OUTCOMES BASED LEARNING MATRIX

Course: CTIM197 – Adobe Acrobat   (1 credit, 15 hours)
Department: Computer Technology and Information Management

Course Description: Students will learn to use the various features of Adobe Acrobat to publish documents on the World Wide Web that can be viewed, printed, and accessed in their original format. These documents can be electronically shared with anyone regardless of hardware and software platforms.

Prerequisite: none

While completing the table below, remember that the individual outcomes you list in the first column should answer this question: **What must the learner know and be able to do at the end of the course?** Items in the third column should answer the question: **How do we know?** The second column is where teachers can be most creative; it's for pedagogy. Each rectangle in column one should contain just one outcome; the corresponding rectangles in columns two and three, however, may contain more than one item. Using the code at the end of the matrix, indicate the core competencies being strengthened by the outcomes activities and the assessment tools.

COURSE OUTCOMES	COURSE ACTIVITIES	ASSESSMENT TOOLS
At the end of this course, the student will be able to use the Adobe Acrobat environment. The student will be understand and be able to use Adobe Acrobat to do the following: ▪ understand the purpose and advantages of a pdf file ▪ create pdf files ▪ understand the similarity and	1. describe the purpose and advantages of a pdf file (CCT, IL, OC, WC) 2. create pdf files using the various tools and features in Adobe Acrobat (CCT, OC, WC) 3. research at adobe.com the various Acrobat products and discuss and explain the important differences(CCT, OC,	1. quiz/test on terminology, Adobe Acrobat products, and Acrobat interface, and content (CCT, IL, WC, OC) 2. demonstrate to instructor various Acrobat creations ; such as, combined files, portfolios, security and password protected files, digital signatures and various Acrobat

differences among the Adobe products ▪ use the Adobe Acrobat interface ▪ create links with PDF documents ▪ create and edit articles ▪ create, edit, and nest bookmarks ▪ modify documents imported from another source ▪ review and comment documents ▪ create PDF files from popular applications and faxes ▪ create form fields ▪ add security to a PDF document ▪ create and add digital signatures ▪ create a PDF portfolio ▪ merge files from various programs ▪ export PDF files to a PowerPoint presentation ▪ edit text from various imported documents ▪ make scanned text editable and searchable	WC, IL) 4. using a multi-page Adobe document, use the Adobe Acrobat interface to add content, delete content, add page numbering, and insert a new page(CCT, OC, WC) 5. create a multi-page Acrobat document, create a cover page with links to the various pages(CCT, OC WC, IL) 6. write an article describing the various features of Acrobat and edit article(CCT, OC, WC, IL) 7. upload a pdf document and create, edit, and nest bookmarks to various topics(CCT, OC, WC, IL) 8. import documents created in Word, Excel, etc. and make changes in Acrobat (CCT, WC, IL) 9. upload a pdf document and review and comment on suggested changes (CCT, OC, WC, IL) 10. bring a Word, Excel, or fax into Acrobat to convert to pdf files (CCT, WC, IL)	features(CCT, OC, IL, WC) 3. hands-on application assignments completed in-class and out-of-class (CCT, OC, WC,. IL) 4. hands-on application test completed in class (CCT, OC, WC,. IL) 5. create and present to class a presentation using Acrobat (CCT, OC, WC,. IL)

▪ add multimedia files ▪ set up presentations	11. create a form in a word processing program, open it in Acrobat and create form files; such as, checkboxes, dropdown menus, list boxes, radio buttons, text fields, submit or reset buttons, digital signatures, and barcodes (CCT, OC, WC, IL) 12. add security to pdf files to password protect file; to allow or not allow changes; to allow or not allow printing, copying (CCT, WC, IL) 13. create and add digital signature to pdf files (CCT, WC, IL) 14. create a pdf portfolio to include documents created in other programs, documents created in Acrobat, and adding a blank page to become cover page for portfolio (CCT, OC, WC, IL) 15. combine and merge files from various programs into one pdf file (CCT, WC, IL) 16. import, create, edit files in Acrobat and export them to a PowerPoint presentation (CCT,	

	OC, WC, IL) 17. import into Acrobat documents created in various programs and make changes to text or images (CCT, WC, IL) 18. scan documents and bring into Acrobat then edit and make changes (CCT, WC, IL) 19. add video, audio, and flash animations to a pdf file (CCT, WC, IL) 20. set up and present a pdf file to display in full screen mode with a variety of transition effects to display as you move between pages, set the speed for page advancing, and convert PowerPoint to pdf preserving many features of program's special effects (CCT, OC, WC, IL)	

*Try to express an outcome as an infinitive phrase that concludes this sentence: **At the end of the course, the students should be able to . . ..**
Finding the line between too general and too specific can be difficult. In an English Composition course, for instance, it is probably too general to say, "The student should be able to write effective essays." It is probably too specific to say, "The student should be able to write an introductory paragraph of at least 50 words, containing an attention-getting device, an announcement of the narrowed topic, and an explicit thesis sentence." Just right might read, "The student will write introductions that gather attention and focus the essay."

**Indicate the Core Competencies that apply to the outcomes activities and assessment tools: Critical Thinking (CT); technology skills (TS); oral communications (OC); quantitative skills (QS); reading (R); writing (w).