Graphic Communications

I. Demonstrate competencies related to the digital workflow process to related PrintED competencies										
Tasks Instructions:										
Each number to the right refers to a single student/candidate (1-10). Place a										
check (\checkmark) in the respective column for the appropriate student/candidate										
number (1-10) if the skills listed below are observed as stated. Leave blank if			2		_		_		•	10
not observed. Student/candidate will only get credit for the skills they have	1	2	3	4	5	6	7	8	9	10
demonstrated.										
Follow instructions on job ticket										
• Explain the nature and type of instruction relevant to this type of work										
• Determine all implications of the instructions on the steps that follow										
Use page layout software										
Use InDesign										
Use QuarkXPress										
Distinguish between the functionality of each page layout software										
Check files in preparation for preflight										
Describe the steps to be followed prior to preflight										
Complete preflight procedures										
Explain the process and concept of checking files to rip										
Check and make necessary corrections to files prior to preflight										
Apply the use of a checklist prior to preflight										
Apply instructions for ripping of completed files										
Explain terminology and directions prior to preflight										
Demonstrate knowledge of the PMS color system										
Demonstrate knowledge of type use in page layout design										
Explain how type can impact design										
Make adjustments when sending a job to an output device	1	1								

Use InDesign in opening and exporting files to an output device										
Describe the use of software in preflight and ripping										
Use QuarkXPress in opening and exporting files to the output device										
Describe the use of software in preflight and ripping										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (13)										
						1				
II. Demonstrate competencies related to electronic prepress processes to re	elate	d Pr	intEl	D co	mpe	tend	cies			
Tasks Instructions:										
	1	•	3	4	5	6	7	8	9	10
		2								
		2	J							
Use page layout software, InDesign or QuarkXPress		2	5							
Use page layout software, InDesign or QuarkXPressDescribe software functionality		2	5							
		2	5							
Describe software functionality		2								
Describe software functionalityExplain software use in page layout design		2								
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document 										
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document Define terms used in page layout 										
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document Define terms used in page layout Apply instructions to an assigned work project 		2								
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document Define terms used in page layout Apply instructions to an assigned work project Import provided picture files 										
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document Define terms used in page layout Apply instructions to an assigned work project Import provided picture files Explain considerations in the handling of pictures being imported to 										
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document Define terms used in page layout Apply instructions to an assigned work project Import provided picture files Explain considerations in the handling of pictures being imported to page layout 										
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document Define terms used in page layout Apply instructions to an assigned work project Import provided picture files Explain considerations in the handling of pictures being imported to page layout Import text files provided 										
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document Define terms used in page layout Apply instructions to an assigned work project Import provided picture files Explain considerations in the handling of pictures being imported to page layout Import text files provided Explain considerations in the handling of text being imported to page 										
 Describe software functionality Explain software use in page layout design Follow instructions in designing page layout document Define terms used in page layout Apply instructions to an assigned work project Import provided picture files Explain considerations in the handling of pictures being imported to page layout Import text files provided Explain considerations in the handling of text being imported to page layout 										

Explain the procedures for checking files before preflight												
Save a completed file												
Safety and infection control are adhered to during all aspects of this task.												
The student completed task within the time limited.												
Points earned												
Total possible points (9)												
		•	•	•	•	•						
III. Demonstrate competencies related to finishing processes to related PrintED competencies												
Tasks Instructions:												
		1	1	1	1	1						
	1	2	3	4	5	6	7	8	9	10		
Read instructions for use of tabletop folding equipment												
Define terms used in folding procedures												
Describe various folding procedures												
Make adjustments on tabletop folder												
• Explain the components and functionality of the tabletop folder												
Make adjustments for a letterfold												
Describe the characteristics of a letterfold fold												
Make adjustments for an accordion fold												
Describe the characteristics of an accordion fold												
Demonstrate knowledge of paper characteristics												
Safety and infection control are adhered to during all aspects of this task.												
The student completed task within the time limited.												
Points earned												
Total possible points (7)												
			1			1						
IV. Demonstrate competencies related to offset press operations process	es to re	late	d Pr	intE	D co	mpe	etenc	ies				
Tasks Instructions:												

	1	2	3	4	5	6	7	8	9	10
Read job ticket instruction for job to be run on a press										
Define terms used										
Describe presswork procedures										
Make necessary adjustments to a job in a given situation										
Translate instructions into appropriate adjustments										
Make adjustments in the feeder system										
Explain the components and functionality of the feeder systems										
Make adjustments in the register system										
Explain the components and functionality of the register system										
 Make adjustments in the delivery system Explain the components and functionality of the delivery system 										
Make adjustments in the inking system										
Describe the characteristics of ink										
Explain the components and functionality of the inking system										
Make adjustments in the dampening system										
Explain the components and functionality of the dampening system										
Make adjustments in the printing system										
Explain the components and functions of the printing system										
Demonstrate understanding of paper handling procedures										
Demonstrate knowledge of ink and water balance										
Explain the theory of offset — ink and water do not mix										
Demonstrate safe operations when running the press										
Describe the safety implications of operating a press										
Make necessary adjustments to comply with the job being printed in terms of										
color, placement and registration										
Explain the overall offset press operations function										
Safety and infection control are adhered to during all aspects of this task.										

			1									
V. Demonstrate competencies related to production planning to related PrintED Competencies												
1	2	3	4	5	6	7	8	9	10			
	_							•				

Points earned											
Total possible points (10)											
VI. Complete an oral professional assessment in a simulated customer situation											
Tasks Instructions:											
	1	2	3	4	5	6	7	8	9	10	
Perform customer service related activities when relating to a customer											
Explain the function of the customer service representative											
Communicate professionally with technical knowledge											
 Describe the workings of a production environment 											
Explain the nature of work performed and requirements of customers											
Respond quickly, accurately and professionally in a customer situation											
Safety and infection control are adhered to during all aspects of this task.											
The student completed task within the time limited.											
Points earned											
Total possible points (5)											
Total points earned for all sections (A)											
Total possible points for all sections (B) 58											
Student/candidate score (divide A/B)											