

Arts, AV Technology, and Communications: Graphic Design & Production (2013)

Demonstrate employability skills required by business and industry. [AAVTC-GDP-1](#)

- 1.1** Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. [AAVTC-GDP-1.1](#)

- 1.2** Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. [AAVTC-GDP-1.2](#)

- 1.3** Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations. [AAVTC-GDP-1.3](#)

- 1.4** Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. [AAVTC-GDP-1.4](#)

- 1.5** Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills. [AAVTC-GDP-1.5](#)

- 1.6** Present a professional image through appearance, behavior and language. [AAVTC-GDP-1.6](#)

Build upon previous knowledge and demonstrate proper equipment operation and follow procedures in a safe manner and achieve 100 percent on a written or demonstration safety test. [AAVTC-GDP-2](#)

- 2.1** Demonstrate knowledge of safety features and practices for both general to the industry and specific to lab. [AAVTC-GDP-2.1](#)

- 2.2** Demonstrate knowledge of and proper use of personal protection equipment needed for both general to the industry and specific to lab. [AAVTC-GDP-2.2](#)

- 2.3** Demonstrate knowledge of and proper use of equipment operating instructions for both general to the industry and specific to lab. [AAVTC-GDP-2.3](#)

Examine and prepare for career opportunities in the design profession. [AAVTC-GDP-3](#)

- 3.1** Research various design specialties that exist in the field. [AAVTC-GDP-3.1](#)

3.2 Demonstrate an understanding of the importance of developing professional self-promotional materials, such as but not limited to resume, brochure, business card, cover letter, twitter avatar, and other emerging technologies. AAVTC-GDP-3.2

3.3 Demonstrate an understanding of specific job requirements for the graphic communication and design industry. AAVTC-GDP-3.3

3.4 Demonstrate building a professional portfolio. AAVTC-GDP-3.4

Understand and demonstrate the fundamental basic elements and principles of design. AAVTC-GDP-4

4.1 Compare and contrast or critique professionally-completed works. AAVTC-GDP-4.1

4.2 Apply knowledge of design principles to new products. AAVTC-GDP-4.2

4.3 Incorporate design elements and principles in hand drawn sketches and measured layouts. AAVTC-GDP-4.3

4.4 Design successful compositions that employ elements found in existing collateral design pieces. AAVTC-GDP-4.4

4.5 Apply creative thinking skills to produce solutions to artistic problems. AAVTC-GDP-4.5

4.6 Create original designs that utilize basic elements and principles. AAVTC-GDP-4.6

Demonstrate an understanding of the fundamental basics of a creative brief and demonstrate the proper usage. AAVTC-GDP-5

5.1 Demonstrate the requirements and the importance of developing a creative brief on the job. AAVTC-GDP-5.1

5.2 Demonstrate the ability to identify the required audience. AAVTC-GDP-5.2

5.3 Apply knowledge to determine project purpose and audience needs. AAVTC-GDP-5.3

Explore color and the variety of methods in which it can be applied. Interpret and apply color models through graphic manipulations. Identify the output issues involving color and demonstrate the proper usage. AAVTC-GDP-6

6.1 Demonstrate an understanding of how color impacts the creative strategy of a project. AAVTC-GDP-6.1

6.2 Choose and implement optimal color schemes. AAVTC-GDP-6.2

6.3 Demonstrate effective use of black and white (one-color) design. AAVTC-GDP-6.3

6.4 Generate monochromatic, limited chromatic and full-color solutions to solve design problems. AAVTC-GDP-6.4

6.5 Analyze and implement color management among color systems including CMYK (cyan, magenta, yellow, and key [black] colors), RGB (red, green, blue colors), and spot colors (according to the Pantone Matching System). [AAVTC-GDP-6.5](#)

6.6 Demonstrate the creation of printed color with halftones. [AAVTC-GDP-6.6](#)

6.7 Demonstrate an understanding of the transition of tone images to dots of an output process. [AAVTC-GDP-6.7](#)

6.8 Understand output devices and which is appropriate according to job description. [AAVTC-GDP-6.8](#)

6.9 Evaluate image registration issues. [AAVTC-GDP-6.9](#)

6.10 Demonstrate designing traps and spot color for production. [AAVTC-GDP-6.10](#)

Explore different outlets for typography and define its role in design. [AAVTC-GDP-7](#)

7.1 Demonstrate knowledge of typographic principles relating to layout and page composition. [AAVTC-GDP-7.1](#)

7.2 Investigate and demonstrate typography as an expressive form, not limited to type as an image, etc. [AAVTC-GDP-7.2](#)

7.3 Demonstrate the ability to explore possible combinations of type and image as two different entities combined into a cohesive form. [AAVTC-GDP-7.3](#)

Develop professional written, verbal and non-verbal communication skills and follow ethical guidelines and copyright laws. [AAVTC-GDP-8](#)

8.1 Demonstrate the ability to follow directions. [AAVTC-GDP-8.1](#)

8.2 Demonstrate the ability to work collaboratively in creative teams. [AAVTC-GDP-8.2](#)

8.3 Constructively criticize classmate(s) work objectively, as well as accept criticism. [AAVTC-GDP-8.3](#)

8.4 Follow ethical guidelines and copyright laws and explain their history and purpose; such as but not limited to, Intellectual Property, Creative Commons, Work For Hire, Fair Use, etc. [AAVTC-GDP-8.4](#)

Identify and demonstrate a working knowledge of illustration as it pertains to the design field. [AAVTC-GDP-9](#)

9.1 Apply traditional drawing skills to graphic solutions, such as but not limited to cross hatch, stipple, contouring, perspective, etc. [AAVTC-GDP-9.1](#)

9.2 Develop a process or sketchbook that carries visual solutions from hand-drawn thumbnails and roughs to a finished digital composition. [AAVTC-GDP-9.2](#)

9.3 Identify the role and purpose of illustration in the professional field. [AAVTC-GDP-9.3](#)

9.4 Identify and demonstrate a working knowledge of illustration software. [AAVTC-GDP-9.4](#)

Demonstrate knowledge of file management and file formats and digital file preparation. AAVTC-GDP-10

- 10.1** Create folder structure to organize documents along with all support files including client original files, fonts, images, etc. AAVTC-GDP-10.1

- 10.2** Identify and demonstrate proper usage of file formats used in industry, such as but not limited to native/default format; metafiles (e.g. wmf, pdf, eps), generic (e.g. tif, jpg, gif, png, txt, etc.), and will be able to identify future/emerging file formats. AAVTC-GDP-10.2

- 10.3** Read and interpret a job ticket for production information. AAVTC-GDP-10.3

- 10.4** Demonstrate knowledge of preflight and package documents, as well as the ability to identify problems that include resolution, missing fonts, missing graphics, number of inks, etc. AAVTC-GDP-10.4

- 10.5** Demonstrate knowledge of spell check and proofreaders marks in order to proofread, edit, and make corrections/adjustments to copy. AAVTC-GDP-10.5

- 10.6** Design and produce a digital document in a page layout program. Layout should include placed graphics of appropriate quality, correct number of inks, correct margins, and gutters for folding purposes. AAVTC-GDP-10.6

- 10.7** Demonstrate image/file conversions, such as but not limited to CMYK (cyan, magenta, yellow, and black colors) to RGB (red, green, blue colors), Adobe Illustrator (AI) to Metafile EPS, etc. AAVTC-GDP-10.7

- 10.8** Demonstrate how to place scanned graphics/photos into existing page layout program. AAVTC-GDP-10.8

- 10.9** Produce digital files using appropriate dots per inch (DPI) and pixels per inch (PPI) resolution for media. AAVTC-GDP-10.9

- 10.10** Demonstrate how to plan, by creating a folding dummy, and impose a multipage document. AAVTC-GDP-10.10

Demonstrate proper usage of measuring units and devices. AAVTC-GDP-11

- 11.1** Examine and construct documents with multiple measurement systems used in the field including inches, points and picas. AAVTC-GDP-11.1

- 11.2** Demonstrate the accurate execution of measurement conversions. AAVTC-GDP-11.2

- 11.3** Demonstrate positioning images on substrates using appropriate measurements. AAVTC-GDP-11.3

Demonstrate knowledge of production and output in the graphics & design industry. AAVTC-GDP-12

- 12.1** List and understand output methods and applications used in the graphics industry. AAVTC-GDP-12.1

- 12.2** List and understand binding methods and applications used in the graphics industry. AAVTC-GDP-12.2

12.3 List and understand finishing methods and applications used in the graphics industry. [AAVTC-GDP-12.3](#)

12.4 Explain characteristics of substrates used in the graphics industry. [AAVTC-GDP-12.4](#)

12.5 Identify various types of inks/toners used in the graphics industry. [AAVTC-GDP-12.5](#)

12.6 Demonstrate proper design and production workflow. [AAVTC-GDP-12.6](#)

12.7 Demonstrate the ability to provide quote / cost estimate according to job ticket. [AAVTC-GDP-12.7](#)

12.8 Determine time schedule for completion of project per job ticket . [AAVTC-GDP-12.8](#)

12.9 Generate a hard and soft proof for customer approval. [AAVTC-GDP-12.9](#)

12.10 Manage customer change requests to fulfill order according to job ticket, accuracy, color, waste, order quantity, and quality. [AAVTC-GDP-12.10](#)

Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events. [AAVTC-GDP-13](#)

13.1 Explain the purpose, mission, objectives, motto, colors, official dress and other distinguishing characteristics of SkillsUSA. [AAVTC-GDP-13.1](#)

13.2 Explain how participation in SkillsUSA can promote lifelong responsibility for community service, professional growth and development. [AAVTC-GDP-13.2](#)

13.3 Explore the impact and opportunities Skills-USA can develop to bring business and industry together with education in a positive working relationship through innovative leadership and career development programs. [AAVTC-GDP-13.3](#)

13.4 Explore the local, state, and national opportunities available to students through participation in SkillsUSA including but not limited to conferences, competitions, community service, philanthropy, and other SkillsUSA activities. [AAVTC-GDP-13.4](#)