



ADOBE ACROBAT X

CAOA173 * CRN 30977 (1.5 Units) * Spring 2012

Welcome to Distance Education at Cuesta College!

My name is Priscilla Simoes, and I will be your instructor for the online version of CAO173 – Adobe Acrobat X. The following information communicates some of the important details and requirements for this class. **Please - read it carefully.**

Instructor: Priscilla Simoes
Email: psimoes@cuesta.edu
Telephone: (805) 546-3100 – Business Education
Office Hours: See Syllabus
Campus Map: <http://www.cuesta.edu/maps/map.htm>
Instruction begins: March 19th, 2012
Instruction ends: May 15th, 2012

A **mandatory** on-campus orientation meeting for this class is scheduled for **Saturday, March 17th, 2012 - from 11:00a – 12:00p in Room 4111 - SLO campus. You must attend this meeting in order to retain your seat in the online course.**

Course Overview: Adobe Acrobat is an essential tool for today's electronic workflow. It can be used to convert virtually any document to an Adobe Portable Document Format (PDF); thus, preserving the exact look and content of the original – complete with fonts and graphics. PDF documents can be distributed reliably and securely by email, or they can be stored on the web, an intranet, a file system, a CD or a web service such as Acrobat.com.

With Adobe Acrobat, one can create: interactive forms - unify documents, spreadsheets, presentations, email, rich media and more into a single cohesive PDF Portfolio - apply redaction to confidential information – apply password protection to a document, and sign a document electronically.

Additionally, Adobe Acrobat provides native support for Adobe Flash technology so you can be sure that multimedia components in a PDF will play smoothly.

Please be prepared to spend 4 – 6 hours per week on coursework for this class!

Cuesta College has a strong desire for all students to be successful in their educational endeavors. In an effort to assist, the following links provide a solid overview and resources for online learning –

<http://library.cuesta.edu/distance/index.htm> - *Introduction to Distance Education*

<http://library.cuesta.edu/distance/resource.htm> - *How to Survive in an Online Course*

<http://library.cuesta.edu/distance/who.htm> - Are you wondering how successful you may be at a distance education course? Please also complete the online ***Self-Assessment***. If this survey does not describe you, then you may want to consider enrolling in the traditional classroom section.

Online Communication: Most of the communication for this online class will be through writing. Please use the same respect and courtesy you would when speaking to a classmate or instructor in a face-to-face class. Please visit the following site and review *Netiquette* - a set of rules for behaving properly online <http://www.albion.com/netiquette/corerules.html>

You must have access to a computer, an email account, and a reliable Internet connection. You must have a backup plan in case your Internet Provider and/or computer goes down. All of your assignments and tests will be sent to me via Blackboard. In order to succeed in this course, it is **essential** that you understand the basic concepts of email - web navigation - computer security, including firewalls – cookies - trusted sites - and online communication.

The **required software** for this course is **Adobe Acrobat X Pro**. See system requirements for both Windows and Mac OS below –

System requirements – Windows

- 1.3GHz or faster processor
- Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 3 for 32 bit (or Service Pack 2 for 64 bit); Windows Server® 2003 (32 bit and 64 bit; Service Pack 2 required for 64 bit); Windows Server 2008 or 2008 R2 (32 bit and 64 bit); Windows Vista® Home Basic or Premium, Business, Ultimate, or Enterprise with Service Pack 2 (32 bit and 64 bit); Windows 7 Starter, Home Premium, Professional, Ultimate, or Enterprise (32 bit and 64 bit)
- 512MB of RAM (1GB recommended)
- 1.9GB of available hard-disk space
- 1024x576 display
- DVD-ROM drive
- Internet Explorer 7 or 8; Firefox 3.5 or 3.6
- Video hardware acceleration (optional)

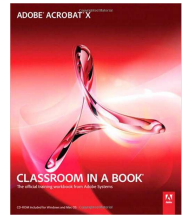
Mac OS

- Intel® processor
- Mac OS X v10.5.8 or v10.6.4
- 512MB of RAM (1GB recommended)
- 1.2GB of available hard-disk space
- 1024x768 display
- DVD-ROM drive
- Safari 4 or 5 (Safari 5 requires Mac OS X v10.6.4)

This course is taught using Blackboard. **Students will have access to Blackboard the Friday before the course begins.** This is a Web-based tool used to facilitate the teaching of online classes. This platform provides the framework for the CAO173 class including PowerPoint presentations, student data files, the tools to receive and send course materials, and a grade book. Using the communication tools - via the discussion board and/or chat room, students will communicate using email and share materials and ideas with other course participants. **PLEASE NOTE THAT CUESTA COLLEGE WILL BE MOVING FROM BLACKBOARD TO MOODLE IN JUNE 2012.**

Required Text & Materials:

ISBN-10: 0321751256
ISBN-13: 9780321751256
Authors: Adobe Creative Team
Title & Edition: Adobe Acrobat X Classroom in a Book, 1/E



If you need to purchase the Adobe Acrobat X Pro Software, here are some options:
<http://www.ultimatesteal.com/>, <http://www.journeyed.com/>, <http://collegesoftware.org/>,
<http://www.adobe.com/products/acrobatpro.html> www.amazon.com . . . The Open Computer Labs on the SLO and NC campuses will have Adobe Acrobat X Pro. This version is a complete new redesign of the Acrobat user interface.

Textbook purchasing - electronic versions of textbooks, rental textbooks, and used textbooks may be found at the following sites: <http://www.cheapbooks.com/> <http://www.ichapters.com/> or <http://www.coursesmart.com/> as well as <http://www.amazon.com/>.

First week's assignment and instructions: Please check your myCuesta email account the Friday before the course begins for **important class information and additional instructions before the mandatory orientation.**

Please confirm that the information you provided to Cuesta College when you registered is current, especially your phone number - address, and an up-to-date email address. Most of you should have received a Cuesta email address. If you have not, please contact Admissions and Records.

The course syllabus and assignment sheet contain the schedule for all homework, chapter assignments, and test dates. The syllabus and assignment sheet will be available on the Blackboard site at the beginning of the course. The Blackboard address to access the CAO173 class and login instructions will be provided at the beginning of the semester (**login to Blackboard will not be available until the Friday before the course begins**) and at the mandatory class session.

School Policy: Each student is required to follow all school guidelines and comply with all school deadlines including **personal responsibility for adding and/or dropping this class.** Each student is responsible for obtaining updates or changes to the syllabus and/or assignments for the course.

If you have any additional questions prior to the first day of class, please feel free to send me an e-mail. I look forward to meeting and working with you!

Priscilla Simoes
Business Education
Cuesta College