



# Digital Literacy

Teacher: Abby Mourning  
School Phone: (843)358-6000 ext. 2302  
Email: [amourning@horrycountyschools.net](mailto:amourning@horrycountyschools.net)  
Planning: 10:00am-10:45am  
School Website: <http://am.horrycountyschools.net>

**I am excited to be offering a new course for HS credit this year for 7th grade students called Digital Literacy. This course is exciting, innovative, and encompasses Keyboarding, Computer Applications, and Multimedia standards. This course will be challenging, but will provide students with 21st Century skills that will help them be more successful and more productive in today's business world. Please don't hesitate to contact me with any questions or concerns! I am here for the students of Aynor Middle School and will do whatever I can to make them as successful as they can be!**

## **Course Description:**

This course is designed to equip students with many of the needed computer skills to excel in a digital world. Students will be exposed to a broad range of computer technology from basic hardware/software to applications and the internet.

**Grade Level:** 7

## **Credit:**

Students who successfully pass the course will earn 1/2 Carnegie unit towards high school graduation.

## **Course Standards Topics:**

- |                          |                              |                                   |
|--------------------------|------------------------------|-----------------------------------|
| A. Safety and Ethics     | F. Technology Research Tools | K. Multimedia Basics              |
| B. Employability Skills  | G. Word Processing Basics    | L. Technology Communication Tools |
| C. Student Organizations | H. Spreadsheet Basics        | M. Careers                        |
| D. Keyboarding Mastery   | I. Presentation Basics       |                                   |
| E. Internet Basics       | J. Database Basics           |                                   |

## **Materials/Textbooks/Technology:**

Current version of Microsoft Office Suite/Office 365, Open Office, Google Applications, or any word processing, database, spreadsheet, and presentation software used by business-industry (e.g., MS MovieMaker, Audacity, CamStudio, MS PhotoStory, Screen Cast-o-Matic, and many more!)

## **Google Classroom:**

This year, we will be using Google Classroom! Course information, assignments, updates, and other needed information will all be included in this online learning environment. Students will be given the registration codes the first week of school and I will be happy to help parents who would like access to our online classroom as well.

## South Carolina Grading Scale:

100 – 93	A
92 – 85	B
84 – 77	C
76 – 70	D
69 – 0	F

## Grading Policy:

Major Assessments/Assignments	50%
Mid-level Assessments/Assignments	30%
Daily Assessments/Assignments	20%

## End of Course Exam:

This course is a high school credit bearing course and your child will be required to take an end-of-course exam. Each quarter will count as 40% of your child's final grade, and the end-of-course exam will count as 20% of your child's final grade.

## Make-up Policy:

**Students are expected to make arrangements with teachers to make up all missed work within five school days after returning from an absence. Work not made up in this timeframe will result in a zero.** All assignments collected during an absence are to be submitted upon return. A student who misses an assigned test is expected to take the test the day he/she returns. For extenuating circumstances, contact the AMS administration.

## Discipline Policy:

I expect students to enter the classroom ready to go with all materials and be ready to learn. I have high expectations for ALL students. Consequences will be given if misbehaviors occur according to the school discipline policy. Please see the AMS Student Handbook for detailed information about the discipline policy.

## Classroom Consequences:

- Warning
- Phone Call/Email Home
- Conference with Parent
- Detention
- Referral



### Horry County Schools Core Values

- We put service to students above all else.
- We take responsibility for the success of all students.
- We care passionately about our work with children.
- We build strong positive relationships with students, staff, and community.
- We model and promote civility and integrity.

Horry County Schools does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities. For questions regarding the nondiscrimination policies call 843-488-6933, Horry County Schools, 335 Four Mile Road, Conway, SC 29528.

as escuelas del condado Horry no discriminan por razones de raza, religión, color, nacionalidad, sexo, discapacidad, edad, estado migratorio, dominio del idioma inglés o ninguna otra característica protegida por la ley federal o la ley de Carolina del Sur aplicable en sus programas o actividades. Para preguntas relacionadas con las políticas de no discriminación comuníquese al 843-488-6700, Horry County Schools, 335 Four Mile Rd., Conway, SC 29526.