CS 175.11 Course Outline as of Spring 2011

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	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50		Lab Scheduled	0	4	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	1.50		Contact Total	26.25
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50   Total Student Learning Hours: 78.75

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 CS 5; AND Eligibility for ENGL 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 CS 5; AND Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course, students will be able to:
1. Identify uses for PDF documents.
2. View, navigate, and print PDF files.
3. Review and share comments on a PDF file.
4. Add electronic sticky notes, highlights, and strikethroughs to a PDF document within a Web browser.
5. Fill in an Adobe PDF form.
6. Differentiate between PDF Writer and Distiller.
7. Use PDF Writer and Distiller with options to create three PDF files.
8. Create and save an interactive, electronic form in PDF.
9. Add bookmarks and thumbnails to a PDF file.
10. Edit PDF files.
11. Add a digital signature to a PDF file.
12. Convert a Microsoft Word document to a PDF file.
13. Convert a Web page to PDF.
14. Add security controls to a PDF file.

Topics and Scope:

1. Purpose and functions of PDF documents
   a. Publish, share, and distribute documents
   b. Convert documents created in most other applications to Adobe Portable Document Format (PDF), a standard for electronic distribution that faithfully preserves the look and feel of the original file complete with fonts, colors, images, and layout
2. Document navigation in Acrobat
   a. The Acrobat toolbar
   b. Magnification
   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. Two to four exams.
11. One to three 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 using PDF files, lab reports	Problem solving 25 - 50%

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

Class performances using PDF files	Skill Demonstrations 25 - 50%

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

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.

Attendance and participation	Other Category 0 - 10%

Representative Textbooks and Materials:
Adobe Acrobat 9 Classroom in a Book, by Adobe Creative Team, Adobe Press, 2008.