

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Graphic Design

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

GR 110
Introduction to Graphic Reproduction Technology
3 Credit Hours

| Task | Satisfactory | Unsatisfactory |
|--|--------------|----------------|
| Demonstrate knowledge of general shop safety procedures and rules | | |
| Know where to find and how to read a Material Safety Date Sheet | | |
| Demonstrate proper lifting technique | | |
| Define purpose of a Safety Committee | | |
| Know origins of paper, ink, type and printing technology | | |
| Understand importance of Gutenberg's invention to modern world | | |
| Create a thumbnail, rough, comprehensive and mechanical layout | | |
| Be familiar with typographic terminology | | |
| Distinguish between text and display type | | |
| Demonstrate knowledge of point/pica measuring systems | | |
| Explain the impact of digital technology on graphics industry | | |
| Show competency with various desktop creative software packages | | |
| Know how to take a job from creative software to the imagesetter | | |
| Show understanding of the photographic process and film | | |
| Know what photographic film emulsion is make of and how it works | | |
| Name the steps in developing film | | |
| Produce a film negative from imagesetter via the processor in total darkness | | |
| Align negative in proper position on masking sheet using crop marks | | |
| Demonstrate proper stripping techniques | | |
| Apply opaque to negative where necessary | | |
| Produce a folding dummy showing proper imposition | | |
| Know the purpose and capabilities of imposition software | | |

| Task | Satisfactory | Unsatisfactory |
|---|---------------------|-----------------------|
| Show knowledge of work & turn, work & tumble and sheetwise stripping | | |
| Demonstrate proper job planning using gripper and side guide | | |
| Produce a printing plate using manual methods | | |
| Demonstrate proper use of register pins in multicolor platemaking | | |
| Know importance of emulsion-to-emulsion in platemaking | | |
| Know the 5 main systems on an offset press | | |
| Know the 3 cylinders on an offset press | | |
| Set up offset press feed system for a variety of sizes and substrates | | |
| Set up offset press register system for a variety of sizes and substrates | | |
| Set up and adjust offset press ink and water fountain systems | | |
| Successfully mount printing plate and set position on offset press | | |
| Set up offset press delivery system for a variety of sizes and substrates | | |
| Clean offset press after job is produced | | |
| Be able to define additive and subtractive color systems | | |
| Define spot color and the Pantone Color System | | |
| Be able to mix a PMS color using the ink scale and directions in the book | | |
| Show basic knowledge of paper making process | | |
| Be able to show importance of paper finish and grain in job planning | | |
| Cut running size sheet from larger sheet making most efficient use of paper | | |
| Know the 3 basic ingredients of ink and how it is manufactured | | |
| Define ink viscosity and know its importance | | |
| Know basic ink troubleshooting techniques | | |
| Be familiar with major printing processes: Relief, Flexo, Gravure & Screen | | |
| Know the common uses for these processes | | |
| Understand Computer-to-Plate and Computer-to-Press technology | | |
| Be familiar with digital, non-press duplicating equipment trends | | |
| Know how to properly submit a printing job to a printer | | |
| Know the role and importance of a Customer Service Representative | | |
| Be able to produce a printed piece from thumbnail sketch to final product | | |

Instructor's Signature _____ Date _____