



TRANSFER: UA, UC\*, UL, AU, AUC.  
\* Consult Alberta Transfer Guide

GRADING: Your final grade will be determined in the following manner:

Lab Assignments	33%
Mid Term	25 %
Final Exam	42%

MISSED EXAMS: Students who miss the mid-term exam for a valid reason, such as illness, will have the weight transferred to the final exam.

GRADES: Your final Alpha Grade will be determined using the following approximate percentage conversion:

Alpha Grade	Approximate Percentage Conversion
A+	95 – 100
A	90 – 94
A-	85 – 89
B+	80 – 84
B	75 – 79
B-	70 – 74
C+	66 – 69
C	62 – 65
C-	58 – 61
D+	55 – 57
D	50 – 54
F	0 – 49

CALENDAR DESCRIPTION:

This course will provide education students with the basic skills for using the most common information technology tools currently applied in schools. The type of tools includes Internet tools, digital media processing, multimedia/hypermedia presentations, spreadsheets, and database. The course offers a number of advanced modules dealing with more complex topics in these areas plus additional tools such as those for editing digital video and sound