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 fot 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_____