



**Massasoit Community College  
Business and Technology Division  
Department of Computer Technology and Information Management**

**Course Syllabus for Fall 2009**

Course Title: **Adobe Acrobat I**  
Course No.: CTIM197-10, CRN 10576  
Instructor: Professor Marilyn R. Sherry  
Office: B330  
Office Hours: Monday 4:30—5; Tuesday, Thursday 11—12:30  
(Other times by appointment both on campus and online)

Telephone No.: (508) 588-9100, ext. 1678  
email: [msherry@massasoit.mass.edu](mailto:msherry@massasoit.mass.edu)  
Time: Monday 1—4:30 p.m.  
Date: September 14—October 5, 2009  
Room: B111  
Credits: 1

**Prerequisites:**

None

**Course Description:** (catalog)

Students will learn to use the various features of Adobe Acrobat to publish documents on the World Wide Web that can be viewed, printed, and accessed in their original format. These documents can be electronically shared with anyone regardless of hardware and software platforms.

**Purpose:**

The student will become familiar with the Acrobat family and the similarities and differences among Adobe Reader, Acrobat Standard, and Acrobat Professional.

**Course Objectives:**

1. The student will learn why and how PDF files are created and used.

2. The student will learn the similarities and differences among the various Acrobat products.
3. The student will learn the Adobe Acrobat interface and how to navigate around documents efficiently.
4. The student will learn how to create links within PDF documents.
5. The student will learn how to create and edit articles.
6. The student will learn how to create, edit, and nest bookmarks
7. The student will learn how to modify documents imported from another source.
8. The student will learn how to review and comment documents.
9. The student will learn how to place form fields in a document enabling a user to fill out a form onscreen.
10. The student will learn how to create PDF files from popular applications.

### **Textbook:**

Adobe Acrobat 9 Classroom in a Book, Adobe Press, ISBN 13-978-0-321-55297-6

### **Supplies:**

Flash drive

### **Evaluation:**

|  |     |
|--|-----|
| Weekly Assignments and Class Participation | 50% |
| PDF Favorite Sites                         | 15% |
| Final Project                              | 35% |

Note: Attendance is very important. An absence will result in your final grade being lowered one-full grade. No more than one absence is allowed in this course.

### **Course Procedures:**

At the beginning of class, I will answer any questions based on the homework or material already covered.

In presenting or reviewing material, I will use the board, the computer projection system, a student's computer, handouts, etc. Very frequently, I will complete an entire assignment in class on the computer to demonstrate how to approach it and how to complete it in the simplest, most efficient manner.

Most of the class time is used by me to present new material, to work on material not in the assigned texts, to answer questions, or to quiz students on both material from homework or from class work.

It is necessary to attend all classes and to realize that one must make time to complete the assignments during outside laboratory time. The only classroom on campus that has Adobe

Acrobat 9 is B111. You may make arrangements with me to use an available computer in this room on Tuesdays and Thursdays when I am in class. There are approximately four computers in the Student Lab in the Student Center that have Adobe Acrobat installed. These computers are marked as having this installed. If you have any questions, ask the lab monitor for assistance.

**Attendance:**

No more than one absence is allowed. This one absence, however, will result in the student's overall grade being lowered one full grade. Also, there is no make-up on work missed.

## Schedule\*

### **Week 1 Introduction to Adobe Acrobat, the work area and creating PDF files**

#### **Lesson 1**

About Adobe PDF  
About Adobe Acrobat  
Adobe PDF on the web  
A first look at the work area  
Viewing PDF presentations in Full Screen mode  
Designing documents for online viewing  
Getting Help

#### ***Review Questions and Answers (page 23)***

#### **Lesson 2**

Opening a PDF file in the work area  
Working with Acrobat tools and toolbars  
Working with Acrobat task buttons  
Working with the navigation pane  
Using Organizer

#### ***Review Questions and Answers (page 44)***

#### **Lesson 3**

About creating Adobe PDF files  
Using the create PDF command  
Dragging and dropping files  
Converting and combining different types of files  
Using the Print command to create Adobe PDF files  
About the Adobe PDF settings  
Reducing file size  
About compression and resampling  
Inserting multimedia files  
Scanning a paper document  
Converting emails to PDF (Windows)  
Converting web pages to Adobe PDF  
Exploring on your own: Creating PDF from the context menu (Windows)

#### ***Review Questions and Answers (page 73)***

### **Week 2 Creating Adobe PDF from Microsoft Office files, Combining Files in PDF Portfolios, Reading and Working with PDF files, Enhancing and Editing PDF Documents**

**Lesson 4**

Converting Microsoft Word files to Adobe PDF  
Inserting 3D content into PowerPoint presentations  
Converting Excel documents and starting a review  
Converting web pages from Internet Explorer  
Exploring on your own: Exporting tables from PDF files  
Exploring on your own: Converting and combining multiple Office files

***Review Questions and Answers (page 95)*****Lesson 5**

Creating a PDF portfolio  
Customizing your PDF portfolio  
Sharing your PDF portfolio  
Securing a PDF portfolio  
Searching a PDF portfolio

***Review Questions and Answers (page 112)***

***Create PDF of favorite sites (instructions will be given in class)***

**Lesson 6**

Changing the opening view  
About the onscreen display  
Reading PDF documents  
Searching PDF documents  
Printing PDF documents  
Filling out PDF forms  
About flexibility, accessibility, and structure  
Looking at accessible documents  
Making files flexible and accessible  
Adding tags  
Adding Alt text  
Using the Acrobat accessibility features

***Review Questions and Answers (page 143)*****Week 3    Enhancing and Editing PDF Documents, Adding Signatures and Security, Using Acrobat in Review Cycle, Working with Forms in Acrobat****Lesson 7**

Moving pages with page thumbnails  
Editing Adobe PDF pages  
Editing links

Inserting one PDF file into another PDF file  
Working with bookmarks  
Deleting a page  
Renumbering pages  
Editing and extracting text and images  
Converting PDF pages to image format files

***Review Questions and Answers (page 171)***

**Lesson 8**

Creating digital signatures  
About security  
Looking at security settings  
Adding security to PDF files  
Adding passwords  
Certifying PDF files  
Signing certified documents  
Exploring on your own: Using security envelopes

***Review Questions and Answers (page 196)***

**Lesson 9**

About the review process  
Adding comments to a PDF document  
About the commenting tool  
Working with comments  
Initiating a shared review  
Exploring on your own: Initiating live collaboration

***Review Questions and Answers (page 196)***

***Create PDF with links, bookmarks, images, and sound***

**Lesson 10**

Converting PDF files to interactive PDF forms  
Adding form fields  
Distributing forms  
Collecting form data  
Working with form data  
Exploring on your own: Calculating and validating numeric fields

***Review Questions and Answers (page 236)***

**Project Assigned (Due October 9)**

\*Schedule may be adjusted as needed.