

Orientation to Graphic Communications

PrintED Crosswalk

PrintED is a national accreditation and certification program for graphic communications courses of study at the secondary and post-secondary levels. Applicant and accredited programs are provided with a list of competencies, developed by educators and industry, for each area of accreditation. The competencies related to Introduction to Graphic Communications are taught in this publication. The first column identifies the PrintED competency by number. The second column identifies where the PrintED competency is taught by noting the exact unit number and objective, assignment sheet, or job sheet.

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PrintED Introduction to Graphic Communications	MAVCC Tasks
A. Introduction	
1.	Unit 1, Student Supplement 1 — Dramatic Changes for the Future
2.	Unit 1, Objective 4 — Types of organizations that employ graphic communications employees; A.S. 1 — Research graphic communications careers and present information; A.S. 2 — Determine graphic communications employment opportunities
3.	Unit 1, Objective 5 — Printing’s ranking among other industries
4.	Unit 6, Objective 2 — Major printing processes
5.	Unit 6, Objective 5 — Advantages, disadvantages, and uses of the major printing processes
6.	Unit 6, Objective 5 — Advantages, disadvantages, and uses of the major printing processes; A.S. 2 — Identify printing processes used to reproduce different printed pieces
7.	Unit 5, Objective 4 — Sequence of production steps of a printing job using traditional printing methods; Objective 7 — Components of a job ticket
8.	Unit 5, Objective 4 — Sequence of production steps of a printing job using traditional printing methods; S.S. 1 — Traditional printing vs. digital printing

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9. 10.	Unit 1, Objective 2—Categories of graphic communications careers; Objective 3—Major areas of specialization in the graphic communications industry; A.S. 1—Research graphic communications careers and present information; A.S. 2—Determine graphic communications employment opportunities; A.S. 3—Interview graphic communications employees; Unit 5, Objective 3—Job titles and descriptions of job duties
11.	Unit 1, A.S. 1—Research graphic communications careers and present information; A.S. 3—Interview graphic communications employees
12.	Unit 6, Objective 1—Terms and definitions; <i>Press Operations, Binding and Finishing</i> book
13.	Unit 5, Objective 7—Components of a job ticket; A.S. 3—Compare job tickets for similarities and differences; A.S. 4—Read and interpret information on a job ticket
B. Digital File Preparation	
1.	Unit 10, Objective 2—Documents commonly produced through desktop publishing
2.	Unit 10, J.S. 2—Create a word-processed document
3.	Unit 10, J.S. 1—Design a page with appropriate margins, formatting, guides, trims, and folds
4.	Unit 10, J.S. 3—Flow copy from a word processing program to page layout program according to job specifications
5.	Unit 10, Objective 8—Raster and vector images
6.	Unit 10, Objective 9—Types of storage devices used in desktop publishing systems
7.	Unit 10, J.S. 6—Place digital and scanned images in a page-layout document

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C. Image Capture	
1.	Unit 10, Objective 7—Types of scanners
2.	Unit 10, Objective 5—Digital camera basics
3.	Unit 10, Objective 6—Scanning in grayscale, line art, and RGB modes
4.	Unit 10, J.S. 4—Use a digital camera to capture a digital image; J.S. 5—Use a scanner to scan line art
D. Digital File Output	
1.	Unit 10, Objective 13—Digital trapping
2.	Unit 10, Objective 1—Terms and definitions
3.	Unit 10, Objective 1—Terms and definitions; Objective 12—Types of imposition
4. 5.	Unit 10, Objective 10—High-end output devices used in desktop publishing
6.	Unit 10, J.S. 7—Produce an analog/digital plate for offset printing
7.	Unit 10, Objective 11—Types of desktop publishing proofs
E. Press Operations	
1. 2. 3. 4. 5.	<i>Press Operations, Binding and Finishing</i> book
6.	Unit 6, Objective 5—Advantages, disadvantages, and uses of major printing processes
7.	Unit 6, Objective 5—Advantages, disadvantages, and uses of major printing processes
8.	Unit 6, Objective 2—Major printing processes
F. Binding and Finishing	
1.	Unit 8, Objective 5—Operational and safety parts of a paper cutter
2.	Unit 7, Objective 5—Tests and procedures for determining grain direction

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3. 4. 5.	<i>Press Operations, Binding and Finishing</i> book
6.	Unit 7, Objective 2—Basic paper grades; A.S. 1—Identify basic grades of paper
7. 8. 9.	Unit 8, Objective 2—Binding techniques; J.S. 2—Pad 20-pound stock; J.S. 3—Pad carbonless paper
10. 11. 12.	Unit 8, Objective 2—Binding techniques; J.S. 6—Hand fold, collate, and staple a booklet
13. 14. 15.	Unit 8, J.S. 4—Drill paper stock for a 3-ring binder
16.	Unit 8, Objective 3—Major paper folding styles; J.S. 5—Fold paper using a folding machine
17.	Unit 8, Objective 3—Major paper folding styles
18.	Unit 8, J.S. 5—Fold paper using a folding machine
19. 20.	Unit 8, J.S. 7—Collate multi-page printing job using a collating machine
21.	Unit 8, J.S. 6—Hand fold, collate, and staple a booklet
22.	Unit 8, Objective 4—Processes associated with finishing activities
23.	Unit 8, Objective 4—Processes associated with finishing activities
24.	Unit 8, Objective 2—Binding techniques
25.	Unit 8, J.S. 1—Count paper using various techniques
26.	Unit 3, Objective 19—Guidelines for lifting and carrying items safely
27.	<i>Press Operations, Binding and Finishing</i> book

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G. Measurement	
1.	Unit 4, A.S. 18—Read a U.S. customary rule
2.	Unit 4, A.S. 19—Convert picas, points, and inches
3.	<i>Press Operations, Binding and Finishing</i> book
4.	<i>Digital File Preparation and Output</i> book
H. Safety & First Aid	
1.	Unit 3, A.S. 4—Draw a floor plan and locate safety equipment in your shop
2.	Unit 3, J.S. 1—Operate a fire extinguisher
3.	Unit 3, Objective 5—Toxic chemical safety rules
4.	Unit 3, Objective 17—General guidelines for first aid emergencies
5.	Unit 3, A.S. 4—Draw a floor plan and locate safety equipment in your shop
6.	Unit 3, A.S. 3—Interpret a material safety data sheet
7.	Unit 3, Objective 4—Examples of personal protective equipment which might be required in a print shop
8.	Unit 3, Objective 3—Maintaining a safe and orderly shop
9.	Unit 3, Objective 4—Examples of personal protective equipment which might be required in a print shop
10.	Unit 3, Written Test
11.	Unit 3, Objective 20—Approved methods of disposing for graphic communications waste materials
12.	Unit 3, Objective 6—Hazardous Materials Identification System (HMIS) labels
13.	All job sheets.
14.	Unit 3, Objective 11—Colors of the safety color code
I. Basic Math	
1.	Unit 4, Objective 4 and A.S. 1—Add whole numbers
2.	Unit 4, Objective 11 and A.S. 7—Add fractions
3.	Unit 4, Objective 15 and A.S. 10—Add decimal numbers

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4.	Unit 4, Objective 5 and A.S. 2—Subtract whole numbers
5.	Unit 4, Objective 12 and A.S. 8—Subtract fractions
6.	Unit 4, Objective 16 and A.S. 11—Subtract decimal numbers
7.	Unit 4, Objective 6 and A.S. 3—Multiply whole numbers
8.	Unit 4, Objective 17 and A.S. 12—Multiply decimal numbers
9.	Unit 4, Objective 7 and A.S. 4—Divide whole numbers
10.	Unit 4, Objective 18 and A.S. 13—Divide decimal numbers
11. 12.	Unit 4, Objective 19 and A.S. 14—Convert fractions and percentages
13.	Unit 4, Objective 21 and A.S. 16—Solve basic ratio problems
14.	Unit 4, A.S. 18—Read a U.S. customary rule
15.	Unit 4, Objective 23 and A.S. 19—Convert picas, points, and inches
16.	Unit 4, Objective 22 and A.S. 17—Solve liquid and weight measurement problems
17.	<i>Press Operations, Binding and Finishing</i> book
18. 19.	Unit 4, Objective 23 and A.S. 19—Convert picas, points, and inches
20.	<i>Press Operations, Binding and Finishing</i> book
J. Job Application and Interpersonal Skills	
1.	Unit 1, Objective 6—Personal traits and attitudes important for successful graphic communications careers
2.	Unit 1, A.S. 2—Determine graphic communications employment opportunities; Unit 2, Objective 3—Means of locating job openings; A.S. 1—Read and comprehend want ads
3.	Unit 2, A.S. 1—Read and comprehend want ads
4.	Unit 2, A.S. 2—Write a résumé
5.	Unit 2, A.S. 3—Write a cover letter

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6.	Unit 2, A.S. 4—Complete an employment application form for a job in the graphic communications field
7.	Unit 2, Objective 7—Guidelines to follow when interviewing for a job; A.S. 5—Practice interview questions
8.	Unit 2, A.S. 6—Complete a telephone interview
9.	Unit 2, A.S. 7—Follow up an interview
10.	
11.	Unit 2, A.S. 8—Evaluate a job offer
12.	Unit 2, A.S. 9—Compare job opportunities
13.	Unit 1, A.S. 4—Visit a printing shop