



Mountain Range High School
 12500 Huron Street • Westminster, CO 80234
 Office: (720) 972-6300 • Fax: (720) 972-6529
<http://www.mountainrange.adams12.org>



School Year	Mountain Range High School	Teacher Name	James hock
Office	North office side	Website	https://mountainrange.adams12.org
Phone	720-972-6300	Room	C140
Email Address	James.r.hock@adams12.org		
Course Name		Computer Applications	
Course Description		This is an introductory computer literacy class where students gain skills in word processing, spreadsheets, desktop publishing, and presentations.	
Unit of Study	Content Standards/Grade Level Expectations	Approximate Time Spent or Percent of time Spent	Targeted Date of Assessment
Keyboard	Students will learn to key and keyboard shortcuts	Throughout the semester	Early Sept.
Networks and data organization	Students will understand computer networks, drives, and the organization of computer data	3 Weeks	Late Sept.
Word Processing Skills	Students understand and apply word processing skills to produce professional work	4 Weeks	Mid Oct.
Publisher	Students will demonstrate the ability to format graphics	4 Week	Mid Nov.
Excel	Students will understand the use of spreadsheets and functions of excel	3 Weeks	Late Nov.
Powerpoint and Presentation	Students will demonstrate the use of presentation software and create professional presentations	2 Weeks	Mid Dec.

Assessment/Practice Proficiency Levels	
4	Advanced Understanding of the Standard
3	Meets the Standard
2	Approaches the Standard
1	Does not Meet the Standard

Course Grade Scale	
A	89.5 - 100
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	0 – 59.4

Grade Reporting Criteria/Weights	
Content	40%
Communication	25%
21st Century Workplace	25%
Practice	10%
Grades are based on achievement of Content Standards and Grade Level Expectations. *Weekly progress grades are posted at https://ic.adasm12.org/campus/portal/adams12.isp	

General Expectations
<ul style="list-style-type: none"> Grades are based upon the demonstration of proficiency on units associated within specific grade reporting criteria. Assessment: Assessments are a means to determine a student’s mastery and understanding of information, skills, concepts, or processes. Practice: Practice includes opportunities for students to receive clear, specific, and timely feedback as they are developing knowledge and skills, prior to Assessments. Assessments will be graded based on teacher/district/state rubrics.

Class Expectations
Missing or incomplete assignments/assessments for this course: Superintendent Policies 6280 Homework and 6281 Make-Up Work will be followed for this course. They state that it is the student’s responsibility to request and obtain missing work. When a student has an excused absence, the student has the same number of days they were absent plus one day to make up assignments. Students who are unexcused may not be able to receive feedback from Practice prior to required Assessments.



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