



**Mountain Range High School**  
 12500 Huron Street • Westminster, CO 80234  
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<http://www.mountainrange.adams12.org>



<b>School Year</b>	Mountain Range High School	<b>Teacher Name</b>	James Hock
<b>Office</b>	North office side	<b>Website</b>	<a href="https://mountainrange.adams12.org">https://mountainrange.adams12.org</a>
<b>Phone</b>	720-972-6300	<b>Room</b>	C140
<b>Email Address</b>	James.r.hock@adams12.org		
<b>Course Name</b>	Microsoft		
<b>Course Description</b>	Microsoft Office is a course designed for those students interested in building and practicing fundamental computer skills and Microsoft software applications. We will be reinforcing the fundamentals of the MS Office Suite. This course will provide the necessary training to prepare interested students in participating in the MOS Certification (Microsoft office Specialist)		
<b>Unit of Study</b>	<b>Content</b>		
Unit 1	Microsoft Word		
Unit 2	Microsoft Excel		
Unit 3	Microsoft Publisher		
Unit 4	Microsft Powerpoint		

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	
<b>Content</b>	<b>40%</b>
<b>Communication</b>	<b>25%</b>
<b>21<sup>st</sup> Century Workplace</b>	<b>25%</b>
<b>Practice</b>	<b>10%</b>
Grades are based on achievement of Content Standards and Grade Level Expectations. *Weekly progress grades are posted at <a href="https://ic.adasm12.org/campus/portal/adams12.isp">https://ic.adasm12.org/campus/portal/adams12.isp</a>	

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

Class Expectations
<p><b>Missing or incomplete assignments/assessments for this course:</b> 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.</p>