# Competency Task List – Secondary Component

# Graphic Communications, Other CIP 10.0399

# High School Graduation Years 2025, 2026, 2027

## 100 Industry Overview, Customer Service, and Employment

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 101 | Perform customer service duties. |   |   |
| 102 | Estimate job costs and complete customer invoices. |  |  |
|  | RESERVED (103) |  |  |
| 104 | Interpret a job jacket/ticket. |  |  |
|  | RESERVED (105-107) |  |  |
| 108 | Complete a production job from start to finish. |  |  |
|  | RESERVED (109) |  |  |
| 110 | Identify the workflow of a printed product. |  |  |
| 111 | Research roles and responsibilities in graphics related careers. |  |  |
|  | RESERVED (112) |  |  |

## 200 Reserved

## 300 Design, Layout, and Prepress

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
|  | RESERVED (301) |  |   |
| 302 | Identify items that can be designed and produced using current industry software. |  |   |
| 303 | Demonstrate the principles of color theory. |  |  |
|  | RESERVED (304-305) |  |  |
| 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. |  |  |
|  | RESERVED (310) |  |  |
| 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. |  |  |
|  | RESERVED (318-321) |  |  |
| 322 | Utilize appropriate marks on printed products, e.g., gutters, registration marks, fold lines, bleeds. |  |  |
|  | RESERVED (323) |  |  |
| 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 procedures. |  |  |
| 329 | Identify elements and apply principles of design. |  |  |
| 330 | Prepare files with trap for multi-color print work. |  |  |
| 331 | Create and implement various color swatches in industry standard software, e.g., RGB, CMYK, pantone, lab. |  |  |

## 400 Reserved

## 500 Digital Output

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 501 | Prepare plates for an offset press/duplicator. |   |   |
|  | RESERVED (502-504) |   |   |
| 505 | Input electronic content from various digital devices, e.g., scanner, digital camera, Optical Character Recognition (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

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
|  | RESERVED (601-603) |   |   |
| 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. |  |  |
|  | RESERVED (609) |  |  |
| 610 | Compare and explain different types of feed systems.  |  |  |
|  | RESERVED (611-614) |  |  |
| 615 | Perform clean up and basic maintenance. |  |  |
|  | RESERVED (616-617) |  |  |
| 618 | Evaluate print quality, e.g., star targets, color bars, viewing conditions, registration marks. |  |  |
|  | RESERVED (619-624) |  |  |
| 625 | Identify the five press systems and their parts. |  |  |
|  | RESERVED (626-628) |  |  |
| 629 | Identify, troubleshoot, and correct print defects. |  |  |
| 630 | Analyze printed sheet and match to proof. |  |  |
|  | RESERVED (631-633) |  |  |

## 700 Bindery

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| 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 binding techniques. |  |  |
| 703 | Perform packaging and/or shrink wrapping. |  |  |
| 704 | Handle printed substrates, e.g., jogging, fanning, squaring. |  |  |
|  | RESERVED (705-706) |  |  |
| 707 | Collate and gather printed materials. |  |  |
|  | RESERVED (708-709) |  |  |
| 710 | Identify and perform creasing, scoring, slitting and perforating. |  |  |
|  | RESERVED (711-713) |  |  |
| 714 | Set up and use programmable cutters. |  |  |
|  | RESERVED (715-719) |  |  |
| 720 | Perform padding techniques. |  |  |
|  | RESERVED (721) |  |  |
| 722 | Differentiate between finishing processes, e.g., die cutting, embossing, debossing. |  |  |
| 723 | Determine and perform cuts and/or trim of project to finished size. |  |  |
| 724 | Calculate paper cuts from a parent sheet. |  |  |

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## 800 Substrates and Consumables

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| 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

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| 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). |  |  |

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## 1000 Specialty Printing Technologies

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| 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. |  |  |
| 1006 | Create graphic reproduction for textiles, e.g., screen printing, direct to garment, embroidery, heat press, direct to film, dye sublimation.  |  |  |

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

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_