

HP & ACADEMY CURRICULUM

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Get Experienced.™

HPx ACADEMY CURRICULUM

WELCOME TO THE HPx ACADEMY AND ROBERT G. KOWA THEATRE.

I am delighted to invite you to attend the HPx Academy training program.

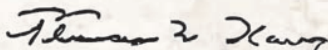
The HPx Academy training program was developed to further educate our employees about the package printing industry. We have designed the curriculum to provide a better understanding of processes and technologies. As our Academy development progressed, our industry partners became interested in our programs. We recognized that expanding our educational course offerings to our clients and vendors was beneficial for all. After much consideration, we constructed the HPx Academy and Robert G. Kowa Theatre to house our training for employees, clients and vendors.

On May 18, 2007 Huston Patterson hosted the grand opening of the HPx Academy and the ribbon cutting of the Robert G. Kowa Theatre. That opened the door for us to extend our program and its benefits to all our industry associates.

Creating the HPx Academy was truly a great decision for us. Huston Patterson is steadfast in our commitment to excellence by adding value to our clients and industry in every way possible. In October 2007, we were recognized by AICC and BCN as Innovator of the Year for our effort to expand the knowledge and capabilities of our exceptional employees and industry partners.

This innovative educational program has helped Huston Patterson and Sigma Graphics employees reach new heights. I invite you to look through this catalog. I am sure you will find courses to fit every need of your company. Please contact your Client Services Manager to create your customized curriculum.

To Education, Knowledge & Success,



Thomas W. Kowa
President/CEO

HP & ACADEMY CURRICULUM

COURSE DESCRIPTIONS

The course descriptions are designed to help you decide what is of interest to you and your company. You may take any of these courses in their entirety or have them customized to fit your needs.

CURRICULUM

GENERAL 100

◇ PRINT - 101

This course takes you through the history and technology of the printing world, providing a broad overview of the equipment and tools we use today. We discuss how printing began, the nine printing processes, the importance of color, and the flow of a job in a print house.

AGENDA:

- History & Technology of Printing
- Introduction to Color
- Pre-press
- Sheeter
- Press Room
- Bindery
- Shipping

WHO SHOULD ATTEND?

- Required for Huston Patterson Employees
- New Employees to the Industry
- Experienced Employees of the Industry
- Corrugators/Box Makers
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

◇ HUSTON PATTERSON - 102

In this course, we highlight the capabilities of Huston Patterson and Sigma Graphics, our Special Products Division. We share with you the great programs and services that make us an industry leader.

AGENDA:

- Company History
- A Look at Department Equipment & Features
- Programs & Services

WHO SHOULD ATTEND?

- Required for Huston Patterson Employees
- Vendors
- Clients
- Corrugators/Box Makers
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

◇ INDIVIDUAL DEPARTMENT PROCEDURES - 103

This course is mandatory for all Huston Patterson employees on an annual basis. Each department director reviews the manual with their personnel.

AGENDA:

- Department Procedures
- Client Procedures
- HPx® Standards

WHO SHOULD ATTEND?

- Required for Huston Patterson Employees

◇ BASIC COLOR - 104

Have you ever speculated why we see colors the way we do? Well, wonder no more. We will show how color affects you and your clients.

AGENDA:

- The Best Tools for Color Control
- Let's Talk Color
- The Importance of Color
- Color Mapping

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Corrugators/Box Makers
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

◇ PSI – GENERAL USE - 105

This course is designed to assist Huston Patterson personnel in the use of our data management system. We provide an overview on the importance of accurate data entry to insure a smooth work flow.

AGENDA:

- Log In
- Charging Time
- Charging Materials

WHO SHOULD ATTEND?

- Required for Huston Patterson Employees

◇ PSI – REPORTS & MORE - 106

All the information you need is at your fingertips. Let us show you where to find it. This course is designed for our management personnel, targeting areas that support daily tasks and decision making.

AGENDA:

- Reports
- Inventories
- Job Cost
- Job Planning

WHO SHOULD ATTEND?

- Huston Patterson Management

◇ PSI – PORTALS - 107

With all the latest technology in client services, this is a definite must see. Let us walk you through these time-saving tools.

AGENDA:

- Online Estimating
- Job Tracking
- File Transfer (Pre-flight)
- Shipping Information and Tracking
- Invoicing

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Corrugators/Box Makers
- Sales and Client Service Representatives
- Designers
- Purchasing
- Accounting
- Huston Patterson Clients

◇ PROBLEM SOLVING - 108

Everyone can use an extra hand when it comes to solving problems. Here are some great tools and exercises to help you tackle your next issue.

AGENDA:

- Get All the Facts
- Questions to Ask
- Finding a Solution, Not Blame
- Acting on the Decision

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives

◇ TIME MANAGEMENT & ORGANIZATIONAL SKILLS - 109

Can't find that important document? Are you always running behind? This is the class for you. We focus on your strengths and how to recognize your weaknesses. You will learn great tips to get you organized and stay that way.

AGENDA:

- Yourself
- Time
- Keeping on Track

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Corrugators/Box Makers
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

PRE-PRESS 200

◇ FRONT END - 201

This is a hands-on course that will lead you through the basic use of the technologies used to set up and review a new job. If you have ever wondered what it takes to get a job to press, this course is for you.

AGENDA:

- Receiving the Art
- Pre-flight a Job
- File Preparation
- Imposition and Proofing

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Corrugators/Box Makers
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

◇ PLATEMAKING - 202

This course takes you through the next step of getting a job on press. Our instructor will take you through this hands-on session, providing you with the interesting details of how we transfer the image to a plate.

AGENDA:

- Documents Platemakers Use
- Screen Unit
- Processing Line
- Making a Mylar and Blanket

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives

◇ ADVANCED TECHNICAL PROCESSES - 203

Do you want to learn more about cutting edge print technologies? Come take a look at some of the great new processes in the industry. We discuss the ways to take advantage of these new innovations to make your art the best it can be. During class discussions, you will learn how to tell if a process is right for your project.

AGENDA:

- FM Screening
- Metal FX®
- Hexachrome®
- Special Print Solutions

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

◇ ADVANCED PLATEMAKING - 204

This course is the continuation of Platemaking 202. We will cover machinery maintenance and set-up.

AGENDA:

- Maintenance
- Set-up Processing Line
- Advanced Plate Inspection

WHO SHOULD ATTEND?

- Pre-press Personnel

◇ FLIGHTCHECK ONLINE - 205

This great tool will help you save time and phone calls. You will receive instant notification that your file has been received, eliminating the worry if your file was uploaded properly. In this course you will learn how to install the software and upload files. This software is Mac and PC compatible.

AGENDA:

- Install
- How to Upload a File
- Notifications

WHO SHOULD ATTEND?

- Huston Patterson Clients
- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Pre-press Personnel
- Designers

SHEETING 300

◇ SHEETING - 301

This hands-on course will take you to Huston Patterson's in-house sheeting facility. We will take you through basic set-up and make-ready procedures. You will learn why the cut quality and squared sheets are important.

AGENDA:

- Stock Overview
- Equipment
- Basic Operations
- Cut Quality

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Vendors

◇ STOCK - 302

Choosing the proper stock for your order is essential. In this course, you will see how paper is made. We will show you techniques on how to tell the grain direction of the stock and why it is important to your product's assembly.

AGENDA:

- Paper Manufacturing and Sustainability
- Characteristics of Paper
 - Grain Direction
 - Brightness
 - Environmental Control
- Stock Types and Usage

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

PRESS ROOM 400

◇ BASIC PRESS - 401

This hands-on course takes you through the set-up and basic make-ready procedures of a press run.

AGENDA:

- Set-up and Make-ready
- Ink and Water Balance
- Screen vs. Solid Coverage

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Huston Patterson Clients

◇ KBA DENSITRONICS/LOGOTRONICS - 402

In this course, you will see how we use high tech tools to get auto fit and color on a press run.

AGENDA:

- Auto Fit
- Dynamic Ink Control
- Densitronic Ink Control During Run

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives

◇ ADVANCED COLOR LAB - 403

This is a continuation of the Basic Color course. We will cover how to use a spectrophotometer and CIELAB method to define color. This is a class for those who require a technical understanding of color.

AGENDA:

- Spectrophotometry
- CIELAB

WHO SHOULD ATTEND?

- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

◇ ADVANCED UV/SPECIAL TECHNIQUES - 404

Are you looking for new ways to make your project pop? Come take a look at some great techniques. In this course we will cover different types of UV coatings and varnishes. We discuss how applying spot coat areas can give depth to your project.

AGENDA:

- Coatings
- Varnishes
- Rub Factors

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

◇ GRACOL™ - 405

Learn more about the Gracol™ and Huston Patterson's color management process. We discuss why this is a benefit to our clients and to printers.

AGENDA:

- Gracol™ Philosophy and Specifications
- Benefits
- G7™ Process Used to Control Color

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

HP & ACADEMY CURRICULUM

BINDERY 500

◇ BINDERY - 501

Let us take you through the basics of bindery. In this hands-on course, we walk you through each step of the process.

AGENDA:

- Set-up
- Jogging
- Cutting
- Samples

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives

SHIPPING 600

◇ SHIPPING - 601

Getting an order shipped on time is critical. Clients often have special requirements that must be met to ensure the shipment will be accepted. We will show you what it takes to make that happen.

AGENDA:

- Prepping the Load
- Documentation
- Special Requirements

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives

PACKAGING 700

◇ PACKAGING - 701

Almost every product we purchase these days has some form of packaging. Our instructors will cover how various packaging components are made.

AGENDA:

- Design Concept
- Corrugation
- Die-cutting

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

◇ GRAIN DIRECTION - 702

Knowing the importance of grain direction is critical to box makers. Learn about paper fibers and how the direction affects a finished piece.

AGENDA:

- How to Tell the Grain Direction of Stock
- Corrugation Direction
- Relative Humidity

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Automaton Operators
- Huston Patterson Clients

◇ POSITION - 703

All you need to know about positioning a job will be covered in this course. We will review the terminology, grain direction, and running multiple pieces on a sheet.

AGENDA:

- Terminology
- Requirements
- Proofing

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Sales and Client Service Representatives
- Designers
- Corrugators/Box Makers
- Huston Patterson Clients

CLIENT SERVICES 800

◇ JOB TICKET ENTRY PSI - 801

Everything you need to know on how to enter a new job into our PSI system. You will learn what information is needed and the personnel to contact to get your job on the press.

AGENDA:

- Client Information
- PSI Features
- Contacting Other Personnel

WHO SHOULD ATTEND?

- HP Sales and Client Service Representatives

◇ COMMUNICATION - 802

This course covers in-house communications and client/vendor communications.

AGENDA:

- Know Your Audience
- Be Prepared
- Are We Truly Listening?
- How to Handle Conflicts

WHO SHOULD ATTEND?

- Sales and Client Service Representatives

◇ ADVANCED COMMUNICATION - 803

Huston Patterson will contact various speakers to conduct this course. Some courses may be a one time event. Contact the CXO for more details.

AGENDA:

- To Be Determined

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Corrugation/Box Makers
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

SAFETY 900

◇ FORKLIFT TRAINING - 901

You will learn how to properly operate equipment in a safe manner. Upon completion of the course, individuals will receive a driving license valid for 3 years. During this course you will participate in a classroom training and a hands-on obstacle course.

AGENDA:

- Load Capacity
- Inspections
- Proper Driving Techniques
- Perform an Obstacle Course

WHO SHOULD ATTEND?

- Required for HP Employees who operate a forklift

◇ LOCKOUT/TAGOUT - 902

Whether you are a recent hire or an experienced employee, this program will expand your knowledge of the Lockout/Tagout (LOTO) standard.

AGENDA:

- Affected and Authorized Employees
- General Concept and Procedures
- Proper Use of Locks

WHO SHOULD ATTEND?

- Required for HP Employees who operate machinery

◇ CPR & FIRST AID TRAINING - 903

This program is designed to give you the confidence to respond in an emergency situation with skills that can save a life.

AGENDA:

- First Aid
- CPR
- Defibrillator

WHO SHOULD ATTEND?

- All Employees

◇ MATERIAL SAFETY DATA SHEET (MSDS) TRAINING - 904

This course provides complete, detailed information about hazardous chemicals. We cover hazardous ingredients and exposure limits; safe handling, storage, and use; the “Right To Know” and more.

AGENDA:

- How to read an MSDS Sheet
- “Right To Know”

WHO SHOULD ATTEND?

- Required for HP Employees who handle solvents and other raw materials.

HUMAN RESOURCES 1000

◇ SEXUAL HARASSMENT - 1001

This presentation discusses our company’s policy and the law regarding sexual harassment.

AGENDA:

- What is Sexual Harassment
- Huston Patterson’s Company Policy
- The Law Regarding Sexual Harassment
- Questions and Answers

WHO SHOULD ATTEND?

- Required for HP Employees

SUSTAINABILITY 1100

◇ SUSTAINABILITY - 1101

This course provides basic information on sustainability.

AGENDA:

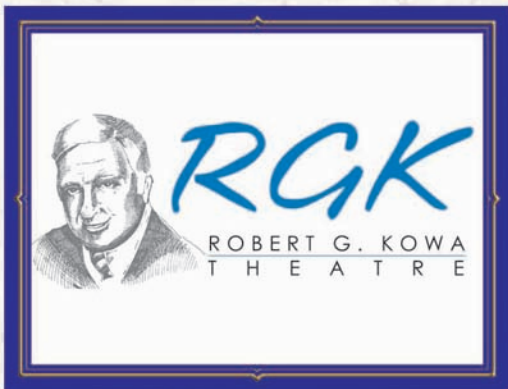
- Define Sustainability
- What is Sustainable Packaging
- How We Can Help

WHO SHOULD ATTEND?

- New Employees to the Industry
- Experienced Employees of the Industry
- Corrugation/Box Makers
- Sales and Client Service Representatives
- Designers
- Huston Patterson Clients

RGK THEATRE





The HPx Academy has been developed to further the education of our employees, clients, and vendors. The curriculum contains both classroom and hands-on training. With that in mind, we have designed a state-of-the-art training facility to accommodate the needs of the students and educators.

FEATURES:

- Seating for 26 in the Robert G. Kowa Theatre
- 90 x 120 inch screen for optimal viewing
- Wireless microphones (lapel and handheld)
- Wireless internet connection
- Bose® surround sound speaker system
- Large conference room for meetings and meals
- Small conference room for meetings and conference calls

The above features were designed with you in mind – comfortable accommodations to make your experience unforgettable.

Customized courses are available upon request. Contact your Client Services Manager to find out more about the HPx Academy.