

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 133 – ADOBE ACROBAT FOR THE WORKPLACE

1 hour lecture, 1 unit

Catalog Description

This course involves the study of Adobe Acrobat to create, manage, edit, assemble, and search PDF documents. Students will learn to create Adobe Portable Document Format (PDF), the universal file format for portable documents that preserves all of the fonts, formatting, colors, and graphics of any source document. Additionally, Acrobat can be used to create fillable forms, initiate review processes and apply legal features. Students will learn how to create PDF files from almost any file or paper document, as well as review and comment on PDF files, edit their contents, combine multiple documents into a single PDF file, keep PDF files secure, sign them electronically using the Adobe Document Cloud, and work with interactive online forms. This course will equip students to use Adobe Acrobat successfully in all professional settings, including law offices.

Prerequisite

None

Recommended Preparation

“C” grade or higher or “Pass” in BOT 119 or equivalent

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Use a mouse or similar device efficiently.
- 2) Identify common types of software and their purposes.
- 3) Use the Internet for common tasks.
- 4) Use the Windows operating system efficiently to maximize productivity.
- 5) Evaluate file organization and create appropriate folders for easy location of files.
- 6) Demonstrate basic disk management (formatting, copying between disks, hard drive and network drives where applicable, and checking disk space).
- 7) Utilize Windows applications efficiently.

Course Content

- 1) Overview of Adobe Acrobat, Acrobat Reader, and the Acrobat Document Cloud (DC) mobile application.
- 2) Access information in a PDF document.
- 3) Create and optimize PDF documents.
- 4) Navigate content in a PDF document.
- 5) Modify PDF documents.
- 6) Enhance PDF files by managing links and adding bookmarks.
- 7) Export from Acrobat to Word, Excel, and PowerPoint.
- 8) Convert Word, Excel and PowerPoint files to PDF format.
- 9) Scan paper documents and make text and images editable and searchable using OCR.
- 10) Combine multiple PDF files into a single document and arrange pages.
- 11) Add signatures and security to PDF documents.
- 12) Convert PDF files to interactive PDF forms.
- 13) Create fillable forms to track and collect data.

14) Learn about the use of Android and iOS devices to view and work with PDF files.

Course Objectives

Students will be able to:

- 1) Describe the uses of and differences between Adobe Acrobat, Adobe Acrobat Reader, and Adobe DC mobile app.
- 2) Navigate a PDF document using the Acrobat toolbars, menu commands, page thumbnails, and bookmarks.
- 3) Create, format and optimize PDF documents from various sources, including paper documents and electronic files such as Word, Excel, PowerPoint, and web pages.
- 4) Export PDF content to Word, Excel, and PowerPoint.
- 5) Convert and combine multiple documents into a single PDF file.
- 6) Convert scanned images into searchable text.
- 7) Convert web pages to Adobe PDF from Acrobat and directly from a web browser.
- 8) Edit and enhance PDF documents by inserting, deleting, and rearranging pages, adding multimedia files, editing links and bookmarks, and applying Bates numbering.
- 9) Use Acrobat security features to password protect files, send documents for digital signatures using Document Cloud eSign services, and sign documents using a digital ID.
- 10) Create an interactive PDF form with fillable fields to collect and compile form data; fill out a form; distribute a form; and validate and calculate form data.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in the subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Assignments and projects
- 2) Exams, final exam (objective, performance)

Special Materials Required of Student

Electronic storage media

Minimum Instructional Facilities

Computer lab with Internet access and Adobe Acrobat software.

Method of Instruction

- 1) One-on-one lecture and/or group lecture
- 2) Self-paced reading, hands-on practice, assignments and projects
- 3) Individual assistance

Out-of-Class Assignments

- 1) Reading assignments
- 2) Software exercises and projects

Texts and References

- 1) Required (representative examples):
 - a. Gyncild, Brie and Lisa Fridsma, *Adobe Acrobat DC Classroom in a Book*, 3rd edition, Adobe Press: Peachpit, 2019.
 - b. Adobe Acrobat software
- 2) Supplemental: None

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Utilize a variety of Acrobat tools and features to efficiently create PDF documents to solve a given workplace situation.
- 2) Demonstrate proficiency by creating interactive fillable PDF forms to collect data.
- 3) Create multipage PDF files from a variety of source documents, including printed pages, images, video/multimedia files, and electronic documents.