

Hubble Middle School
7th Grade
Computer Exploration, Mrs. Bird
bbird@cusd200.org

Curriculum

- Introduction to Computers
- Keyboard Review
- Word Processing (Microsoft Word)
- Spreadsheet (Microsoft Excel)
- Drawing (Paint)
- Internet
- Multimedia (PowerPoint)

Grading

Grades will be based on one quiz, your projects, class work, and class participation.

Grading Scale

% Of Points	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

Classroom Rules

1. Be on time to class.
2. No running or playing in the classroom. You will get in less trouble for not being in your seat when the bell rings than for knocking a computer over as you rush to your seat!
3. Do not touch any computer but your own. If I see you touch anyone else's hardware, you will be disciplined.
4. Raise your hand for permission leave your seat.
5. Quiet talking IS permitted when you are working at your seat. This is a **privilege** that can be lost by an individual or a whole class.

Classroom Discipline Procedures

If your behavior is endangering a person or a computer, I will skip straight to number 5.

1. Warning and a reminder of the rule.
2. Warning and a reminder of the rule.
3. Move to a different seat away from friends.
4. Parent contact
5. Referral.

Absences

If you are sick or miss school for some reason it is your responsibility to make up the work you miss. When you return from your absence, check with Mrs. Bird before or after class for missed work.