

COURSE OUTLINE**Course:** 71333 GRAPHICS COMMUNICATIONS / PRINT TECHNOLOGY**Total Course Hours:** 720.00**CBEDS Title:** Composition, Make-up and Typesetting**CBEDS #:** 5756**Job Title(s):**

Press operator, bindery worker, cutter operator, graphic artist, designer small press operator, screen print press operator and d

Prerequisites:

16 years old or a junior in high school

Course Description:

Training is designed to expose students to all phases of graphic design and printing. Course includes computer graphics design operation, several types of presses, cameras, plate makers, and bindery. Course also includes screen-printing techniques and equipment operation.

Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Hours	
Class	OJT

Occupational Competencies

1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes

3.00	3.00	1	<u>ORIENTATION</u>	<ul style="list-style-type: none"> A Identifies and discusses course objectives and competencies. B Discusses ROP Student Outcomes. C Explains class attendance and behavior objectives.
3.00	3.00	2	<u>HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT</u>	<ul style="list-style-type: none"> A Describes accident procedure. B Demonstrates appropriate safety practices (e.g. bending, lifting, etc.). C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).
3.00	3.00	3	<u>ETHICS AND LEGAL RESPONSIBILITIES</u>	<ul style="list-style-type: none"> A Defines sexual harassment and discusses tactics for handling harassment situations. B Applies appropriate workplace behavior and standards.
3.00	3.00	4	<u>LEADERSHIP AND TEAMWORK</u>	<ul style="list-style-type: none"> A Describes the characteristics and benefits of teamwork and leadership. B Demonstrates ability to make appropriate decisions. C Works well with others and gives/takes constructive criticism.
15.00	15.00	5	<u>CAREER PLANNING</u>	<ul style="list-style-type: none"> A Prepares a finished, professional portfolio showing the best work that has been completed during the class. B Locates job opportunities through the use of want-ads and placement agencies. C Visits at least one facility related to area of training and observes jobs performed. D Completes a job application correctly. E Prepares for and critiques a simulated employment interview. F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity. G Identifies acceptable procedures to leave a job. H Applies for a scholarship. I Completes a professional resume. J Demonstrates appropriate personal grooming and dress.

Hours	
Class	OJT

3.00	3.00
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6 COMMUNICATION

- A Uses effective workplace conversation.
- B Reads and interprets written information and directions.
- C Practices various forms of written communication appropriate to the occupation.

5.00	5.00
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7 STUDENT OUTCOMES

- A Demonstrates Occupational Specific, Communication and Critical Thinking Skills
- B Demonstrates Responsible Work Ethics
- C Demonstrates Career/Employment Literacy
- D Demonstrates Effective Use of Technology

40.00	40.00
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8 INTRODUCTION

- A Defines the role of graphics in the free enterprise system.
- B Identifies printing markets and types of printing businesses.
- C Identifies the major printing processes.
- D Lists the advantages and disadvantages of each major process.
- E Lists in order the technical production flow from idea to finished product.
- F Identifies major occupations in the graphic arts and understands the basic training needed for each.
- G Comprehends basic printing technology.
- H Reads and comprehends production information from job jacket/ticket.

95.00	95.00
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9 DIGITAL IMAGE PREPARATION

- A Identifies fundamentals of type and its uses.
- B Identifies design principles.
- C Demonstrates awareness of design principles.
- D Demonstrates ability to read and the use of proportion wheel.
- E Sets text with appropriate margins, formatting, gutters, guides, trims and folds.
- F Imports an image into a page layout.
- G Flows copy from word processing program to page layout program according to job specifications.
- H Defines different data storage media
- I Composes thumbnail, comprehensive, and mechanical for business card and page document.
- J Designs a logo.
- K Designs a multiple page layout project.
- L Perform spot color separation techniques.
- M Identifies appropriate computer program selection.
- N Identifies image assembly/platemaking.

10.00	10.00
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10 REPRODUCTION PHOTOGRAPHY

- A Identifies basic darkroom equipment and hand tools.
- B Identifies basic materials and supplies for line photography.
- C Produces a good quality line negative using sensitivity guide/scale.
- D Identifies composition of film.

30.00	30.00
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11 DIGITAL PRINTING

- A Uses pre flight image for reproduction
- B Uses large format printer.

40.00	40.00
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12 PRESS OPERATIONS

- A Identifies basic offset duplicator parts and operations.
- B Identifies basic safety and operation procedures for an offset duplicator for single color printing.
- C Performs basic setup for printing a single color job.
- D Produces a printed single color job using an offset duplicator.
- E Performs daily clean up and maintenance.
- F Performs spot color separation techniques.
- G Performs basic multi color printing setups.
- H Produces multi color job using an offset duplicator.

Hours	
Class	OJT

40.00	40.00	13 SCREEN PRINTING
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- A Demonstrates a basic knowledge of screen printing.
- B Plans and prepares copies.
- C Prepares and coats screen for exposure.
- D Exposes and processes screens.
- E Prepares screen for screening process.
- F Mounts and positions screen for printing.
- G Prints from screen.
- H Screen reclamation.
- I Performs basic set up and adjustments.
- J Recognizes the preparation for multi color screen printing.
- K Demonstrates screen clean-up techniques.

40.00	40.00	14 FINISHING AND BINDING
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- A Identifies operational and safety parts of a paper cutter.
- B Demonstrates proper cutter safety procedures.
- C Calculates basic paper cuts from stock sheet.
- D Draws a master cutting diagram for making cuts.
- E Makes accurate paper cuts using a mechanized paper cutter.
- F Identifies basic paper types, weights, grades and classifications used in the printing industry.
- G Identifies padding equipment, hand tools and materials.
- H Produces correctly made pads of paper.
- I Identifies stapling and stitching equipment, hand tools and materials.
- J Produces side and saddle stitched/stapled products.
- K Identifies punching/drilling equipment and hand tools.
- L Measures to drill 3 ring notebooks and makes holes for 3 ring notebooks.
- M Identifies folding equipment and hand tools.
- N Identifies basic folds for printed products and makes a single fold using automatic folding machine.
- O Hand collates sets in proper sequence.
- P Identifies die cut products and the basic procedures for die cutting.
- Q Demonstrates basic paper accounting techniques to include spoon method, thumb method and fanning method.
- R Demonstrates safe paper carrying methods, including roll method, etc.
- S Demonstrates basic paper jogging techniques.
- T Identifies alternate book binding operations.

30.00	30.00	15 MEASUREMENT AND BASIC MATH SKILLS
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- A Measures linear dimensions for printing materials in inches and fractions of inches.
- B Measure volume for mixing chemicals for pressroom operations.
- C Measures copy for reduction and enlargement using various methods to determine percentage setting.
- D Solve addition, subtraction, multiplication, division and fraction problems using 2 & 3 digits.
- E Solve basic linear measurement problems and basic type calculation problems.
- F Solve basic liquid measurement problems.
- G Solve basic paper cutting calculations.
- H Measure and solve basic points and picas measurement problems.
- I Measure and solve inches to picas and picas to inches conversion problems.
- J Measure and solve inches to points and points to inches conversion problems.
- K Solve cost calculating problems.

TOTAL HOURS

Class	OJT	Course
360.00	360.00	720.00