

THE CHANCELLOR'S OFFICE ACCESSIBLE DOCUMENT TRAINING



Course Overview

The Accessible Document Training is comprised of a self-paced online course that will provide you with the knowledge to:

- Create accessible document content and structure in Microsoft Word and PowerPoint.
- Evaluate the accessibility of well-structured Microsoft Word and PowerPoint documents.
- Optimize the accessibility of PDFs exported from well-structured Microsoft Word and PowerPoint documents with Adobe Acrobat.

Course Structure

The course consists of four modules requiring between two and four hours of activity each week. Within the four modules, the course features 33 learning activities with an average video length of five minutes. Topics include:

- Document Content: Apply basic principles and processes for creating accessible content in Word and PowerPoint documents.
- Document Structure: Incorporate basic principles and processes for creating accessible structure in Word and PowerPoint documents.
- Evaluating Accessibility and Creating PDFs: Review processes for utilizing built-in accessibility checkers and an evaluation checklist, installing Adobe PDFMaker and exporting PDF documents.
- Optimizing PDFs in Acrobat: Learn how to use Adobe Acrobat Professional to optimize a PDF exported from a well-structured Word or PowerPoint document.

Certificate of Completion and Badge

You may be eligible to earn a certificate and badge upon completion of this course and showing mastery of the content through online assessments. These assessments include section quiz scores with 100% (with unlimited retakes) and module exam scores with 80% or better (with one retake per exam). The certificates allow individuals and/or organizations to document training and proficiency in creating accessible web documents in common formats.



For More Information:

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