

CS 175.11 Course Outline as of Fall 2009**CATALOG INFORMATION**

Dept and Nbr: CS 175.11 Title: INTRO TO ADOBE ACROBAT

Full Title: Introduction to Adobe Acrobat

Last Reviewed: 12/12/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	2.00	8	Lab Scheduled	16.00
		Contact DHR	1.50		Contact DHR	12.00
		Contact Total	5.50		Contact Total	44.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 76.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: CIS173.21A

Catalog Description:

This course teaches students how to create, optimize, and use PDF (Portable Document Format) to publish, share and distribute electronic documents. Adobe Exchange, Reader, PDF Writer, Distiller, and Catalog will be introduced.

Prerequisites/Corequisites:**Recommended Preparation:**

Completion of CS 101A OR CS 105A OR CIS 5, and eligibility for English 100 or ESL 100.

Limits on Enrollment:**Schedule of Classes Information:**

Description: This course teaches students how to create, optimize, and use PDF (Portable Document Format) to publish, share, and distribute electronic documents. Adobe Exchange, Reader, PDF Writer, Distiller, and Catalog will be introduced. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Completion of CS 101A OR CS 105A OR CIS 5, and eligibility for English 100 or ESL 100.

- c. Links
 - d. Bookmarks and thumbnails
 - e. Annotations
 - f. Finding text
3. Comment reviewing and sharing
 - a. Electronic sticky notes
 - b. Highlights
 - c. Strikethroughs
 - d. Annotation management: importing, exporting, and summarizing
 4. Creating PDF Document
 - a. Comparison of PDF Writer and Distiller
 - b. Setting basic Distiller options
 - c. Bookmarks and thumbnails
 - d. Forms
 - e. Digital signatures
 - f. Security controls
 5. Practical PDF conversions
 - a. Microsoft Word to PDF
 - b. Web page to PDF
 6. PDF document modification
 - a. Edit text and images
 - b. Add, remove, and rearrange pages
 - c. Add actions to links and bookmarks

Assignment:

1. Complete Acrobat navigation worksheet.
2. View, navigate, and print a short PDF file.
3. Review a PDF file, and share comments with a team of classmates.
4. Fill in and print a PDF form.
5. Use PDF Writer to convert and print a simple Word document.
6. Use Distiller with options to convert a more complex document.
7. Add bookmarks, thumbnails, and an electronic form with digital signature to a PDF document.
8. Edit a PDF file.
9. Convert a web page to PDF format.
10. Exams and lab reports

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Lab reports

Problem solving
25 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams

Skill Demonstrations
25 - 50%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams
25 - 50%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

"Adobe Acrobat 5.0 Classroom in a Book", by Adobe Creative Team - Adobe Press 2001