



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		Microsoft	
Course Description		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)	
Unit of Study	Content		
Unit 1	Microsoft Word		
Unit 2	Microsoft Excel		
Unit 3	Microsoft Publisher		
Unit 4	Microsft Powerpoint		

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

Assessment/Practice Proficiency Levels	
4	Advanced Understanding of the Standard
3	Meets the Standard



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2	Approaches the Standard
1	Does not Meet the Standard

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	



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General and Class Expectations

In support of the PBS program at Mountain Range, I expect students to follow the guidelines for all academic areas.

- **Absences and Tardies:** I will follow the Mountain Range attendance policy as it is specified in the Student Planner and the Parent/Guardian Handbook. Any student who is repeatedly late without a pass will receive detention. After the third tardy, the student's parents will be called and the student will be referred to student relations. Prompt, consistent attendance is the best way to ensure success in school.
- **Food and Drink:** The goal of the food and drink policy is to maintain a clean school. Students may not have food or drink outside of the student cafeteria area. A drink is permitted in the classroom, as long as it is in a clear closed container with a screw-top lid. Food and drink are never allowed in the Library or computer labs; therefore no food will be permitted in class given that C140 is a computer lab.
- **Late Work:** Students are responsible for completing assignments in a timely and professional manner.
- **Test/Quiz Re-take:** Because Mountain Range has adopted Standards Referenced Grading (SRG), all summative assessments can be attempted again, provided the student meets with me during access or a free period prior to redoing the assignment. Second attempts will be graded as quickly as possible.
- **Personal Electronic Devices:** The independent use of cell phones for any purpose during class time is inappropriate and rude. Please turn your cell phones off in my class. If you refuse to abide, your phone will be confiscated for the duration of the class. The same goes for iPods or other mp3 players; however, there will be times in class when such devices will be permitted. Such privileges have to be earned and maintained.
- **School-Issued Electronic Devices:** The CTE lab is equipped with 34-36 lab stations. These computers are specifically for student use. Terms of use are as follows:

Each student will be assigned a specific computer. You are to use this computer all year unless otherwise directed by the teacher. If a student notices that his or her computer is damaged, it is that student's responsibility to immediately notify the classroom teacher. Any student who intentionally alters, defaces, or otherwise damages a computer will be subject to disciplinary referral, payment of the costs to repair or replace the computer, and, if warranted, referral to law enforcement.

- **Academic Honesty:** Your ability to read, write, code, speak and think clearly are the primary concerns of our educational establishment. To that end, we must enforce standards for academic honesty that underscore the seriousness of our commitment. For the purposes of this class, plagiarism will be defined as:

- to steal and pass off (the ideas or words of another) as one's own
 - to use (another's production) without crediting the source
 - to present as new and original an idea or product derived from an existing source.
- (from Merriam Webster Online Dictionary)

Academic misconduct will not be tolerated. Any student found to engage in cheating of any kind will receive a zero for the given assignment, and be referred to student relations for further disciplinary action. Students are held to the Academic Integrity Policy for Mountain Range High School.