

Hubble Middle School
8th Grade
MS Information Technology I, Mrs. Bird
bbird@cusd200.org

Curriculum

- Inspiration – graphic organizing
- Microsoft Word – formatting, business letters
- Microsoft Excel – spreadsheets and graphs
- Microsoft Publisher – calendars
- PowerPoint – Autobiography
- Graphic Manipulation – Word and Paint
- Microsoft Access – advanced database manipulation
- Movie Maker - Multimedia

Grading

Grades will be based on tests, 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.