

ADOBE ACROBAT PROFESSIONAL 8

SYLLABUS

Saturdays • 9am • 12pm
January 19 – May 17

course number 9944
subject code COMP
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materials USB Memory Stick
required text Adobe Acrobat 8
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COURSE DESCRIPTION

A hands-on course using Adobe Acrobat Professional 8. Students learn to convert and create documents in Adobe Portable Document Format (PDF), preserving the exact look and content of the original. Students create PDF files from Microsoft Office Files, combine multiple files in different formats into one consolidated PDF file or into a PDF package, create PDF files from web pages, edit PDF documents, add signatures and security, create interactive forms, and distribute PDF documents securely by email or store on the web/intranet.

OBJECTIVES

- Locate and recognize Acrobat components
- Create PDF files
- Create PDF from Microsoft Office Files
- Combine Files in PDF packages
- Create PDF from Web pages
- Convert Email files to PDF
- Edit PDF documents
- Add signatures and security
- Insert media for Presentations
- Work with forms
- Create forms
- Make documents accessible

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GRADES

Hands-On Exercises	80%	100-90	A
Quiz I	10%	89-80	B
Quiz II	10%	79-70	C
Project	20%	69 – below	NCR

FAQ

1. Can I use the laser printer in the classroom? Yes/No

The printer is only for project-based related work. Do not use the printer for personal printing purposes.

2. Can I still take this course if I plan to miss two or more classes? No

If you already know that you will have to miss classes, take my course at a later time.

3. Can I remain in the same computer station throughout the course?

Sitting assignments will take place at the end of the first week of class.

They will become available on a first come first serve basis. Two computers will be designated for students enrolled in DSPS.

4. What if I am late to class?

Students should make every effort to arrive to class on time. Please do not interrupt the instructor during his/her lecturer. **Students more than 15 minutes late to class forfeit their seat for the duration of the class on the day they are late.**

5. Can I customize my computer and make changes to its settings? No

Under no circumstance should a student attempt to make changes to computer settings without the instructor's consent. PLEASE DO NOT MAKE CHANGES TO THE TASKBAR OR MODIFY THE DESKTOP IMAGE.

6. At the End of Class

The instructor will announce 5-10 minutes prior to the ending of the class to begin shutting down and cleaning your work area. This means you do not continue to work on the computer. Papers and garbage should be cleared from your workstation and your chair moved underneath the table.

7. Can I eat or drink at my workstation, I promise to be careful? No

8. NOTE TAKING

Taking notes or learning to take good notes will pay off later down the road. Note taking of important concepts covered in the class is essential to learning the computer applications taught in the course.

9. Cell Phone

Please turn off cell phones at the start of each class.