



Ephrata High School
Course Syllabus
Integrated Data Systems
5116



I. Course Description

Tap into the power of the new Microsoft Office 2007! This course reviews and integrates advanced features in Word, Publisher, FrontPage, and PowerPoint to complete projects and assignments in the Office 2007 Real-World Applications text. Other topics for this course include the creation of templates, document merges, digital documents, problem-solving with multiple software applications, and the use of Moodle for project integration. This course opens the door to skills that help students gain employment in the world of business!

II. Materials & Equipment

1. TEXT:
 - Microsoft Office 2007 Real World Applications (Glencoe)
 - Microsoft Publisher Complete Concepts & Techniques (Thomson Learning)
 - Introduction to Web Design: Using Microsoft FrontPage (Glencoe)
2. SOFTWARE: Microsoft Office 2007, FrontPage
3. HARDWARE: Personal Computer, printer, digital camera

III. Course Goals & Objectives

Upon completion of this course, students will:

- Demonstrate proficiency in MS Word in regards to document creation and enhancement.
- Demonstrate proficiency in MS PowerPoint in regards to working in the different views and creating meaningful presentations.
- Demonstrate proficiency in FrontPage in regard to web page design.
- Demonstrate proficiency in Publisher in regard to unique document creation and design.

IV. Course Topics (Summary Outline)

- Microsoft Word
 - Document Creation and Enhancement
 - Styles and Templates
 - Mail Merges
 - Employment Documents
 - Hypertext
- Microsoft PowerPoint
 - Presentation creation and design
 - Hyperlinks
 - Animations and Transitions
 - Notes Slides and Master Slides
 - Insert video or music clips and digital images
- Microsoft FrontPage
 - Elements of a Web Page
 - Developing Web Pages
 - One Page Web Pages
 - HTML
 - Page Templates
 - Colors and Design
- Microsoft Publisher
 - Creating and Editing a Publication
 - Designing a Newsletter
 - Tri-Fold Brochure
 - Creating Business Forms and Tables

V. Assignments & Grading

- Class participation
- Daily computer assignments
- Computer projects
- Presentations
- Quizzes and tests

Grades will be determined by successful completion of classroom assignments, projects, quizzes, and tests. High school grading system and scale will be used to determine letter grades based on a scale of 100.