Unit 1: Agenda Book Review and Classroom Rules III

- Identify and discuss applicability of and importance of agenda book contents and student guidelines and responsibilities
- Discuss and review classroom rules and the HIB letter
- Identify and highlight key information on school citizenship, attendance, dress code

Unit 2: Safety and First Aid Review III

- All emergency drills and protocols
- Identify, locate and review first aid kit contents
- Identify, locate, demonstrate function and purpose of the emergency eye wash station
- Distribute and discuss function and proper use of safety approved eye protection, masks, attire and all applicable personal protective equipment (PPE)
- Review the function and location of safety data sheets (SDS)
- Interpret content and precaution labeling of art products, studio ventilation systems, flammable container storage
- Safety hazardous material color coding and shop housekeeping standards
- Electrical safety precaution
- Student safety note and all students must complete and pass safety test(s)
- Air gauge function and operation, cutting tools and equipment safety and procedures
- Cleaning large volume paint spills-spill pillow
- Any and all cuts, lacerations, eye injuries must be reported to the teacher immediately
- Demonstrate proficiency with the supplies you are using in the studio

Unit 3: Related Math and Measurements/Tools of the Trade III

- Demonstrate understating of the point system of type measurement
- Unit review and understanding of the ruler
- Define image resolution based on the device being used to display or output image
- Understanding proportions–enlarging and reductions

Unit 4: Industry Standards I

- Demonstrate knowledge of relevant OSHA standards, environmental protection, and safety procedures
- Explain the importance of quality control procedures, consistency of production, and statistical process control (SPC) as it relates to customer satisfaction

- Identify workflow, processes (including software), and equipment in graphic communications
- Understand/define/articulate printing terminology
- Describe various methods of graphic reproduction (e.g., offset, screen, intaglio, gravure, letterpress)
- Students will utilize the psychology of colors

Unit 5: Professionalism and Planning I
- Students will be able to perform cost estimation and production planning
- Outline industry communication necessary to quote and invoice a job
- Review industry costs and rates
- Understanding profitability and work flow
- Plan and discuss printing layouts
- Demonstrate mathematical concepts relating to print, estimating materials/service costs, and preparing work orders

Unit 6: Binding, Finishing, and Distribution Processes I
- Set up, adjust, and operate a paper cutter
- Set up, adjust, and operate a paper folder
- Demonstrate understanding of perforating, scoring, embossing, and die-cutting
- Perform preventive maintenance on bindery and finishing equipment
- Learn to set up and operate a stitcher
- Set up, adjust, and operate a paper drill
- Explain different methods of binding and assembling (e.g., collating and gathering)
- Explain assembly of carbonless paper forms
- Calculate number of small sheets cut from large sheets
- Identify properties and use of various paper stocks
- Demonstrate knowledge of carrier options, postal sorting, and packaging requirements

Unit 7: Advanced Digital File Preparation and Output I
- Identify the techniques associated with cold type composition
- Identify different computer platforms
- Explain the characteristics of different types of storage devices
- Explain the processes used in text and graphic prep
- Explain the proofreading process, use proofreader marks and edit accordingly
- Explain digital prepress workflow

Unit 8: Electronic Publishing and Printing, Pre-Press, and Output I
- Identify and demonstrate principles of layout and design

- Identify type terminology, styles, and uses
- Identify proofreader's marks, proofread and mark-up copy
- Make conversions using printer systems of measurement
- Demonstrate steps in the creative process (e.g., thumbnail, rough, comprehensive, mechanical)
- Crop, scale, and manipulate images
- Prepare elements for a variety of imposition layouts
- Demonstrate basic computer knowledge (e.g., storage, troubleshooting, peripherals)
- Demonstrate proficiency in computer graphics and page layout applications

Unit 9: Professional Procedures and Legal Considerations I
- Describe the purpose of trade customs in the printing and graphic industries
- Discuss printing industry trade associations
- Give examples of items that can be copy righted
- Understand legal aspects of copyrighted materials

Unit 10: Digital Imaging and Prepress Imaging I
- Explain the preflight process
- Compare types of production proofs
- Explain digital prepress workflow
- Identify components of a digital press or other digital device and demonstrate knowledge of operating procedures

Unit 11: Adobe Creative Suite–Creative Cloud I
- Students will learn layout application
- Difference between print and digital
- Photo re-touching
- Students learn publishing techniques

Unit 12: Newspaper Publishing I
- Students will learn how to write a profile story – question techniques, story boarding, and interviewing guidelines.
- Students will be able to edit, advertise, create art and design for the school newspaper.
- Students will learn the importance and value of working in teams.
- Students will learn project management, personal time management and meeting deadlines.

Unit 13: Career Study I
- Creating a cover letter
- Creating a resume for college or employment

- Writing a professional 'thank you' note/letter
- Portfolios for success
- Workforce soft skills
- Interviewing techniques
- Team building and time management

Unit 14: Certification Prep: Illustrator
Adobe Certified Professional in Graphic Design and Illustration Using Adobe Illustrator

- Working in the design industry
- Project setup and interface
- Organizing documents
- Creating and modifying visual elements
- Publishing digital media

NJ Learning Standards 9.3

CONTENT AREA:	STANDARD 9.3 CAREER AND TECHNICAL EDUCATION
ARTS, A/V TECHNOLOGY & COMMUNICATIONS CAREER CLUSTER®	
Number	**Standard Statement**
By the end of Grade 12, Career and Technical Education Program completers will be able to:	
CAREER CLUSTER®:	ARTS, A/V TECHNOLOGY & COMMUNICATIONS (AR)
PATHWAY:	PRINTING TECHNOLOGY (AR-PRT)
9.3.12.AR-PRT.1	Manage the printing process, including customer service and sales, scheduling, production and quality control.
9.3.12.AR-PRT.2	Demonstrate the production of various print, multimedia or digital media products.
9.3.12.AR-PRT.3	Perform finishing and distribution operations related to the printing process.
PATHWAY:	VISUAL ARTS (AR-VIS)
9.3.12.AR-VIS.1	Describe the history and evolution of the visual arts and its role in and impact on society.
9.3.12.AR-VIS.2	Analyze how the application of visual arts elements and principles of design communicate and express ideas.
9.3.12.AR-VIS.3	Analyze and create two and three-dimensional visual art forms using various media.