



BCIS 70 - Adobe Acrobat Professional

Catalog Description

Transfer Status: CSU

Unit(s): 1.00

Lecture: 8.50 Contact hours/17.00 Out of class hours/25.50 Total hours/0.50 Unit(s)

Lab: 25.50 Contact hours/0.00 Out of class hours/25.50 Total hours/0.50 Unit(s)

Total: 34.00 Contact hours/17.00 Out of class hours/51.00 Total hours/1.00 Unit(s)

Course Description: This course introduces students to the current version of Acrobat Pro DC software's major features. Coverage includes interacting with PDFs using multiple devices, creating, scanning, converting, editing, sharing, signing, protecting, & standardizing PDFs. Additionally, ensuring accessibility, applying Bates numbering, redacting sensitive information, and preparing fillable forms will also be covered. (C-ID BSOT 125X).

Objectives

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

- 1. Describe the purpose of Acrobat DC Pro software and manage the user interface.
2. Create PDFs using a variety of methods.
3. Convert PDFs to supported formats.
4. Edit PDFs using text, images, multimedia, redacting sensitive information, creating accessibility, and adding Bates numbering to legal, medical, and business documents.
5. Prepare, distribute, and track fillable forms.
6. Protect and share PDFs.
7. Determine and apply appropriate problem-solving techniques when working with documents.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Table with 2 columns: Topics, Lec Hrs. Lists lecture topics and their corresponding hours.

Total Hours: 8.50

Lab

Table with 2 columns: Topics, Lab Hrs. Lists lab topics and their corresponding hours.

Total Hours: 25.50

Methods of Instruction

- A. Discussion
- B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- C. Instructor Demonstrations
- D. Lecture
- E. Assigned reading, Problem-based activities for skill development, Online discussion/chat

Methods of Evaluation

- A. Projects
- B. Homework
- C. Class participation
- D. Written Assignments
- E. Performance Examinations
- F. Comprehension and Skill Assessments

Examples of Assignments

Reading Assignments

1. Read the chapter about converting email messages to PDF documents, converting e-mail, and automatic archiving. Be prepared to apply your knowledge in the completion of course projects.
2. Read the chapter about saving PDF files as Microsoft Word documents, extracting PDF tables as Excel spreadsheets, and exporting PDF content to PowerPoint presentations. Be prepared to apply your knowledge in the completion of course projects.

Writing Assignments

1. Introduce yourself to the instructor by writing a two-page introduction using Microsoft Word or other word processing program. Include your major at Butte College, your educational and career goals, and the reason for taking this course. Answer the following questions after reviewing the course introduction and expectations: What are you most looking forward to in this course? What plans have you made, or will you make, to ensure that you are successful in this class? Include specific details of your plan. Do you have any concerns about this course? If so, what are they and how can your instructor help you address these concerns? Save your document as a PDF document and send to instructor.
2. Given the knowledge you have gained in this course, write a two-page report about how you envision using Adobe Acrobat in a professional office setting. If you have already done that, please share how you have used it and what purpose using Adobe Acrobat served for you and your employer. Please share advantages and any disadvantages you have experienced in creating, editing and saving documents in PDF format. Sign it using Adobe Sign and send to the instructor.

Out-of-Class Assignments

1. Convert a formatted Microsoft Word document to a PDF file using specific Word styles and headings as shown in the textbook. Save, preview, and submit the file to the instructor.
2. Extract a PDF table as a Microsoft Excel spreadsheet by exporting a list from a PDF document to a new Excel file. Then open the file in Preview to view it.

Recommended Materials of Instruction

Lisa Fridsma, Brie Gyncild. (2023). Adobe Acrobat DC Classroom in a Book. *Adobe Press, 4th*. 978-0-13-798363-6.

Minimum Qualifications

Office Technologies

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Date: 05/05/2025