

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**ADOBE ACROBAT
WEB 2703**

Class Hours: 1.0

Credit Hours: 1.0

Laboratory Hours: 0.0

Revised: Spring 2016

Catalog Course Description:

This course focuses on the Web authoring tool Adobe Acrobat. Students will learn to create and publish documents for electronic distribution that can be viewed by anyone on any computer. Features such as document security, the ability to create a searchable index of multiple PDF documents, the ability to capture scanned documents and make them editable, and searchable and forms creation will be covered.

Entry Level Standards:

Students taking this course should be proficient in Windows XP or later

Prerequisites:

WEB 1600 or CSIT 2230

Textbook(s) and Other Course Materials:

Lisa Fridsma, Brie Gyncild. Adobe Acrobat DC Classroom in a Book. Adobe Press|Peachpit. 2015. ISBN: 978-0134171838. <http://www.peachpit.com/store/adobe-acrobat-dc-classroom-in-a-book> ISBN: 978-0134171838

Supplementary Materials (Software): A full version of Adobe Acrobat 9 software is required for this course. A copy of the software is **NOT** included with the course materials.

I. Week/Unit/Topic Basis: (Tentative Schedule)

Week	Topic
1	Introduction to Adobe Acrobat 9
2	Looking at the work area, creating Adobe PDF files
3	Combining files in PDF portfolios, reading and working with PDF files, enhancing and editing PDF documents
4	Adding signatures and security, working with forms in Acrobat
5	Final Exam

II. Course Goals*:

The course will:

- A. Navigate PDF documents efficiently. (I)

- B. Use the Acrobat Interface efficiently. (I,IV)
- C. Create links within PDF documents and navigate within large documents. (I,II)
- D. Create PDF documents. (I,IV)
- E. Edit PDF documents. (I,II)
- F. Create enhanced PDF documents such as forms and documents with multimedia elements.(II)
- G. Capture PDF documents through scanning. (II,IV)
- H. Create navigation for PDF documents. (II,IV)
- I. Create interactive PDF navigation. (II,IV)
- J. Add digital signatures and document security. (II,IV)
- K. Optimize PDF documents. (II,IV)
- L. Create PDF documents for the Web. (II,IV)
- M. Create a PDF index. (II,IV)
- N. Use batch processing in Acrobat. (II,IV)
- O. Use Acrobat to create documents that are accessible to persons with vision and motor challenges. (II,IV)
- P. Use Acrobat Help. (II,IV)
- Q. Describe internal and external security risks. (II,IV)

*Roman numerals after course objectives reference goals of the WEB program.

III. Expected Student Learning Outcomes*:

The student will be able to:

1. Start and quit Acrobat. B
2. Understand the Acrobat screen. B
3. Use the Acrobat toolbars and menus. B,L,K
4. Open and close PDF files. C
5. View a PDF file. B
6. Zoom. A
7. Navigate a document page. A,H,E
8. Move between document pages. A,H,I
9. Use Document Properties. A,B

10. Set Preferences and magnification settings. B
11. Select text and images. B
12. Download, purchase, organize, and read eBooks. B
13. Work with Organizer. B
14. Work with Collections. B
15. Save PDF files in other formats. B
16. Reduce PDF file sizes. B
17. Print PDFs.
18. Convert files to PDF from multiple files, Web pages, Office applications, and Clipboard images. L
19. Change page order and numbers. B,H,I
20. Replace, insert, remove, crop, and rotate PDF pages. B,E
21. Add headers and footers. B,E
22. Work with watermarks and backgrounds. B,E,L
23. Work with bookmarks. B,E,L
24. Add comments. B,E,L
25. Use audio attachments. B,E,L
26. Edit with Drawing Markup Tools. B,E,L
27. Edit PDF text. G
28. Create form documents and fields. F
29. Add actions to fields. F
30. Create various forms fields (combo box, digital signature, list box, radio button, calculated).
F
31. Create buttons. F
32. Add actions. F
33. Create a slideshow. A,D,F
34. Add sounds or movies to PDFs. F
35. Use Page Actions with movies. F
36. Use Indexes. C
37. Scan a document into Acrobat. G

38. Capture and edit images and text. G
39. Create a digital ID. J
40. Use batch processing in Acrobat. N
41. Create and edit sequences. N
42. Read PDF pages online. L
43. Edit PDFs online. L
44. Link a Web page to a PDF. L
45. Optimize files for online viewing.
46. Add document security to a PDF. K
47. Check the accessibility of a PDF. J
48. Create an accessibility report. O
49. Create a PDF file that will read the text out loud. O
50. Create a PDF file that opens at large magnification so visually challenged persons can read the text. O
51. Explore the accessibility options. O

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures:

20 percent of grade. Students will be given a series of cumulative theory exams during the semester and a final exam over course content at the end of the semester.
Quizzes, Midterm Exam, and Final Exam

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

- Projects/Assignments: 75 percent of grade. The projects and/or assignments will be uploaded to the web server space.
- Online Communication Tools: 5 percent of grade. Students will use email and course discussion board to communicate with the instructor and with each other.

E. Grading Scale:

A 90-100%

<i>B+</i>	85-89%
<i>B</i>	80-84 %
<i>C+</i>	75-79%
<i>C</i>	70-74 %
<i>D</i>	60-69 %
<i>F</i>	0-59 %

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

Students must have a valid PSCC ID to be presented on demand to gain access to PSCC facilities.