

Syllabus

Course Name: BC 124 Adobe Acrobat

CRN: 92617

Course Description

An introductory course to Adobe's Acrobat toolset. This course contributes to a long-term understanding of the application and its use in the modern administrative environment.

Instructor Availability & Communication

I am available for emails 7 days a week during daylight hours. Emails must be short, simple, and contain a few questions for me to respond to. General academic questions should be posted to our class forum (you will be eligible for credit for each question you ask there). Texts are acceptable so long as they are done during day light hours. Inappropriate language will be forwarded to the College's administration for review.

Professor Stefan L. Bund, MS

Email: sbund@coastline.edu

Phone: 949.433.7487

Phone etiquette applies; voicemails need to be short. If you cannot get through, try to text. I will respond immediately to any digital communication unless I am in a meeting, or with family during the weekend. I live in California, please pay attention to time zone differences. Do not call, text nor email at a late night hour with expectations of getting through. :)

Note:

The course syllabus is as an educational contract between the instructor and students. At times, changes may be made to the syllabus as deemed necessary for errors or updates. Students will be notified in a timely manner of any syllabus changes via the course site Announcements.

Once you've completed your Student Learning Contract and reviewed this course information you may begin the course.

Student Learning Outcomes

Course Learning Outcomes

After successfully completing this course, you will be able to:

1. Create, edit, convert, print, and distribute Acrobat (PDF) files that contain, text, images, forms, security options, and multimedia elements.

Course Content

I. Acrobat Interface

- Working with Acrobat tools and toolbars
- Working with Acrobat task buttons
- Working with the navigation pane

II. Creating/Combining/Modifying PDF Documents

- Using the Create PDF command
- Converting and combining different types of files
- Reducing file size, compression and resampling

III. Repurposing Content

- Editing Adobe PDF pages
- Inserting one PDF file into another PDF file
- Renumbering pages

IV. Creating Forms

- Converting paper forms to interactive PDF forms
- Adding text fields, boxes and buttons
- Distributing forms

V. Adding Multimedia

- Adding interactive animations
- Controlling movie clips with buttons, sound files and other buttons
- Adding navigational buttons

VI. Annotations, Bookmarks, Links and Searching

- Using the Annotation tool
- Creating Bookmarks
- Adding Links

VII. Security and Distribution

- Creating digital signatures
- Selecting a signing method
- Creating digital IDs

VIII. Making Documents Accessible and Flexible

- Making documents flexible and accessible
- Document structure
- Viewing the results of adding tags

Course Materials

Required textbook:

- none, the Instructor will utilize freely available learning materials provided by the software's creator, Adobe

Resources/Materials:

Coastline BookStore

Please purchase a subscription to Adobe Creative Cloud through Coastline Community College. This purchase will be \$19.99 per month, for an annual subscription. Be sure to download Adobe Acrobat Professional, version XI, once you've obtained Creative Cloud.

If the academic license is not convenient and you only plan to use the software for the duration of the course, please acquire a monthly individual license, for \$24 at Adobe's website. For this license, please only lease access to Adobe Acrobat Professional, with the latest version.

Coastline Virtual Library. This is a resource available for all your studies at Coastline.

Other Software: use free word processing tools such as Google Drive, icloud or Open Office to complete project submissions.

Getting Started

To be successful in this course, here is a list to get you started:

- Complete the Student Learning Contract Survey
- Course Orientation Module and Syllabus
- Purchase all Course Materials
- View the [Student Online Readiness Modules](#)
- Complete the introduction **Discussion** and respond to at least one classmate.
- Set your notification preferences in Canvas to receive updates via email or text
- Click Modules on the left navigation bar and begin with Module 01.

Student Expectations

To be successful in this course, you are expected to:

- Complete the Student Learning Contract by Friday of the first week.
- Read the entire Syllabus and complete the Syllabus Survey (if applicable).
- Consistently check Announcements, your school email account and Canvas Inbox.
- Review the **calendar** for due dates.
- Participate in discussions (post weekly and response to your classmates)
- Turn in your own work that's been thoughtfully completed. Proofread for errors in spelling and grammar.
- Communicate with your instructor with any problems or confusion well in advance of the due date.
- Complete all projects, discussions, assignments, online quizzes and/or exams on time.

What to Expect from your Instructor

As your instructor, I will

- Communicate to you via your school email address, announcements, and Canvas Inbox.
- Respond to your email or phone message within 24-48 hours, if your email is respectful and falls within norms of email etiquette. Emails which are unkind will not be returned, and forwarded to the Dean.
- Monitor all discussions and provide feedback to the entire class where needed at least weekly.
- Provide individual feedback on assignments/papers/projects within one week of the due date.

Recommend that you apply a strategy for completing our coursework, including research, reading the textbook, using our many video tutorials, and otherwise using effort to succeed. No direct help, support or other effort to do your work will be supplied. Expect to perform all the necessary programming on your own.

Communication

Communication is the most important element in an online course. I encourage you to send me an email message if you have an urgent issue, or post to the course Q & A discussion to see if other students can lend a hand.

E-mail: sbund@coastline.edu

Office Voicemail: 949.433.7487

You can communicate with me via phone or your school email account. All of your emails using coastline email will flow to my phone minutes after you send. Feel free to leave a message during daylight hours and I will get back to you as soon as possible.

Participation/Attendance

In this online course participation is mainly determined by your level and frequency of interaction and communication in the discussions, taking quizzes/exams and submitting assignments or projects on time. This course requires more than six hours per week of work. It's important to check in a few times a week and stay current with your assignments and discussions.

Coastline keeps data on your logins to the course, so logging in each week is important. However, this is not how you get credit in the course. Submitting posts to the discussion forum, and replying to others, will create credit for you each week.

Participation: What to Do the First Week

1. Complete the Student Learning Contract, which outlines your participation and expectations
2. Read the entire Syllabus and complete the Syllabus Survey
3. Complete the first Discussion post by Wednesday evening at 11:59pm and post to at least one classmate by Saturday evening at 11:59pm

Course Drop Policy

In order to remain on the roster during the first week, you need to participate in the course so your name will stay on the roster and not be dropped. To do so, you will complete the Student Learning Contract, the syllabus survey, post your introduction and respond to at least one classmate. This participation is very important so your name will remain on the roster and not be dropped from the course for non-participation during this first week. If you have any challenges with these tasks during the first week, please notify me as soon as possible so we can get you started!

Throughout the semester, I will review your participation and assignments and if you have not participated or logged in within the previous 10 days, your name will be dropped from the roster.

Check the dates (link to dates) on the college website for the date you would need to drop with a refund and "W" and without a refund and a "W". If you don't drop the course before the end of the course, you will unfortunately earn a failing grade for the course.

Late Work Policy

In this online course you are required to submit the discussions and assignments by the due date. The kinds of assignments you will be submitting include discussion summaries, milestone and project assignments. For each kind of assignment, each day subtracts 25% from the full score possible for the item.

Copyright and Fair Use

Academic work, especially criticism and research, involve using the work of other writers, researchers, and artists. Students are allowed to use this material, **so long as they supply attribution**. In addition, if you use the work of any other writer, researcher, or artist, even an image from the Internet, you need to provide attribution and ensure we are modeling fair use. Refer to the Creative Commons page for further information.

Course Work

<i>Graded Items</i>	<i>%</i>	<i>number of</i>	<i>total credit awarded</i>
Acrobat learning exercises, weekly	12.5	8	100
<i>total term points</i>			100

Grading Scale

The following grading scale will be used.

Letter Grade	Percentage	Points
A	90 – 100 %	270 - 300
B	80 – 89 %	240 - 269
C	70 – 79%	210 - 239
D	60 – 69 %	180 - 209
F	59% or below	below 180

Assignments

- Seven week-long assignments will be due, to be submitted via Dropbox.
- One final project will be due at the close of the term, integrating your weekly assignments
- one weekly discussion is to be done, for a total of 7 discussions. The final weekly discussion is optional, in case you've missed a prior week you may use this as a make-up credit. Otherwise the final week is for assistance on the final project.

Discussion Forums

Discussion forums are used to communicate with other students on a specific topic or general course question. Postings should be thoughtful and reflect your understanding of the subject matter. You are required to respond to your classmates each week. Please use proper Netiquette (Internet/Email Etiquette) when corresponding, posting or commenting in the online environment. **The instructor (I) will monitor all discussion forums to make sure you are on the right track, and will respond at least one per week with a summary of the thoughts of the class.** If someone asks for help or posts a question in the Q&A section, please feel free to respond. The instructor (I) will monitor that board as well to clarify any misinformation when needed.

Netiquette Tips

- **Identify yourself:**
 - Begin messages with a salutation and end them with your name.
 - Use a signature (a footer with your identifying information) at the end of a message
- **Include a subject line.** Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!").
- **Avoid sarcasm.** People who don't know you may misinterpret its meaning.
- **Respect others' privacy.** Do not quote or forward personal email without the original author's permission.
- **Acknowledge and return messages promptly.**
- **Copy with caution.** Don't copy everyone you know on each message.
- **No spam (a.k.a. junk mail).** Don't contribute to worthless information on the Internet by sending or responding to mass postings of chain letters, rumors, etc.
- **Be concise.** Keep messages concise—about one screen, as a rule of thumb.
- **Use appropriate language:**
 - Avoid coarse, rough, or rude language.
 - Observe good grammar and spelling.
- **Use appropriate emoticons (emotion icons) to help convey meaning.** Use "smiley's" or punctuation such as :-) to convey emotions. See website list of emoticons at <http://netlingo.com/smiley.cfm> and <http://www.robelle.com/smugbook/smiley.html>.
- **Use appropriate intensifiers to help convey meaning.**
 - Avoid "flaming" (online "screaming") or sentences typed in all caps.
 - Use asterisks surrounding words to indicate italics used for emphasis (*at last*).

- o Use words in brackets, such as (grin), to show a state of mind.
 - o Use common acronyms (e.g., LOL for "laugh out loud").
- Be courteous to the other students in the class. You might find it helpful to read your posting out loud before you submit it: the "tone" is a very important part of electronic communication. When you read your message out loud does it sound the way you would speak to another student in the classroom?
- Refrain from inappropriate language.
- Never make derogatory comments toward another person in the class.
- You can disagree with ideas, but do not make personal attacks.

Have a question or need help?

All academic questions are to be posted to our github Issues page, listed above. You will receive credit for doing so. Understand that these questions are publicly viewable.

All grading and questions which demand privacy are to be sent via email. Expect to use great courtesy with each email you send, as email is inherently stressful on all parties.

Student Resources

Academic Honesty/Plagiarism

You are responsible for reading, understanding, and abiding by the Coastline College [Academic Honesty Policy](#).

Final Grades

Grade reports are not mailed. Students access their grades by logging into MyCCC. Grades will be available approximately 10 working days after the end of the course.

Financial Aid

Students receiving financial aid for materials are still responsible to purchase any and all materials for all courses, even if monies are dispersed late. [Contact Financial Aid](#).

Registration Issues

For issues related to registration, transcripts, and grades, contact the Admissions and Records office at (714) 241-6176. or [visit the website for more information](#).

Special Programs and Services for the Disabled

If you have a verifiable disability, e.g. physical, communication, learning, acquired brain injury, psychological, or other disability and would like to request an accommodation; it is the student's responsibility to make such a request. Services can be requested by contacting the [Special Programs and Services for the Disabled](#).

Student Services

Visit [Student Services](#) for a full list of resources. Finalize your **Student Education Plan** today for [Priority Registration!](#)
[Counseling Department](#). Contact your counselor at 714.241.6162

[Tutoring](#) Coastline offers free tutoring (face-to-face and online) and study space for all major academic areas including writing, math, science, and accounting. Tutoring is at www.coastline.edu/ssc or call 714-241-6184 x17420.

[Guide U](#) is a Student Mentor Connection providing extra help navigating the college environment.

[Associated Student Government](#) The ASG provides diverse representation and serves as a platform for the wide-ranging needs of Coastline's student population.

Technical Support

Visit [Canvas Help Support](#) for information about password resets, searching the Canvas guides, and how to contact the Canvas Help Support team.

Veterans Resource Center (VRC)

The VRC provides a comfortable and positive environment where Veterans will find access to academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, and workshops of value to Veterans. Coastline also provides the resource information available in the VRCs to students worldwide through a Virtual VRC. For more information regarding the VRC, email vets2vet@coastline.edu or call (714) 241-6126.

Withdrawals

A student who has officially registered assumes the responsibility for completing each course in which she or he has registered. It is the student's responsibility to officially withdraw from a course. Deadlines for refunds/fee cancellation, registration and withdrawal are different for each course. For more information, go to the [Coastline College website](#).

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Have a great class!!