

Adobe Acrobat

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Andy Yero Chris Yero
Development Date	5/29/2007
Revised By	Andy Yero and Chris Yero
Revised Date	5/15/2009
Course Number	10-103-141
Instructional Level	Associate Degree
Instructional Area	Computer Software
Division	Agriscience & Technologies
Potential Hours of Instruction	24
Total Credits	1

Description

Provides an in-depth look into Adobe Acrobat and its many features. Explore the PDF file format and its uses. Create original PDF documents. Convert existing Microsoft Office documents into PDF format. Use tools in the Acrobat software to search, follow links, and fill in existing forms. Make use of Acrobat's editing tools to modify existing documents. Create forms that can be filled in electronically.

Types of Instruction

Instruction Type	Contact Hours	Credits
Online Learning	24	1

Textbooks

Adobe Systems Inc.. *Adobe Acrobat 9 Classroom in a Book*. Peachpit. 2009. **Pages:** 354. **ISBN:** 978-0-321-55297-6.

Learner Supplies

Computer with Internet access and Adobe Acrobat software.

Prerequisites

Competency in Windows

Exit Learning Outcomes

Core Abilities

- A Communicate effectively
 - A1. learner reads, retains, restates, and applies ideas for a variety of purposes including information, enjoyment, and appreciation
 - A2. learner writes clearly, concisely, and accurately in a variety of contexts and formats
- B Use science and technology
 - B1. learner uses critical thinking skills to approach and use new technology
 - B2. learner uses appropriate technology to manage information, solve problems, communication,

develop products, and provide services

Program Outcomes

- A. Use appropriate technology and technical skills to manage information and solve problems

Competencies

A Explain the PDF format

Linked Core Abilities

Communicate effectively

Linked Program Outcomes

Use appropriate technology and technical skills to manage information and solve problems

You will demonstrate your competence by:

- A1. Writing a summary explaining the PDF format.
- A2. Participating in the class discussion in Blackboard

Your performance will be successful when:

- A1. summary includes a definition of PDF
- A2. summary includes the advantages of using PDF format
- A3. you enter into class discussions regarding the PDF format
- A4. you offer questions or comments in Blackboard regarding the PDF format
- A5. you engage in the electronic learning forum

Learning Objectives

- A1. Define PDF
- A2. Identify advantages of using the Portable Document Format
- A3. Describe appropriate and inappropriate applications of the PDF

B Demonstrate basic functions of Adobe Acrobat

Linked Core Abilities

Use science and technology

Linked Program Outcomes

Use appropriate technology and technical skills to manage information and solve problems

You will demonstrate your competence by:

- B1. by creating files of specified assignments that are submitted in a timely manner
- B2. participating in the class discussion in Blackboard

Your performance will be successful when:

- B1. file shows that you used Acrobat Help
- B2. file shows that you customized the display and arrangement of the Acrobat toolbars and tools
- B3. file shows that you hid tools and toolbars
- B4. file shows that you changed the view of a document in the document pane
- B5. you enter into class discussions regarding the basic functions of Adobe Acrobat
- B6. you offer questions or comments in Blackboard regarding the basic functions of Adobe Acrobat
- B7. you engage in the electronic learning forum

Learning Objectives

- B1. Study examples of PDF documents designed for printing and for viewing online
- B2. List the steps taken to use the Help feature in Acrobat
- B3. Identify formatting and design decisions you need to make when creating an electronic publication
- B4. Recognize various ways to the display and arrangement of the Acrobat toolbars and tools
- B5. Describe how to view a document in the document pane

B6. Identify Acrobat features designed to help you manage your PDF files

C

Create PDF documents

Linked Core Abilities

Use science and technology

Linked Program Outcomes

Use appropriate technology and technical skills to manage information and solve problems

You will demonstrate your competence by:

- C1. Creating original PDF documents
- C2. Participating in the class discussion in Blackboard

Your performance will be successful when:

- C1. Original PDF document is created using text
- C2. PDF document includes an image
- C3. PDF document file size is reduced
- C4. PDF document is compressed
- C5. PDF document is created from a web page
- C6. PDF document is accessible to screen readers and hand-held devices
- C7. you enter into class discussions regarding creating PDF documents
- C8. you offer questions or comments in Blackboard regarding creating PDF documents
- C9. you engage in the electronic learning forum

Learning Objectives

- C1. Describe the process of converting an image file to Adobe PDF using the Create PDF command
- C2. Describe the process of consolidating PDF files into one Adobe PDF file using the Combine Files command
- C3. List the steps taken to convert a file to Adobe PDF using the authoring application's Print command
- C4. Identify the Adobe PDF settings used to convert files to Adobe PDF
- C5. List the steps to reduce the size of your final Adobe PDF file
- C6. Explain how to compress an Adobe PDF file
- C7. Explain how to create a PDF file from a web page
- C8. Explain how to create PDF files that are accessible to screen readers
- C9. Explain how to create PDF files that are accessible to hand-held devices

D

Create PDF documents from existing Microsoft Office documents

Linked Core Abilities

Use science and technology

Linked Program Outcomes

Use appropriate technology and technical skills to manage information and solve problems

You will demonstrate your competence by:

- D1. Creating PDF documents from Microsoft Office files
- D2. Participating in the class discussion in Blackboard

Your performance will be successful when:

- D1. PDF document is created from a Microsoft Word file
- D2. PDF document is created from a Microsoft Excel file
- D3. PDF document is created from a Microsoft PowerPoint
- D4. you enter into class discussions regarding creating PDF documents from existing Microsoft Office documents
- D5. you offer questions or comments in Blackboard regarding creating PDF documents from existing Microsoft Office documents
- D6. you engage in the electronic learning forum

Learning Objectives

- D1. Describe how to convert a Microsoft Word file to Adobe PDF
- D2. Describe how to convert Word headings and styles to Adobe PDF bookmarks
- D3. Describe how to convert a Microsoft Excel file to Adobe PDF
- D4. Describe how to convert a Microsoft PowerPoint file to Adobe PDF
- D5. Identify how to change the Adobe PDF conversion settings

E Manipulate PDF documents in Adobe Acrobat

Linked Core Abilities

Use science and technology

Linked Program Outcomes

Use appropriate technology and technical skills to manage information and solve problems

You will demonstrate your competence by:

- E1. creating PDF files of specified assignments that are submitted in a timely manner
- E2. participating in the class discussion in Blackboard

Your performance will be successful when:

- E1. PDF file includes multiple PDF documents merged together
- E2. PDF file includes an electronic signature
- E3. PDF file includes password protection
- E4. PDF file includes hyperlinks
- E5. you accurately fill out an electronic PDF form
- E6. you use the portfolio feature to assemble a collection of documents
- E7. you enter into class discussions regarding manipulating PDF documents in Adobe Acrobat
- E8. you offer questions or comments in Blackboard regarding manipulating PDF documents in Adobe Acrobat
- E9. you engage in the electronic learning forum

Learning Objectives

- E1. Describe how to include a signature in PDF files
- E2. Identify how to follow links in PDF files
- E3. Determine how to search PDF files
- E4. List the steps taken to add password protection to PDF files
- E5. Create a working PDF portfolio

F Apply editing techniques

Linked Core Abilities

Use science and technology

Linked Program Outcomes

Use appropriate technology and technical skills to manage information and solve problems

You will demonstrate your competence by:

- F1. Modifying existing PDF documents by applying editing techniques
- F2. Participating in the class discussion in Blackboard

Your performance will be successful when:

- F1. PDF document is modified to include rearranged pages
- F2. PDF document is modified to include rotated and cropped pages
- F3. PDF document is modified to include pages from an external document
- F4. PDF document is modified to include links and bookmarks
- F5. PDF document is modified to include text copied from an external document as accessible text
- F6. PDF document is modified to include individual images
- F7. PDF document is modified to include all the art from a document
- F8. you create an image from a PDF file
- F9. you use Acrobat in a document review process

- F10. you use commenting and markup tools to annotate a PDF file
- F11. you view, reply to, summarize, and print document comments
- F12. you enter into class discussions regarding applying editing techniques
- F13. you offer questions or comments in Blackboard regarding applying editing techniques
- F14. you engage in the electronic learning forum

Learning Objectives

- F1. Describe how to rearrange pages in a document using thumbnails
- F2. Describe how to rotate and crop pages
- F3. Describe how to insert and extract pages from a document
- F4. Describe how to renumber pages
- F5. List the steps in creating links and bookmarks
- F6. Outline how to Insert data copied from an external source that is accessible
- F7. Identify how to include individual images in a PDF file
- F8. Identify how to include all of the art from a document in a PDF file
- F9. Identify how to use commenting and markup tools to participate in a document review process
- F10. Identify how to view, reply to, summarize, and print document comments

G

Construct PDF forms

Linked Core Abilities

- Communicate effectively
- Use science and technology

Linked Program Outcomes

Use appropriate technology and technical skills to manage information and solve problems

You will demonstrate your competence by:

- G1. Creating an original PDF form
- G2. Participating in the class discussion in Blackboard

Your performance will be successful when:

- G1. PDF form is created based on a paper form
- G2. PDF form includes text, number, checkboxes, and list form fields
- G3. PDF form validates calculated form data
- G4. you enter into class discussions regarding constructing PDF forms
- G5. you offer questions or comments in Blackboard regarding constructing PDF forms
- G6. you engage in the electronic learning forum

Learning Objectives

- G1. Determine information to be collected
- G2. List steps to create an electronic form that includes textbox form fields
- G3. List steps to create an electronic form that includes checkbox form fields
- G4. List steps to create an electronic form that includes number form fields
- G5. List steps to create an electronic form that includes list form fields
- G6. List steps to create an electronic form that validates calculated form data