

Teacher: Mrs. Marie D. Miller, BS, MEd [mamiller@riverfieldacademy.net](mailto:mamiller@riverfieldacademy.net)

Text: Technology in Action (Introductory) Prentice Hall

GO – Office 2010 Prentice Hall,

MyITLab assistant and training software for MS Office 2010, Prentice Hall

Introduction to Computer Science using Java. Glencoe.

Computers: The high school Computer Lab provides HP laptop computers for student use. Software needed for class is installed on the laptops. Students are required to keep laptops in working condition. Students are allowed to bring their own personal laptop but must abide by the acceptable use policy and must obtain the appropriate software at their own expense.

Course content: The student will develop and enhance computer skills and knowledge using current business software and develop an understanding of the basics of computer programming.

Course objectives:

1. To introduce students to the computer resources available at Riverfield.
2. To become computer literate.
3. To become proficient in the MS Office 2010 Suite – Excel/Word/Access/PowerPoint.
4. Introduce students to the principles of programming, web design, and networking.
5. To produce a usable portfolio of projects using skills covered in the class.

Classroom rules:

1. Be Honest
2. Be present, be prompt, and be prepared.
3. Obey all school rules
4. Respect others (teachers, students, staff, and subs)
5. **NO CELL PHONES!!!**
6. NO FOOD, DRINKS, OR GUM IN THE CLASSROOM.

Grading: Tests  
Projects  
Assignments in class and home

Supplies: A computer lab fee of \$75 is required.

Make a check payable to Riverfield Academy and memo computer fee.

All supplies will be provided to the student including:

USB flash drive      Printer paper      Printer ink      Portfolio cover  
Software and access to MyITLab

Dual Enrollment: CIS 110      LaTech

Credit is available to students who meet the requirements set by LaTech.