



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Forms Design Essentials
Course Number: AOT134

Required Materials

Textbook(s): Textbook notes, PowerPoints, and other materials are available each week under the materials folder. There is no textbook to purchase.

Required Readings: None

Additional Materials: Microsoft Office Suite (Office 365) – See Start Here/Materials to Download Office 365 – free to Stark State Students. Google and Adobe. **Adobe Pro 9 Software – Adobe Pro 9 Software is available in C106 in the first and second rows. If you do not have access to Adobe and cannot make it on campus, you have the option to purchase the Adobe Pro 9 Software (Creative Cloud). If you choose to purchase the software, please do not purchase it until Week 6. For a 1-month subscription it costs \$29.99. You will be required to add a credit card. <https://www.adobe.com/creativecloud/plans.html>**

If you have any concerns regarding the Adobe software or accessing it on campus or at home, please contact me by email or phone to discuss further.

The screenshot shows the Adobe Acrobat Pro pricing page. On the left, under 'Includes', are listed: Acrobat Pro, Acrobat Reader, Adobe Scan, Fill & Sign, and Adobe Express. Under 'Extras', it lists: 100GB of cloud storage, Step-by-step tutorials, Adobe Fonts, Access to the latest features, and 25 monthly generative credits. A 'Recommended for' section lists: Advanced PDF workflows, Digital documents, and Advanced E-signatures. On the right, a yellow box highlights the 'Choose a payment plan:' section with the 'Monthly' option selected, priced at US\$29.99/mo with the note 'Cancel anytime, no fee'. Below this, the 'Annual, paid monthly' option is shown at US\$19.99/mo, and the 'Annual, prepaid' option is at US\$239.88/yr. At the bottom right, there is a 'Continue' button and a 'Secure transaction' lock icon.

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Class Startup, Introduction to class and Forms <ul style="list-style-type: none"> • All materials in the “Start Here” folder • Syllabus Quiz • Academic Honesty and Integrity Quiz • “Who are you?” Discussion Post • Intro to Forms Design (folder under Lessons) • All materials in the Materials folder (there are two folders with items you will need to read) • Americans with Disability Act Discussion Forum • Americans with Disability Act (ADA) Short Answer Questions (quiz) • Principles of Design Discussion Forum • Principles of Layout and Design Short Answer Questions (quiz)
Week 2	MS Word, Part I <ul style="list-style-type: none"> • MS Word, Part I folder – Materials folder (Notes and Helpful Videos) • Word Chapter 1 Discussion Forum • MS Word Short Answer Questions (quiz) • Word Chapter 1 Lab • Word Chapter 2 Lab
Week 3	MS Word, Part 2 <ul style="list-style-type: none"> • MS Word, Part II folder – Materials folder (Notes and Helpful Videos) • Word 2 Discussion Forum • Word Lab 3 • Word Lab 4
Week 4	Test 1 – Word & Google Forms, Part I <ul style="list-style-type: none"> • Review the past three modules before starting your project • Word Test • Google Forms, Part I folder – Materials folder (Notes and Helpful Videos) • Google Forms Short Answer Questions (quiz) • Google Lab 1
Week 5	Google Forms, Part II <ul style="list-style-type: none"> • Google Forms, Part II folder – Materials folder (Helpful Videos) • Google Forms Discussion Forum • Google Lab 2
Week 6	Google Forms Test & Adobe <ul style="list-style-type: none"> • Review the past two Google Modules • Test 2 – Google Forms • Adobe Pro, Part I folder – Materials folder (Notes and Helpful Videos) • Adobe Pro 9 Short Answer Questions (quiz) • Adobe Part I Lab 1
Week 7	Adobe Pro, Part II <ul style="list-style-type: none"> • Adobe Pro, Part II folder – Materials folder (Notes and Helpful Videos) • Adobe Discussion Forum • Adobe Part II, Lab 2
Week 8	Final Discussion Question and Final Exam <ul style="list-style-type: none"> • Review the past two Adobe Modules • Exit Discussion Forum • Test 3 Adobe