

## Collin College - Continuing Education

### COURSE SYLLABUS

#### COURSE INFORMATION

**Course Number:**

**Course Title:** Adobe Captivate I

**Course Description:** Adobe Captivate is software designed for online training. It may also be used for other purposes. Its strength is in being able to record highly interactive, even complex learning that can result in groundbreaking learning. Software simulation and interaction mimics the real-world experience. Extension interactions are possible. And branching allows for the creation of scenario based learning.

Adobe Captivate I am the first in a three-part series which introduces learners to the latest version of Adobe Captivate. This comprehensive course (Adobe Captivate I) requires students to learn by focusing on the creation of a continuous project for all three courses which culminate in a master project.

Learners will explore captivate, learn how to create a new project, how to use Captivate to create soft skills and record demos and sims. Learners will introduce captions, styles and control slide timing. They will incorporate pointers, paths, boxes and buttons into individual slides and to create the required interactivity. Learners will create rollovers and zoom into areas of slides.

Learners will also introduce audio into slides. E-Learning fundamentals as they relate specifically to this type of software will be incorporated into the design. This software is easy to use, takes time to learn and a lifetime to master. Each version introduces more features and functions building on more than 25 years of research and product history which pre-dates the Internet.

**Suggested Course Prerequisite(s):** Satisfactory completion of Instructional Design Certificate Series "the Core" is required or instructor permission. Learners must have documented proof of experience equivalent to the Core before they may take this course. Documented means prior examples of instructional design plans, at least one visual or textual storyboard, examples of learner content professionally laid out, etc. A complete list of requirements is available from the Instructional Design Certificate Series Instructor.

One to five years of prior work experience is strongly suggested. Work experience need not be recent. Other forms of experience may be acceptable. Life experience is fine.

**Course Resources:** Adobe Captivate I, II and III use a textbook series called Adobe Essentials and Beyond Essentials by Kevin Siegel of Icon Logic. Siegel is an expert and offers his own training. We also require a practical guide to e-Learning. You are welcome to purchase used copies of the text or digital versions. If you register late the digital version may be your only choice. This course series moves very, very fast so you'll need the book in advance of the class, not when class starts. Please do not wait until the first day, contact the instructor with any questions right away.

Resource	Title	Lowest List Price	Formats	ISBN-10/ISBN-13	URL
Book	Adobe Captivate 9 Essentials	39.00 (\$14.49 for Kindle ver)	Paper back / Kindle	<b>ISBN-10:</b> 1932733892 <b>ISBN-13:</b> 978-1932733891	<a href="https://www.amazon.com/Adobe-Captivate-Essentials-Kevin-Siegel/dp/1932733892/ref=sr_1_1?ie=UTF8&amp;qid=1484763717&amp;sr=8-1&amp;keywords=Adobe+Captivate+Essentials">https://www.amazon.com/Adobe-Captivate-Essentials-Kevin-Siegel/dp/1932733892/ref=sr_1_1?ie=UTF8&amp;qid=1484763717&amp;sr=8-1&amp;keywords=Adobe+Captivate+Essentials</a>
Book	Adobe Captivate 9 Beyond Essentials	39.00 (\$14.49 for Kindle ver)	Paper back / Kindle	<b>ISBN-10:</b> 1932733906 <b>ISBN-13:</b> 978-1932733907	<a href="https://www.amazon.com/Adobe-Captivate-9-Beyond-Essentials/dp/1932733906/ref=pb_sim_14_1?encoding=UTF8&amp;psc=1&amp;refRID=X6CP6PKJV90W60B BQ2HT">https://www.amazon.com/Adobe-Captivate-9-Beyond-Essentials/dp/1932733906/ref=pb_sim_14_1?encoding=UTF8&amp;psc=1&amp;refRID=X6CP6PKJV90W60B BQ2HT</a>
Book	E-Learning Fundamentals	\$32.95	Paper back or Kindle	<b>ISBN-10:</b> 1562869477 <b>ISBN-13:</b> 978-1562869472	

**Sticker Shock and Book Purchasing:** Wow – for six weeks, really? No – try for three classes (eighteen weeks). These are the three books you will use for Adobe Captivate I, II and III. Also, E-Learning Fundamentals may also have been used in a class prior to this one. Be certain you don't already own it! If you're cash strapped by the Essentials book and the E-Learning Fundamentals book and hold off on Captivate 9. But it will appear again at the end of the second course and will occupy all of the third course. E-Learning Fundamentals resources are ones you will use in these three courses and in life. Students have told me this book is **excellent**.

**Student Learning Outcomes:**

Learners who complete this course will:

- Create a new Adobe Captivate project
- Create content including soft skills and recording demos.
- Create captions, styles and control timing
- Include pointers, vary paths, incorporate boxes and buttons
- Incorporate rollovers and zooms
- Record and synchronize audio with on screen action
- Incorporate state-of-the-art e-Learning research to make the best quality e-Learning.

**Certification Notes:**

**Next course recommendation:** *(optional)*

**Withdrawal Policy:** See the current Collin Registration Guide for the last day to withdraw and tuition refund policy

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Lesson Plan – by session:**

Session 0*	Students will purchase their textbooks, evaluate a purchase of the software, download versus downloading as a demo and install the software (if not already present) and download the Windows or Mac data files to accompany the Adobe Captivate 9: The Essentials and Adobe Captivate 9: Beyond the Essentials books. Perform preliminary Project Analysis using the course Project Guide.
Session 1	Managing an e-Learning project. Turn in project analysis; begin an instructional design plan and begin a textual or visual storyboard.
Session 2	Output a Storyboard from Captivate or Create One from Scratch; Incorporating e-Learning Fundamentals; Explore Captivate. Instructional Design Plan due. The Development Phase: Writing the Course: Storyboards, Organizing Content.
Session 3	Create a New Project that Incorporates Soft Skills and Screen Recording (Application); Add Captions, Styles and Adjust Timing to Suit Project; Add Pointers, Set Paths, Add Boxes and Configure Buttons. Project storyboard is due. Final instructional design plan due.
Session 4	Consider Mouse Effects and Path; Insert a Highlight Box (where appropriate); Insert an Image Button;
Session 5	Control Appear After Timing (if appropriate); Add Rollovers and configure Zooms; Add Audio. Project Submission DRAFT and Updates.
Session 6	Present Using Class Project Guidelines.

- Complete session 0 well before Week I. Please buy your textbooks as soon as possible. Check with vendors to make sure books are actually in stock. Arrange for software purchase (see Certificate in Multimedia Instructional Design for more information.) Complete Session I reading prior to class. Make certain you find and

download the files for this course prior to starting. Keep them on a remote (preferred) or on an external USB drive.

### **Minimum Technology Requirement:**

You are expected and required to bring your computer to class and install the software prior to class. The book gives you installation instructions. Installation instructions are also available on the Adobe Captivate website. The college elected not to install the software on classroom computers after extensive deliberation.

Please access the Cougarweb site and get instructions for use of [CougarWiFi](#) support in the classroom at the Courtyard Center prior to beginning class.

You must have both a free or other valid email address that you can access preferably from your phone and your own computer. The [Collin County Community College Cougarweb](#) account can be used but college restrictions may limit functionality so we urge you to get your own.

### **Your Own Free Learning Management System**

A **free** learning management system, preferably cloud-based is required. If you do not have your own please obtain an account with Moodle or Blackboard. Students who completed “the Core” of this program all were given an opportunity to sign up for MoodleCloud and those students are expected to have that active account available. Please obtain classmate emails once in class promptly so that you can add students to the course you will create in Moodle after outputting from Adobe Captivate.

### **Image Editing Software**

Image editing software is strongly suggested. We are not forcing you to buy such software at this time, however, if you do contracting in the future you will be expected to bring your own software on some occasions as not all organizations supply contractors with software. Free and commercial image editing software reviews and links will be provided.

**Remote Storage** – Many students over time have objected to remote storage for many reasons. Please recognize that FREE remote storage options such as Google Drive will enable you to save work to the web. You will want to regularly back up your files. We strongly urge you to use Google drive and Google Docs to back up your design and project files. Google Drive, Dropbox (which requires a monthly fee), Box and other options include small software apps that you download to your machine. This creates a virtual drive on your machine. The files are stored on the machine and then synchronized to the web version of the drive on the Internet. You can access these files from most Macs and Windows as well as many Android and iPhone devices. Please give this serious consideration. Install the remote storage software from the vendor (again Google’s is free and yes, the software for your computer is also free).

### **Audio and a Headset**

In general, a pair of earbuds could suffice for this class as long as they have a microphone. The sound quality may not be great. An inexpensive set of headphones won’t last long but again they’d do the job. Again, a microphone is required. Long term clients will expect a good quality microphone. Do some research. There are many good mikes out there. Your Mac or PC mic is usually not sufficient because of noise cancellation. It’s not that the microphone itself is bad it’s that the hardware and software don’t usually do a good enough job at noise cancellation. And background noise is your enemy when doing voice narration. You may or

may not choose to record narration for this or future classes.

### **Minimum Student Skills:**

- This course requires evidence of prior instructional *design* but not development experience.
- Users will be exposed to storyboard techniques but prior storyboard exposure would be exceedingly helpful. If you're a fast learner you can use the template and develop storyboards for your project.
- Students must have an intermediate to advanced knowledge of Microsoft Office (specifically Word, Excel, and PowerPoint). Basic knowledge will suffice but learners may find our use of some Office features frustrating.
- Basic image editing techniques in "a" tool – whether it's PowerPoint or some other (Adobe product, TechSmith SnagIt, etc. are required). If you have cropped and resized images you should be fine. More advanced techniques are to your advantage.

### **Suggested Attitudes**

Authoring tools require a set of attitudes for success. The more of these you have the easier the learning process. These attitudes are developmental – you develop them in these courses and in your work life. They are critical:

- You are special. You are a Captivate developer. You are an instructional developer. Really, say that to yourself. Because people will think you're an interior designer or an architectural designer or some other designer because they haven't the foggiest idea that people actually create courseware and other training materials for a living. It's important you're convinced (especially when starting out) so that they see confidence in your bearing.
- A knack for spotting fine, very minute, very picky details that most miss. If this isn't you then you *must* team up with people who have that ability because sometimes it's a "make or break" situation in terms of how well your project will come out. This can be developed. Soon you'll see every error on every menu in every restaurant and your friends will tell you to "cut it out".
- The ability to suspend fear and experiment.
- The ability to quickly adapt and pick-up new skills.
- A high degree of tolerance for software that misbehaves on the periphery. For instance, widgets or plug-ins that don't act right. Writing the software "evangelist" leads to a mixed answer or no answer.
- The ability to "troll" (research) online forums once shown where they are available and maintaining a leadership role to contribute your findings and take advantage of others.
- Recognition that help files and books and even the software vendor may not have all the answers and may scratch their heads.
- The bulldog ability to keep scrupulous track of what you do so that you can hold vendors feet to the fire when things don't work properly. Keep in mind that not every piece of software you touch in an organization will be the latest and greatest. Different versions reflecting older technologies can be a problem. You must have tenacity.
- A strong ability to forge relationships with fellow instructional developers and leverage their knowledge and contribute your own; community building.
- A willingness to throw away a file and quickly start over and get right back on track.
- A very, very, very strong desire to learn beyond what is obvious, beyond what is commonly available "on the Net". An ability to look in the "nooks and crannies" not just of forums but of seminal Captivate developer's websites.

- Zero fear of asking for help. If you are fearful of asking for help seriously – please don't go into this business. You will need help frequently. And when you least expect it.