
















# Basic Skills Matrix

## Unit 1: Orientation

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
12	Research graphic communications careers and present information (A.S.1)		Reading	Reading comprehension	Analyze and apply what has been read to specific task; comprehend written information for main ideas
				Research/reference	Locate resources; use magazines and newspapers; use computer
				Functional reading	Follow written instructions
			Writing	Language	State ideas clearly
				Research	Takes notes; use note cards
			Oral Communication	Oral presentation	Make informative presentations
			Employability	Job search/selections	Investigate training requirements for a career field/occupation
				Job acquisition/development	Analyze duties/requirements/benefits of specific job
13	Determine graphic communications employment opportunities (A.S. 2)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Research/reference	Locate resources; use newspapers
				Functional reading	Follow written instructions
			Writing	Language	State ideas clearly
				Employability	Job search/selections
		Job acquisition/development	Locate appropriate jobs		
14	Interview graphic communications employees (A.S. 3)		Reading	Functional reading	Follow written instructions
				Writing	Language
			Oral Communication		Listening











# Basic Skills Matrix

## Unit 1: Orientation (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
15	Visit a printing shop (A.S. 4)		Employability	Interactive communication Job search/ selections	Apply questioning techniques; conduct interviews Investigate training requirements for a career field/occupation; investigate benefits of a career field/occupation
			Reading	Functional reading	Follow written instructions
			Writing	Language	State ideas clearly
			Functional writing	Organizes information into appropriate format	
16	Develop a career plan (A.S. 5)		Oral Communication	Listening	Apply active listening skills; draw conclusions
				Interactive communication	Apply questioning techniques
			Reading	Functional reading	Follow written instructions; interpret forms
			Writing	Functional writing	Complete forms; organizes information into appropriate format
			Employability	Job search/ selections	Analyze personal occupational aptitudes/preferences
			Job acquisition/ development	Develop personal career path	
















# Basic Skills Matrix

## Unit 2: Job Application Skills

Academic and Workplace Skills							
Obj. #	Objective	Icon	Skill	Sub Skill	Description		
8	Read and comprehend want ads (A.S. 1)		Reading	Reading comprehension	Analyze and apply what has been read to specific task; comprehend written information for main ideas		
				Research/reference	Locate resources; use magazines and newspapers; use computer		
				Functional reading	Follow written instructions		
			Writing	Language	State ideas clearly		
				Research	Takes notes; use note cards		
					Employability	Job search/selections	Investigate employment prospects of a career field/occupation  Locate appropriate jobs
Job acquisition/development	Analyze duties/requirements/benefits of specific job						
9	Write a résumé (A.S. 2)		Reading	Reading comprehension	Analyze and apply what has been read to specific task; comprehend written information for main ideas		
					Writing	Functional writing	Write résumés; use word processing program
							Employability
10	Write a cover letter (A.S. 3)		Reading	Reading comprehension	Analyze and apply what has been read to specific task; determine what information is needed		
					Writing	Functional writing	Write letters; use word processing program
							Employability
11	Complete an employment application for a job in the graphic communications field (A.S. 4)		Reading	Reading comprehension	Analyze and apply what has been read to specific task; determine what information is needed		







# Basic Skills Matrix

## Unit 2: Job Application Skills (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
12	Practice interview questions (A.S. 5)		Writing	Functional writing	Write job applications
			Employability	Job acquisition/development	Complete job-related applications
			Reading	Reading comprehension	Analyze and apply what has been read to specific task; determine what information is needed
			Oral Communication	Oral presentation	Use good speaking technique; select/use words effectively
			Employability	Job search/selection	Analyze personal occupational aptitudes/preferences
13	Complete a telephone interview (A.S. 6)		Reading	Reading comprehension	Analyze and apply what has been read to specific task; determine what information is needed
			Oral Communication	Oral presentation	Use good speaking technique; select/use words effectively
			Oral Communication	Interactive communication	Apply telephone etiquette
			Employability	Job search/selection	Analyze personal occupational aptitudes/preferences
14	Follow up an interview (A.S. 7)		Reading	Reading comprehension	Analyze and apply what has been read to specific task; determine what information is needed
			Writing	Functional writing	Write job application
			Oral Communication	Oral presentation	Use good speaking technique; select/use words effectively
			Oral Communication	Interactive communication	Apply telephone etiquette
			Employability	Job acquisition/development	Apply business etiquette
			Employability	Job acquisition/development	Interview for a job













# Basic Skills Matrix

## Unit 2: Job Application Skills (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
15	Evaluate a job offer (A.S. 8)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Writing	Language	Use standard grammar, spelling, and capitalization
			Employability	Job search/ selections	Investigate employment prospects of a career field/occupation; investigate training requirements for a career field/occupation; investigate benefits of a career/field occupation; analyze impact of work on individual and family life
16	Compare job opportunities (A.S. 9)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Math	Functional math	Prepare a budget
			Employability	Job search/ selections	Investigate benefits of a career/field occupation





# Basic Skills Matrix

## Unit 3: Shop Safety

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
21	Complete a student safety pledge form (A.S. 1)		Reading	Reading comprehension	Comprehend written information for main ideas
			Employability	Job acquisition/development	Follow established rules, regulations, and policies
22	Survey the shop and identify correct safety practices (A.S. 2)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Writing	Language	State ideas clearly
			Oral Communication	Listening	Apply active listening skills
			Interactive communication	Work effectively in a group	
			Interpersonal or Relating	General relating	Participate in group activities
			Critical Thinking	Cognitive activities	Collect/record information
23	Interpret a material safety data sheet (A.S. 3)		Reading	Reading comprehension	Comprehend written information for main ideas; analyze and apply what has been read to specific task
				Functional reading	Interpret forms
			Writing	Language	State ideas clearly
			Critical Thinking	Cognitive activities	Collect/record information; transfer knowledge/training to new situations
24	Draw a floor plan and locate safety equipment in your shop (A.S. 4)		Reading	Functional reading	Follow written instructions
			Writing	Functional writing	Organize information into an appropriate format







# Basic Skills Matrix

## Unit 3: Shop Safety (continued)

Academic and Workplace Skills							
Obj. #	Objective	Icon	Skill	Sub Skill	Description		
25	Operate a fire extinguisher (J.S. 1)		Reading	Reading comprehension	Analyze and apply what has been read to specific task		
				Functional reading	Follow written instructions		
26	Lift a heavy object properly (J.S. 2)		Employability	Job safety	Demonstrate proper use of safety device		
					Reading	Reading comprehension	Analyze and apply what has been read to specific task
						Functional reading	Follow written instructions
	Critical Thinking	Cognitive activities	Transfer knowledge/training to new situations				







# Basic Skills Matrix

## Unit 4: Related Math and Measuring

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
24	Add whole numbers (A.S. 1)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with whole numbers; perform basic computations Solve word problems
25	Subtract whole numbers (A.S. 2)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with whole numbers; perform basic computations Solve word problems
26	Multiply whole numbers (A.S. 3)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with whole numbers; perform basic computations Solve word problems
27	Divide whole numbers (A.S. 4)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with whole numbers; perform basic computations Solve word problems
28	Reduce fractions to lowest terms (A.S. 5)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation	Calculate with fractions; perform basic computations
29	Convert fractions and mixed numbers (A.S. 6)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation	Calculate with fractions; perform basic computations

# Basic Skills Matrix

## Unit 4: Related Math and Measuring (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
30	Add fractions (A.S. 7)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with fractions; perform basic computations Solve word problems
31	Subtract fractions (A.S. 8)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with fractions; perform basic computations Solve word problems
32	Multiply fractions (A.S. 9)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with fractions; perform basic computations Solve word problems
33	Add decimal numbers (A.S. 10)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with decimals; perform basic computations Solve word problems
34	Subtract decimal numbers (A.S. 11)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with decimals; perform basic computations Solve word problems
35	Multiply decimal numbers (A.S. 12)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with decimals; perform basic computations Solve word problems











# Basic Skills Matrix

## Unit 4: Related Math and Measuring (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
36	Divide decimal numbers (A.S. 13)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation Math application	Calculate with decimals; perform basic computations Solve word problems
37	Convert fractions and percentages (A.S. 14)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation	Convert fractions to decimals; convert fractions to percentages; convert decimals to fractions; convert percentages to fractions
38	Solve percentage problems (A.S. 15)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Math application	Solve word problems; solve percent problems
39	Solve basic ratio problems (A.S. 16)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Math application	Solve ratio/proportion problems
40	Solve liquid and weight measurement problems (A.S. 17)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Math application	Solve word problems; use English and metric measures
41	Read a U.S. customary rule (A.S. 18)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Math application	Read English measures
42	Convert picas, points and inches (A.S. 19)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Mathematics	Operation and calculation	Convert units of measure






# Basic Skills Matrix

## Unit 5: Shop Organization

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
9	Make an organizational chart of the school print shop (A.S. 1)		Reading	Functional reading	Follow written instructions
			Writing	Functional writing	Organizes information into an appropriate format
10	Draw a floor plan locating production areas in the school print shop (A.S. 2)		Reading	Functional reading	Follow written instructions
			Writing	Functional writing	Organizes information into an appropriate format
			Critical Thinking	Cognitive activities	Define a problem; identify/evaluate alternatives
11	Compare job tickets for similarities and differences (A.S. 3)		Reading	Reading comprehension	Comprehend written information for main ideas
				Writing	Language
			Critical Thinking	Cognitive activities	Collect/record information; identify critical elements/issues; see relationship between two or more ideas, objects, or situations
12	Read and interpret information on a job ticket (A.S. 4)		Reading	Reading comprehension	Comprehend written information for main ideas
				Writing	Language





# Basic Skills Matrix

## Unit 6: Printing Processes

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
9	Write a summary of an article on current printing processes (A.S. 1)		Reading	Reading comprehension	Gain factual information; comprehend written information for main ideas
				Research/reference	Select useful resources; find materials in library; use computer; use magazines and newspapers
				Functional reading	Follow written instructions
10	Identify printing processes used to reproduce different printed pieces (A.S. 2)		Writing	Language	Use standard grammar, spelling, and capitalization; state ideas clearly
				Composition	Use complete sentences; compose reports
				Critical Thinking	Analyze/synthesize information
11	Describe the offset printing process (A.S. 3)		Reading	Functional reading	Follow written instructions
				Writing	State ideas clearly
				Critical Thinking	Transfer knowledge/training to new situations
12	Research toner-based technology (A.S. 4)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
				Writing	State ideas clearly
12	Research toner-based technology (A.S. 4)		Reading	Reading comprehension	Gain factual information; analyze and apply what has been read to specific task
				Research/reference	Locate resources
				Writing	Take notes









# Basic Skills Matrix

## Unit 6: Printing Processes (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
13	Test the ink-water principle on an offset plate (J.S. 1)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
			Writing	Language	State ideas clearly
			Science	Physical science	Investigate chemical properties
			Critical Thinking	Cognitive activities	Collect/record information; draw conclusions; predict results/outcomes















# Basic Skills Matrix

## Unit 7: Paper

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
11	Identify basic grades of paper (A.S. 1)		Reading	Functional reading	Follow written instructions
			Critical Thinking	Cognitive activities	Draw conclusions
12	Choose the correct paper for various jobs (A.S. 2)		Reading	Functional reading	Follow written instructions
			Critical Thinking	Cognitive activities	Draw conclusions; evaluate alternatives; select an alternative
13	Select and order paper utilizing a paper cabinet and paper price book (A.S. 3)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
			Writing	Functional writing	Complete forms
			Mathematics	Operation and calculation	Perform basic computations
				Functional math	Determine sales tax; apply computation skills as they are actually used on the job; use calculator for computation
			Critical Thinking	Cognitive activities	Transfer knowledge/training to new situations










# Basic Skills Matrix

## Unit 8: Introduction to Binding and Finishing

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
6	Count paper using various techniques (J.S. 1)		Reading	Functional reading	Follow written instructions
			Mathematics	Operation and calculation	Calculate with whole numbers
7	Pad 20-pound stock (J.S. 2)		Reading	Functional reading	Follow written instructions
			Employability	Job safety	Demonstrate safe use of tools, equipment, and supplies
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment
8	Pad carbonless paper (J.S. 3)		Reading	Functional reading	Follow written instructions
			Employability	Job safety	Demonstrate safe use of tools, equipment, and supplies
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment
9	Drill paper stock for a 3-ring binder (J.S. 4)		Reading	Functional reading	Follow written instructions
			Employability	Job safety	Demonstrate safe use of tools, equipment, and supplies
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment
10	Fold paper using a folding machine (J.S. 5)		Reading	Functional reading	Follow written instructions
			Employability	Job safety	Demonstrate safe use of tools, equipment, and supplies
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment







# Basic Skills Matrix

## Unit 8: Introduction to Binding and Finishing (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
11	Hand fold, collate, and staple a booklet (J.S. 6)		Reading	Functional reading	Follow written instructions
			Employability	Job safety	Demonstrate safe use of tools, equipment, and supplies
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment
12	Collate multi-page printing job using a collating machine (J.S. 7)		Reading	Functional reading	Follow written instructions
			Employability	Job safety	Demonstrate safe use of tools, equipment, and supplies
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment
13	Score a job (J.S. 8)		Reading	Functional reading	Follow written instructions
			Employability	Job safety	Demonstrate safe use of tools, equipment, and supplies
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment





# Basic Skills Matrix

## Unit 9: Typography

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
7	Identify typeface classes in printed material (A.S. 1)		Reading	Functional reading	Follow written instructions
			Critical Thinking	Cognitive activities	Transfer knowledge/training to new situations
8	Measure type (A.S. 2)		Reading	Functional reading	Follow written instructions
			Mathematics	Functional math	Make measurements
9	Identify type alignment (A.S. 3)		Reading	Functional reading	Follow written instructions
			Critical Thinking	Cognitive activities	Transfer knowledge/training to new situations

# Basic Skills Matrix

## Unit 10: Introduction to Digital File Preparation and Output

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
14	Collect current event material related to digital printing (A.S. 1)		Reading	Research/ reference	Locate resources; find materials in library; use computer; use magazines and newspapers
				Functional reading	Follow written instructions
15	Compare and contrast the changes in staffing and training needs in a shop adopting CTP technology (A.S. 2)		Employability	Job search/ selections	Investigate training requirements for a career field/occupation
				Reading	Reading comprehension
			Functional reading		Follow written instructions
			Writing		Language
				Composition	Use complete sentences; compose report
16	Analyze effects of digital printing on the printer's and customer's view of cost, service, and competitiveness (A.S. 3)		Critical Thinking	Cognitive activities	Analyze/synthesize information; draw conclusions; see relationship between two or more ideas, objects, or situations
				Employability	Job search/ selections
			Reading		Reading comprehension
				Functional reading	Follow written instructions
17	Design page with appropriate margins, formatting, guides, trims, and folds (J.S. 1)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment, including computers






# Basic Skills Matrix

## Unit 10: Introduction to Digital File Preparation and Output (cont.)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
18	Create a word-processed document (J.S. 2)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
19	Flow copy from word processing program to page-layout program according to job specifications (J.S. 3)		Technology	Application	Demonstrate the proper procedures for setting up and operating equipment, including computers
19	Flow copy from word processing program to page-layout program according to job specifications (J.S. 3)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
20	Use a digital camera to capture a digital image (J.S. 4)		Technology	Application	Demonstrate the proper procedures for setting up and operating equipment, including computers
20	Use a digital camera to capture a digital image (J.S. 4)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
21	Use a scanner to scan line art (J.S. 5)		Technology	Application	Demonstrate the proper procedures for setting up and operating equipment, including computers
21	Use a scanner to scan line art (J.S. 5)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
22	Place digital and scanned images in a page-layout document (J.S. 6)		Technology	Application	Demonstrate the proper procedures for setting up and operating equipment, including computers
22	Place digital and scanned images in a page-layout document (J.S. 6)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
23	Produce an analog/digital plate for offset printing (J.S. 7)		Technology	Application	Demonstrate the proper procedures for setting up and operating equipment, including computers
23	Produce an analog/digital plate for offset printing (J.S. 7)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
			Technology	Application	Demonstrate the proper procedures for setting up and operating equipment, including computers



# Basic Skills Matrix

## Unit 11: Design Principles

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
13	Make thumbnail and rough layouts (A.S. 1)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
14	Label magazine ads that utilize principles of design (A.S. 2)		Critical Thinking	Cognitive activities	Identify/develop alternatives
				Reading	Reading comprehension
15	Identify types of art in printed material (A.S. 3)		Reading	Functional reading	Follow written instructions
				Critical Thinking	Cognitive activities
16	Complete a drawing of the printer's color wheel (A.S. 4)		Reading	Functional reading	Follow written instructions
				Critical Thinking	Cognitive activities
17	Identify six basic color combinations in printed material (A.S. 5)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
				Critical Thinking	Cognitive activities

# Basic Skills Matrix

## Unit 12: Proof Procedures and Legal Considerations

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
13	Read and mark proof copy (A.S. 1)	 	Reading  Writing	Functional reading  Composition	Follow written instructions; proofs copy  Construct symbols