



**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

Assignments	20%
Quizzes	20%
Midterm	25%
Final Exam	35%

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Week 1	Jan. 5	Chapter 1	January 5 -- first day of classes
Week 2	Jan. 11	Chapter 1/2	January 12 -- last day Add or Drop
Week 3	Jan. 18	Chapter 2	
Week 4	Jan. 25	Chapter 2/3	
Week 5	Feb 1	Chapter 3	
Week 6	Feb. 8	Chapter 3	
Week 7	Feb 15		Winter Break (no classes)

Week 8	Feb. 22	Chapter 3	Midterm week
Week 9	Mar 1	Chapter 6	
Week 10	Mar. 8	Chapter 6	
Week 11	Mar. 15	Chapter 7	
Week 12	Mar. 22	Chapter 7	March 29 -- last day to withdraw
Week 13	Mar. 29	Chapter 8	
Week 14	Apr 5	Chapter 13	
Week 15	Apr 12	last day of classes	
Final Exam Period	Apr. 14-22		

**STUDENT RESPONSIBILITIES:** Regular attendance and participation (including homework) is required for the successful completion of this course. Assignments must be handed in on time, and quizzes/exams must be written on the days announced in class. If an emergency prevents a student from writing a test/exam on the scheduled day, the weight of that component of the course will be added to the final exam otherwise student receive a score of zero for that part.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.