Arkansas CTE

Advanced Graphic Communication: Grades 11, 12

Adopted 2007

Safety

1.1 Define terms related to the safety

1. Apply terminology in appropriate situations 1.1.1

1.2 Discuss the use of personal protective equipment in GC class

1. Use personal protective equipment in a timely and appropriate manner 1.2.1

1.3 Identify safety practices for various situations

1. Follow proper safety procedures for using fire extinguishers 1.3.1
2. Follow environmentally friendly practices for use and disposal of materials 1.3.2
3. Follow proper safety procedures for all equipment 1.3.3
4. Follow proper safety procedures for ventilation 1.3.4
5. Follow proper safety procedures for evacuation 1.3.5
6. Follow proper safety guidelines and procedures for injuries 1.3.6
7. Follow proper housekeeping procedures for classroom and lab areas 1.3.7

Workplace Skills Development

2.1 Define terms related to workplace skills development

1. Apply terminology correctly and appropriately 2.1.1

2.2 Reinforce basic interpersonal skills essential to workplace success

1. Review basic interpersonal skills essential to workplace success (timeliness, regular attendance, appropriate dress, personal cleanliness, workplace cleanliness, appropriate work ethics, communication, leadership, teamwork) 2.2.1

2.3 Explain the connection between taking responsibility and success on the job

1. Evaluate the success of a particular project 2.3.1
2. Explain personal and organizational consequences of meeting or failing to meet performance requirements 2.3.2

Identify systems relevant to the graphic communications industry

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1. Discuss the importance of recognizing chain of command to workplace success 2.4.1
2. Demonstrate recognition of authority 2.4.2
3. Demonstrate the ability to utilize systems relevant to the graphic communication industry 2.4.3

2.5 Discuss the purpose of job evaluations

1. Identify major duties within each of the graphic communication areas. 2.5.1

2.6 Begin process for career planning

1. Begin career portfolio 2.6.1
2. Prepare job seeking documents 2.6.2
3. Develop a personal resume and cover letter 2.6.3
4. Demonstrate interviewing skills 2.6.4
5. Collect samples of work 2.6.5
6. Collect references, letters of recommendation, and documentation of certifications, honors, and awards 2.6.6

2.7 Complete appropriate documents for job application

1. Type a letter of application for a career goal 2.7.1
2. Complete a job application form accurately 2.7.2
3. Complete a resume' for a career goal 2.7.3
4. Type a follow-up letter for a career goal 2.7.4

2.8 Comprehend appropriate appearance in the workplace

1. Analyze employee's compliance with the company's dress code and appearance 2.8.1
2. Demonstrate appropriate attire for an interview 2.8.2

2.9 Evaluate interview competencies

1. Identify, prepare, and present answers to most frequently asked interview questions 2.9.1

2.10 Search and locate information for job opportunities

1. Search for job leads in newspaper, internet sites, and through employment agencies 2.10.1

2.11 Assess employment compensation and benefits

1. Calculate net pay 2.11.1
2. Assess personal needs and calculate payroll deductions and its impact on lifestyle and future needs 2.11.2

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3. Critique forms of pay and justify personal preference for earnings 2.11.3

2.12 Evaluate job requirements with job shadow experience

1. Identify job duties and responsibilities by job shadowing in career focus area 2.12.1

2.13 Manage the Graphic Communication process including customer service and sales, scheduling, and quality control to deliver products that meet customer needs and expectations

1. Employ knowledge of customer needs and expectations when promoting graphic communication services 2.13.1
2. Apply knowledge of services, equipment, capabilities, workflow process, and technology to deliver customer service 2.13.2
3. Analyze scheduling processes to ensure timely completion of projects 2.13.3
4. Identify quality control measures 2.13.4

2.14 Demonstrate preparation of customer materials for Graphic Communication imaging to deliver products that meet customer needs and expectations

1. Apply knowledge of camera and scanner operations to produce images 2.14.1
2. Demonstrate conversion from analog to digital forms, using scanning equipment 2.14.2

Digital Imaging & Platemaking

3.1 Define terms related to imaging and platemaking

1. Apply terminology in appropriate situations 3.1.1

3.2 Identify health and safety procedures for digital imaging and platemaking

1. Follow proper safety procedures for use of chemicals 3.2.1
2. Follow health and safety procedures for computer equipment/ergonomics 3.2.2

3.3 Discuss measurement techniques related to digital imaging and platemaking

1. Use a proportion scale to reduce/enlarge an image 3.3.1
2. Use screens to determine appropriate contrast and shading 3.3.2
3. Use half-tones (LPI, DPI) screens appropriately 3.3.3

3.4 Demonstrate principles and elements of design

1. Create a project integrating all principles and elements of design 3.4.1

3.5 Demonstrate principles and elements of typography

1. Create a project integrating all principles and elements of typography 3.5.1

3.6 Research various platemaking methods

1. Demonstrate at least one platemaking method 3.6.1

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Offset Press Operation

4.1 Define terms related to offset press operation

1. Apply terminology in appropriate situations 4.1.1

4.2 Identify health and safety procedures for offset press operation

1. Demonstrate proper safety procedures for handling and disposing of chemicals 4.2.1
2. Discuss press specific safety features (guards, nip points, lockout devices, tag out devices, MSDS) 4.2.2
3. Demonstrate proper paper loading/unloading techniques 4.2.3

4.3 Discuss measurement techniques related to offset press operation

1. Use a line gauge to position an image 4.3.1
2. Prepare a press for using different sizes and weights of paper 4.3.2

4.4 Research various press classifications

1. Demonstrate use of at least one press classification (lithography, flexography (relief), gravure, and screen printing) 4.4.1

4.5 Analyze offset press operating systems

1. Demonstrate/adjust press setups and monitor operations (delivery, feed, inking, dampening, and printing.) 4.5.1
2. Demonstrate safe working practices 4.5.2
3. Demonstrate regular maintenance of equipment (cleaning and lubricating) 4.5.3

4.6 Analyze press controls

1. Demonstrate/adjust press controls (air, vacuum, pile height, double sheet detector) 4.6.1

4.7 Discuss the impact of high-speed copiers on the printing industry

1. Analyze the difference between quick copy and traditional operations 4.7.1

Finishing and Binding

5.1 Define terms related to finishing and binding

1. Apply terminology in appropriate situations 5.1.1

5.2 Review proper safety procedures for finishing and binding

1. Demonstrate proper safety procedures for using finishing and binding equipment and tools (cutter, stitcher, folder, paper drill, collator, padding procedures, and packaging) 5.2.1

5.3 Discuss calculations for finishing and binding

1. Determine number of cuts from stock sheet to limit paper waste 5.3.1
2. Calculate total weight of a given quantity and size of paper 5.3.2

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5.4 Examine cutting operations

1. Demonstrate cutting operations for a given project (cuts, counting, and trimming) 5.4.1

5.5 Examine folding operations

1. Demonstrate folding operations for a given project (letter fold, tri-fold, single or half fold) 5.5.1
2. Compare various folding operations 5.5.2

5.6 Review finishing and binding operations (stitcher, paper drill, collator, padding procedures, and packaging)

1. Demonstrate use of finishing and binding operations in a given area 5.6.1