



Program: Graphics

Generic Employability Skills

- **Communication Skills**
 - understand and speak the language of the trade/occupation
 - listen, read, write and speak effectively in work settings
- **Technical Skills**
 - use technology, tools and information systems effectively
 - access and apply skills required in specific fields
- **Thinking Skills**
 - solve problems and make appropriate decisions
 - understand and solve problems involving mathematics and/or logic
- **Personal Management Skills**
 - display:
 - confidence and self-esteem
 - honesty, integrity and personal ethics
 - positive attitude toward learning and personal health
 - initiative, energy and persistence to get the job done
 - creativity and flexibility
 - accountability for actions taken
 - recognition of and respect for diversity and individual differences
- **Teamwork Skills**
 - respect the thoughts and opinions of others in the group
 - use “give and take” to achieve group results
- **Computer Skills**
 - keyboard efficiency
 - perform tasks requiring knowledge of specific software package (name software)
 - perform complex data or text entry requiring in-depth knowledge of a software package
 - performs tasks using Internet
- **Languages Spoken/Written Fluently**

Program Specific Skills

- Understand print shop procedures and safety
- Operate flatbed scanner
- Operate digital & 35 mm camera
- Perform process photography
- Perform film processing
- Perform contact/colour proofing
- Perform lithographic platemaking
- Operate guillotine or hydraulic paper cutter
- Perform finishing and bindery
- Can perform spotting of negatives (B/W)
- Can perform stripping procedures
- Understands computer programs such as, Photoshop, Illustrator, Adobe Indesign, PowerPoint, and MS Word, Acrobat
- Can perform proofreading techniques
- Perform photo editing/manipulation techniques
- Operate button maker
- Operate digital heat transfer equipment for making t-shirts and stickers
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