to mix and match ink. | | | | |
| 5 | Give examples of ways ink challenges affect the printed product. | | | | |
| 6 | Identify methods used to analyze process inks. | | | | |

| I. K. FLEXOGRAPHIC PRINTING APPLICATIONS (IF APPLICABLE) | | 0 | 1 | 2 | 3 |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|
| 1 | Demonstrate an understanding of flexographic platemaking practices. <ol style="list-style-type: none"> Identify plate materials used in industry and the classroom (photopolymer, molded rubber and laser engraved). Describe the plate-making process and what occurs at each step. Identify the parts of a plate to include: floor, shoulder, surface, calculate relief using a micrometer Identify procedure for an exposure test. Performing a plate exposure test to determine proper plate | | | | |

| I. K. FLEXOGRAPHIC PRINTING APPLICATIONS (IF APPLICABLE) | | 0 | 1 | 2 | 3 |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|
| | <p>exposure times.</p> <p>f. Properly make a flexo plate: choose the correct negative, determine face/back, back exposure, remove protective sheet, clean and examine negative, face exposure, washout, post-expose and de-tack, dry.</p> <p>g. Evaluate flexo plates for quality and identify imperfections.</p> | | | | |
| 2 | <p>Demonstrate an understanding of pre-press practices specific to flexography.</p> <p>a. Identify software to be used to build artwork and dielines.</p> <p>b. Identify limitations for artwork.</p> <p>c. Create a dieline given a press sample of the diecut.</p> <p>d. Identify and trap artwork where necessary.</p> <p>e. Identify and add proper running targets to artwork.</p> <p>f. Perform file distortion to prepare file for output.</p> <p>g. Perform file output following the given specifications: Negative, Emulsion Up Right Reading, Separations.</p> | | | | |
| 3 | <p>Demonstrate an understanding of press make-ready for flexography.</p> <p>a. Identify materials needed to assemble each given station.</p> <p>b. Identify and demonstrate knowledge of proper sequence and materials to assemble a station for a one color run.</p> <p>c. Identify and demonstrate knowledge of proper sequence and materials to assemble two stations for a two color run.</p> <p>d. Perform proper installation of a doctor blade (where applicable).</p> <p>e. Test inks (pH, viscosity) and record data.</p> <p>f. Perform ink metering using a two roll metering system.</p> <p>g. Perform ink metering using a doctor blade (where applicable).</p> | | | | |
| 4 | <p>Demonstrate an understanding of the plate mounting process.</p> <p>a. Identify the three plate systems, disadvantages and advantages to each: integral, demountable and sleeve.</p> <p>b. Identify the correct cylinder for the given repeat.</p> <p>c. Identify the correct sticky back for the press run.</p> <p>d. Perform application sticky back to the correct plate cylinder for a given job.</p> <p>e. Perform plate mounting onto the correct plate cylinder for a given job.</p> <p>f. Describe why we mount our plates in a specific location.</p> | | | | |
| 5 | <p>Demonstrate an understanding for press operations.</p> <p>a. Identify and splice the correct stock for press run.</p> <p>b. Identify basic parts of the press.</p> <p>c. Identify volume of anilox roll.</p> <p>d. Perform safe installation of an anilox roll (as applicable).</p> <p>e. Demonstrate how to determine stock type (paper v poly).</p> <p>f. Perform checks of each station for proper assembly.</p> <p>g. Perform checks of unwind and rewind for bladder inflation.</p> | | | | |

| I. K. FLEXOGRAPHIC PRINTING APPLICATIONS (IF APPLICABLE) | | 0 | 1 | 2 | 3 |
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| | h. Perform installation of a plate cylinder and check for gears to interlock. i. Identify and explain uses of the jog, start, stop and e-stop. j. Identify and explain uses of web side-guides. k. Perform setting of impression of plate to substrate. l. Utilize standard settings for the dryer making sure to check that unused areas are off. m. Identify ink types. n. Describe the purpose of a doctor blade. o. Perform standard press operations to register and die cut for a given color job, if applicable. p. Utilizing safe practices, strip waste matrix. q. Identify anilox roll capacity and how it affects the volume of ink. r. Utilizing best and safe practices, clean up ink stations used. s. Identify and utilize best practices as they relate to material usage and storage. t. Identify proper webbing of a press. u. Estimate ink usage and calculate cost. v. Demonstrate maintenance procedures. | | | | |
| 6 | Identify key characteristics and terms related to anilox rolls: engraved cells, screen angles used, line screens/ruling, anilox materials. | | | | |

| J. ADOBE ILLUSTRATOR KNOWLEDGE AND SKILLS | | 0 | 1 | 2 | 3 |
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| 1 | Continue professional illustration software applications: ACA Adobe Certification Objectives (Certiport). | | | | |

| K. ADOBE PHOTOSHOP KNOWLEDGE AND SKILLS | | 0 | 1 | 2 | 3 |
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| 1 | Continue professional Image Editing software applications: ACA Adobe Certification Objectives (Certiport). | | | | |

| L. ADOBE INDESIGN KNOWLEDGE AND SKILLS | | 0 | 1 | 2 | 3 |
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| 1 | Continue professional page layout software applications: ACA Adobe Certification Objectives (Certiport). | | | | |
| 2 | Demonstrate knowledge of key terminology related to publications. | | | | |
| 3 | Demonstrate knowledge of publication terminology. | | | | |
| 4 | Understand and use key terms related to multi-page layouts. | | | | |
| 5 | Create a document with the appropriate settings for web, print, and mobile. a. Set appropriate document settings for printed and onscreen publications. b. Create a document preset to reuse for specific project needs. | | | | |
| 6 | Identify and manipulate elements of the InDesign interface. a. Organize and customize the workspace. | | | | |

| L. ADOBE INDESIGN KNOWLEDGE AND SKILLS | | 0 | 1 | 2 | 3 |
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| | b. Configure application preferences. c. Use non-printing design tools in the interface to aid in design or workflow. | | | | |
| 7 | Navigate a document, use rulers, use guides and grids and use views and modes to work efficiently. | | | | |
| 8 | Import assets into a project. | | | | |
| 9 | Open and use templates. | | | | |
| 10 | Place assets in an InDesign document. | | | | |
| 11 | Manage colors, swatches, and gradients. a. Set the active fill and stroke color. b. Create and customize gradients. c. Set the active fill and stroke color. d. Create, manage, and edit swatches and swatch libraries. | | | | |
| 12 | Manage paragraph, character, and object styles. a. Load and modify styles. | | | | |
| 13 | Use layers to manage design elements. a. Use the Layers panel to modify layers. b. Employ best practices to effectively manage layers in a complex project. c. Work with multiple layers. d. Modify layer visibility and printability. | | | | |
| 14 | Manage and modify pages. a. Create pages in a document. b. Edit and customize pages. | | | | |
| 15 | Use core tools and features to lay out visual elements. a. Create frames using a variety of tools. b. Place images in documents. | | | | |
| 16 | Add and manipulate text using appropriate typographic settings. a. Use a variety of type tools to add typography to a design. b. Use appropriate character settings in a design. c. Use appropriate paragraph settings in a design. d. Convert text to graphics. e. Manage text flow across multiple text areas. f. Use tools to add special characters or content. | | | | |
| 17 | Make, manage, and edit selections. a. Make selections using a variety of tools. b. Modify and refine selections using various methods. | | | | |
| 18 | Transform digital graphics and media within a publication. a. Modify frames and frame content. b. Rotate, flip, and transform individual frames or content. | | | | |
| 19 | Use basic reconstructing and editing techniques to manipulate document content. a. Apply basic auto-correction methods and tools. b. Use various tools to repair and reconstruct project content. c. Evaluate or adjust the appearance of objects, frames, or layers using various tools. d. Use the Story Editor to edit text within a project. | | | | |

| L. ADOBE INDESIGN KNOWLEDGE AND SKILLS | | 0 | 1 | 2 | 3 |
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| 20 | Modify the appearance of design elements by using effects and styles. a. Use effects to modify images or frames. b. Create, edit, and save object styles. | | | | |
| 21 | Add interactive or dynamic content or media to a project. a. Add interactive elements and behaviors. b. Demonstrate knowledge of how to embed rich-media objects. c. Identify and assign triggers for multimedia assets. d. Key Concepts: rollover, click, automatic load, etc. | | | | |
| 22 | Create and edit tables. a. Create a table to display data. b. Edit tables and cells. | | | | |
| 23 | Prepare documents for publishing to web, print, and other digital devices. a. Check documents for errors and project specifications. | | | | |
| 24 | Export or save documents to various file formats. a. Save in the native file format for InDesign (.indd). b. Save images in appropriate formats for print or screen. c. Print proof copies before publishing. d. Package an InDesign project. | | | | |
| 25 | Develop a document utilizing an industry standard page layout program. | | | | |
| 26 | Demonstrate industry standard practices in importing copy from a word processing program into a page layout program. | | | | |