ADOBE ACROBAT – SYLLABUS

INSTRUCTOR: Marilyne Cleeves (She/her)
ADDRESS ME: Marilyne, Ms. Marilyne, or Professor Marilyne (whatever you prefer)
OFFICE HOURS: Flexible (as needed). Email a time and date you would like to schedule an appointment (please list 3 alternate times). I will confirm with a zoom link and response.
PHONE: 772-7336 (leave message)
EMAIL: Canvas mail is most efficient. It is routed to my Cuesta account mcleeves@cuesta.edu but I can filter the mail to go to a special account so I answer student email first.

Welcome to CIS 173 Adobe Acrobat! I am excited to embark in this journey where we will work as a team to help you succeed and develop an enjoyment for Adobe Acrobat DC. I am confident that with your inspiration and dedication to learn week after week, you will be able to achieve your goals for this course and improve your ability to work with PDF documents.

COURSE MEETINGS

This course is asynchronous and does not require weekly meetings. You will find live video lectures for each of the project assignments you will be submitting. You are encouraged to watch the videos and work alongside where you feel it is necessary. Please don't hesitate to contact me through Canvas mail if you have any questions.

Diversity Statement

Inclusion, diversity, and equity are hallmarks of a safe, supportive, and educational classroom environment. Part of my objective for this course is to create that safe space that enables all students to engage openly, respectfully, and equally with their classmates, and their instructor, for their education. Please help me create this space with your own positive actions towards others as well.

Respect is something
we will show
when we treat
each other right!

HOW TO SUCCEED IN THE COURSE

In this course, there are a lot of small reading activities that require your input. The lessons build off each other. I strongly advise that you set a regular schedule for completing your assignments every week.

- **Use the Canvas Calendar** – Consult the Canvas Calendar or the course summary on the home page of the course to see all the dates for upcoming tutorials, discussions, and projects.
- **Use your Personal Calendar** – Setup a personal calendar system on your laptop, tablet, or phone (or on paper!) to block out time to complete readings, get yourself ready for tutorials, discussions and to complete assignments.
- **Finish Early** – Build some lead time so that if something unexpected happens in your life, you can handle it and still have time to complete your work.
- **Read Ahead –** Try to read a week ahead in the class if you can. It will help you to understand and create your weekly discussion post if you read the requirements for the post early in the week.
    - **Unit Overview –** This is a page at the beginning of each module. It includes the links you need to the videos, lectures, assignments and reading materials. This is the best starting point for each unit.
    - **Student Led Discussions –** These are in the form of online forums. You are given some examples and discuss the content you have learned in this content.
- **Ask for Help –** If you get in a tough spot and need an extension on an assignment, email me through Canvas mail. I am willing to work with students that need additional help on an assignment. If you are stuck on an assignment, you can ask your peers for help as well. Sometimes a quick note to a classmate in Pronto may be an instant answer for a question someone else has just resolved.
    - **Students Help Each Other** – You are encouraged through the addition of extra credit to help other students. This type of interaction compliments the learning for both the person giving the assistance and the student that is lend a hand.
    - **Online Video Tutorials** -- To help you with the learning process, I have created supplemental video demonstrations. I suggest you follow these steps to watching the videos:
        1. Watch the Entire Video
        2. Work the assignment with the video.
        3. Pause the video during each step and proceed to the next step

DESCRIPTION AND REQUISITES

Presents primary instruction in the use of Adobe Acrobat Professional. Students learn how to create Adobe PDF files from: Microsoft Office programs, popular authoring programs, image files and Web pages. In addition, students will learn reviewing and commenting on existing PDF files; customizing output quality by compressing and reducing file sizes; adding signatures and security to documents, converting paper forms to interactive online forms; creating multi-media presentations that include sound files. The course also teaches using Adobe Live Cycle Designer to create interactive forms from scratch.

CPAS – STUDENT LEARNING OUTCOMES

Upon completion of this course the student should be able to:

1. Demonstrate how to use Adobe Acrobat to create, combine files and design a PDF portfolio.
2. Explain how to read and work with PDF files.
3. Describe how to use Adobe Acrobat to convert Microsoft Office files (Windows)
4. Identify the process for adding signatures and security to PDF documents.
5. Recognize that a PDF file can be converted to an interactive PDF form!

TOPICS AND SCOPE

Converting into PDF

- Convert Microsoft Word, Excel and PowerPoint files into PDF files.
- Email a PDF as an attachment or inline text.

Control Output Quality

- Compression techniques
- Resampling and managing color.
- Editing pages and text
- Exporting data
- Working with pictures and images

Converting Design and Content

- Convert the entire site to a PDF file including all links within the site.
- Convert a single Web page into a PDF printable format.
- Optimizing images and files for on-line viewing

Reduce Image File Size

- Working with pictures and images to maintain color content and reduce size.

Using Adobe PDF Tools

- From an elevation change location of windows
- Add callouts.

Comments and Notes

- Create comments and notes in the PDF document.
- View comments and notes from the PDF document
- Print comments and notes from the PDF document

Combining Files

- Combine Word and graphic files to one PDF document.
- Add existing PDF documents to a converted PDF document.
- Combine reduced Distiller files to one PDF.

Learning Adobe Distiller

- Convert PDF to EPS and PS format.
- Convert EPS and PS formats to PDF reduced file size.

Document Properties and Saving

- Assign visual attributes to the document.
- Assign security.
- Utilize authoring tools.

Creating an Interactive Form

- From a form image, add fields to input data.
- Create boxes and buttons for check marks or fill-in.

ADD POLICY

Students will be added as space permits. The Last day to add is posted online in the Cuesta Academic Planning Calendar. It is generally the end of the second official class week.

TEXT AND MATERIALS

Adobe Acrobat DC Classroom in a Book
By Lisa Fridsma, Brie Gyncild
Published by Adobe Press
***FOURTH EDITION**

This cross-platform (Mac and Windows) book shows students how to collaborate effectively through electronic reviews, easily share their work across multiple platforms and devices (including via the new Adobe Document Cloud service) and speed up their production and business task workflow with Acrobat DC.

***FOURTH EDITION** – The book covers are the same for each edition, but the content is not. Make sure you have the right edition of the text.

ISBN-10: 0-13-798363-8
ISBN-13: 978-0-13-798363-6

SOFTWARE FOR STUDENTS

Adobe Creative Cloud licenses, which allow students to install Adobe Acrobat Pro as well as other Adobe apps, are available upon request for students. The students need to complete the Adobe License Request Form. Completing the form will submit your request to SSSP.

STUDENT SUPPORT SERVICES PROGRAM (SSSP)

SSSP provides supplementary academic services to eligible Cuesta College students. The services of the program are highly personalized, and the program is limited to (175) students. Applications are available year-round as space permits. The goal of TRIO-SSSP is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

PURCHASING OPTIONS

If you wish to purchase a license at discount. They are available through College Buys.

You will need a Cuesta College email address to register. The licenses are for 6 months or 1 year. These are the prices:

- 6-month license - $39.99
- 1-year license - $79.98

WITHDRAWL POLICY

- A student may drop a class without receiving a "W" grade if the drop is processed before the Census date of the semester for regular semester course or within the first 20 percent of the class for short courses and summer sessions courses (See policies and forms on the Student Services website).
- A student my drop a class with a "W" grade before 60 percent of the semester or session has completed.
  Check the Cuesta Academic Calendar for the current dates to drop the class with our without a W.
- If the student has not arranged with the instructor to complete minimum course requirements, A grade other than a "W" must be awarded with an "F". Drop forms are available in the Admissions and Records Office at any campus location and on the Cuesta College website.
- If you should choose to drop the class, you are responsible for filling out the add/drop form.

DO NOT LEAVE IT UP TO THE INSTRUCTOR!

REPEATABILITY POLICY

- **Repeatable Course** – a student my repeat a course designated a repeatable course including variable credit open-entry/open-exit courses up to the maximum number of allowed repetitions for that course.
- **Alleviate Substandard Academic Work** – a student may repeat a course in an effort to alleviate substandard academic work a maximum of two (2) times. No more than two (2) substandard grades may be alleviated from the student's grade point average for a course. If a student has repeated a course two or more times, the first two substandard grades will be excluded in calculation of the student's grade point average.
- **Withdrawals** – a student may earn no more than a maximum of three withdrawals ("W" symbol) in a nonrepeatable course.

ONLINE ATTENDANCE

Participating fully in class discussions and interactive activities is a fundamental part of your learning. As such, your attendance participation is essential. If I see that you are not participating in class and have not notified me, I may initiate an Instructor's drop from the class. Please make sure that you check in every week.

CLASS WORK

You will be given several opportunities to correct your work and resubmit to SIMNet for the best possible grade. SIMNet immediately gives you a list of what was performed incorrectly. It is your responsibility to make the corrections before the deadline for submission. Assignments submitted after the official submission date are automatically reduced 15% credit; however, I am aware that sometimes computer problems get in the way. Send me a description of the problem you were having along with

ASSIGNMENT AND EXAMINATION SCHEDULE

The Canvas Syllabus page contains a full summary of the assignments. This summary is updated throughout the course. Please refer to the Course Summary page regularly.

MAKE-UP EXAMS & RETESTS

If for any reason you miss an exam, you may take a make-up exam. **You may only make up ONE exam**. Make-up exams are subject to a 15% deduction and must be scheduled in advance with the instructor.

THERE ARE NO SCHEDULED TIMES TO MAKEUP QUIZZES or DISCUSSIONS!

GRADING

Refer to the course summary assignment schedule for an accurate schedule of assignments, point values and tests.

CAVEATS

This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check for announcements made while you were absent. The online course room will have updates with reference to any schedule changes. Please take the time to review all updates.

COLLEGE POLICIES AND SERVICES

STUDENT SUCCESS CENTERS AND TUTORING (CUESTA WEBSITE LINK)

Student Success Centers (SSC) at Cuesta College promote the academic skills, learning strategies, and habits necessary for academic success in all disciplines. The SSCs at both the SLO and NCC campuses create a responsive, accessible, and learner-centered space for ALL students to attain independent learning and achieve their personal, educational, and vocational goals. Additionally, the SSCs support the instructional objectives of faculty by advancing the SSCs as curricular extensions of the classroom.

DISABILITY SUPPORT PROGRAM SERVICES (DSPS) (CUESTA WEBSITE LINK)

DSPS assists the college in complying with Section 504 of the Rehabilitation Act of 1973, which states, "no qualified individual with disabilities shall, on the basis of their disability, be excluded from the participation in, be denied the benefits of or be subject to discrimination under any post-secondary program or activity receiving federal financial assistance."

COUGAR FOOD PANTRY (CUESTA WEBSITE LINK)

In an effort to address student food insecurity, Cuesta College recently opened a food pantry on the San Luis Obispo Campus. Located next to the campus bookstore in room 5305, the Cougar Food Pantry is open 10-12 hours per week and stocked with a variety of food, including canned tuna, oatmeal, granola bars, cup noodles, canned beans, soups, peanut butter, quinoa, spaghetti, and more. The pantry is open to all students.

STUDENT MENTAL HEALTH SERVICES (CUESTA WEBSITE LINK)

A Licensed Marriage and Family Therapist (LMFT) and an Associate Marriage and Family Therapist (AMFT) that can provide up to six free therapy sessions per student per semester. Therapists also provide referrals for any mental health treatments that require long term or specialized care, such as: medication evaluation, drug and alcohol treatment, diagnostic testing, and treatment of serious mental health disorders or hospitalization.

STUDENT PHYSICAL HEALTH SERVICES (CUESTA WEBSITE LINK)

Our clinic provides services for assessment, examination and simple treatment of short term, acute illness and minor uncomplicated medical problems, reduced cost antibiotic prescriptions and home care instructions. If a condition requires more than one evaluation and one follow-up visit, the patient will be referred to outside medical agencies.

VETERAN SERVICES (CUESTA WEBSITE LINK)

The Financial Aid Office oversees veterans services to assist veterans, reservists, and dependents of service connected disabled or deceased veterans with their educational benefits. We provide assistance with completing and filing VA claim forms for federal and state education assistance programs.

COUNSELING SERVICES (CUESTA WEBSITE LINK)

Counselors are master's degree prepared professionals who are trained to provide personal, academic, and career counseling services. Counseling appointments and information are offered in the following modalities:

LIBRARY SERVICES (CUESTA WEBSITE LINK)

Cuesta College Library supports the educational program of the college. Its books, periodical subscriptions and audiovisuals are closely coordinated with curriculum offerings. Holdings include general educational and vocational education materials, and other resources for upgrading and increasing skills and knowledge. Librarians are available at the Reference Desk to assist students with their information and research needs. The library includes areas for studying, photocopying, computer use, Internet access, and group seminar rooms.

ACADEMIC HONESTY POLICY

Cuesta College Student Standard of Conduct – R6200

ACADEMIC HONESTY

Academic Honesty is essential to the academic community. Students expect that the Cuesta faculty is fair, truthful, and trustworthy. The faculty expects that Cuesta students will share these same values. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary procedures. Below are some examples of academically dishonest behavior. If you are unclear about a specific situation, ask your instructor.

EXAMPLES OF ACADEMIC DISHONESTY:

- Copying from another student's exam
- Giving answers during a test to another student
- Using notes or electronic devices during an exam when prohibited
- Taking a test for someone else
- Submitting another student's work as your own, e.g. copying a computer file that contains another student's own work
- Knowingly allowing another student to copy/use your computer file(s) as his or her own work
- Completing an assignment for another student

Plagiarizing or "kidnapping" other people's thoughts, words, speeches or artistic works by not acknowledging them through proper documentation.

At the discretion of the instructor, students caught being academically dishonest may receive a failing grade on the assignments in question, be dropped from the class, or be failed in the course. Beyond this, the student may be subject to disciplinary action as determined by the Vice President of Student Services or designee. An appeals process is available to the student through the office of the Vice President of Student Services. It is recommended that the faculty member report any acts of academic dishonesty to the Vice President of Student Services or designee.

STUDENT COMPUTER TECHNOLOGY ACCESS AGREEMENT

This is to communicate what other users, instructors, and the district expects of students when using college computer technology and facilities. Failure to conform to these stipulations can result in disciplinary action. Violations of regulations in the use of computer technology will be addressed in accordance with the college Academic Honesty and Student Code of Conduct Policies, available for reference in the college catalog or by requesting copies from Student Services. (The Academic Honesty Policy is also included in the class schedule.) Computer technology and facilities are provided for the purpose of completing academic requirements.