Unit/Standard Number	pennsylvania DEPARTMENT OF EDUCATION — High School Graduation Years 2010, 2011 and 2012 — Graphic Communications, Other CIP 10.0399 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
	Secondary Competency Task List	
100	**JOB PRODUCTION MANAGEMENT**	
101	Perform duties associated with positive customer relations.	
102	Estimate job costs.	
103	Complete customer invoices.	
104	Complete production information on job jacket/ticket.	
105	Match job specifications with production processes.	
106	Plan and coordinate production jobs.	
107	Schedule resources for job production.	
108	Monitor production.	
109	Monitor submission of customer electronic file.	
200	**ART AND COPY PREPARATION**	
201	Demonstrate appropriate selection of font for design principle.	
202	Identify the three steps in creating a layout (thumbnail, rough and comprehensive).	
203	Explain the design process workflow.	
300	**ELECTRONIC IMAGING**	
301	Identify the various kinds of items that can be designed and produced using electronic publishing.	
302	Identify the principles of color theory.	
303	Illustrate the electronic production flow of print production.	
304	Demonstrate appropriate usage of software for word processing, graphic, scanning and page layout.	
305	Employ the use of a gauge to demonstrate ability to measure.	
306	Identify display (headline) type and body (text) type by their point sizes and styles.	
307	Identify the basic type styles and their uses.	
308	Demonstrate letter spacing, kerning and leading.	
309	Demonstrate the type arrangements: flush left, ragged right, flush right, raged left, centered and justified.	
310	Use electronic dictionary and spell checker.	
311	Create a design/publication.	
312	Create a full page document using current industry standard page layout application.	
313	Create a PDF file created to industry specifications.	

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314	Manipulate a vector image using a current industry standard software.	
315	Manipulate a bitmapped image using a current industry standard software.	
316	Identify the different file types and their uses.	
317	Integrate graphics from an existing file into a page layout.	
318	Define Trap as it applies to a digitally using a page layout.	
319	Explain the CIP4 protocol and how it is used in the printing plant.	
320	Identify color traps on a press sheet.	
321	Produce a series of hand-drawn sketches for layouts incorporating appropriate marks. (i.e. Gutters, registration marks, fold lines, etc.)	
322	List types of press sheet impositions.	
400	**IMAGE ACQUISITION AND MANIPULATION**	
401	Evaluate pixel resolution as it relates to output.	
402	Demonstrate the ability to acquire electronic images from various digital devices. (ie, scanner, digital camera, etc).	
403	Convert digital image from RGB to CMYK for production.	
404	Convert a four color image to a halftone, or duotone, using a standard industry software.	
500	**PLATEMAKING**	
501	Prepare plates (print, process and store).	
502	Make additions, deletions and repairs to plate.	
503	Make plates for multi-color work.	
504	Output plates with control and printer's marks.	
600	**PRESS**	
601	Determine grain direction of paper.	
602	Handle and jog paper stock (wire/felt, watermarks, carbonless sequence).	
603	Mix and test ink for printing using ink color chart for mixing requirements.	
604	Mix fountain solutions using appropriate ratios.	
605	Makeready paper path for print production.	
606	Makeready inking systems.	
607	Makeready dampening systems.	
608	Print a single color job on various stock.	
609	Print a single color job two-sided.	

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610	Compare different types of feed systems and explain their differences.		
611	Print different types of impositions.		
612	Define the organizations that set the printing industry standards.		
613	Print a multi color job.		
614	Perform a simple, partial or full makeready on an offset press.		
615	Perform major clean up and basic maintenance.		
616	Install and set blanket on a press.		
617	Clean and secure duplicator for downtime.		
618	Evaluate print quality devices (ie star targets, color bars, etc.) and make needed adjustments to satisfy industry standards.		
619	Describe effective viewing conditions and equipment for monitoring color accuracy.		
620	Line up job according to customer proof.		
621	Mount Plate on duplicator to Industry standards.		
622	Pack blanket according to industry standards.		
623	Identify all safety devices on an offset press.		
624	Develop production notes in an appropriate format.		
625	Identify the press systems.		
626	Allocate colors to the printing units.		
627	Define the difference between spot colors and process colors.		
628	Set and record ink profile.		
629	Identify, troubleshoot and correct print defects.		
630	Analyze printed sheet and match to proof.		
631	Demonstrate knowledge of paper classifications, paper properties and paper concerns in the operation press applications.		
632	Makeready delivery systems.		
633	Identify the difference spot and flood varnish.		
700	**BINDERY**		
701	Use folding equipment to produce various folding operations.		
702	Perform saddle stitching and perfect binding.		
703	Use packaging and shrink wrapping equipment.		
704	Properly handle printed substrates.		
705	Explain the importance of when stock squaring is required.		
706	Perform required maintenance on paper cutter.		

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707	Demonstrate the operation of a collation machine.	
708	Setting the staple position.	
709	Set up stitcher to customer specifications.	
710	Set up for a perfing job and check with proof.	
711	Set up for a numbering job.	
712	Demonstrate basic paper counting techniques, such as measurement by ream marker, weight, and caliper.	
713	Set up folding equipment to slit, perforate, and score.	
714	Demonstrate how to set up and properly use programmable cutters.	
715	Perform setup procedures for foil stamping and embossing.	
716	Perform required maintenance on a folder.	
717	Set up and use a paper drill to produce a drilled job.	
718	Set up folder according to customer specifications.	
719	Set up perfect binder according to job specifications.	
720	Make needed adjustments to maintain fold specifications.	
721	Properly pad notepads.	