

## Linux Operating Systems I

### Information and Communications Technology

<b>Course Number:</b> CST8207	<b>Contribution to Program:</b> Vocational	<b>Normative Hours:</b> 75
<b>Applicable Program(s):</b>	<b>AAL:</b>	<b>Core/Elective:</b>
0150X01FWO Computer Systems Technician	1	Core
0150X03FWO Computer Systems Technician	1	Core
0155X01FWO Computer Systems Technology - Networking	1	Core
0156X01FWO Computer Systems Technology - Security	1	Core
<b>Prepared by:</b> Ian D. Allen Professor		<b>Approved by:</b> Andrew Pridham Academic Chair, ICT
<b>Co-Requisites</b> N/A		<b>Approved for Academic Year:</b> 2012-2013
<b>Pre-Requisites</b> N/A		

### COURSE DESCRIPTION

Students learn the basic concepts and core functions of the Linux operating system in a stand-alone environment. Students also learn basic command structures and capabilities of the Linux operating system, along with the skills required to perform common basic system configuration and management tasks. Typical tasks covered include, but are not limited to installing the operating system, working the command line shell, managing/mounting/creating file systems, file permissions overview, managing and troubleshooting the boot process, task automation, software management and customizing the operating system environment.

### RELATIONSHIP TO VOCATIONAL LEARNING OUTCOMES

**This course contributes to your program by helping you achieve the following Vocational Learning Outcomes:**

#### **Computer Systems Technician 0150X01FWO**

- 1 Analyze and resolve information technology problems through the application of systematic approaches and diagnostic tools.(T,A)
- 2 Support the implementation and administration of computer systems. (T,A)
- 4 Install, configure, troubleshoot, maintain, and upgrade components of computer systems. (T,A)
- 7 Follow, monitor, and document data storage procedures designed to ensure the integrity of information. (T,A)
- 10 Conform to workplace expectations found in information technology (IT) environments. (T,A)

#### **Computer Systems Technician 0150X03FWO**

- 1 Analyze and resolve information technology problems through the application of systematic approaches and diagnostic tools. (T,A)
- 2 Support the implementation and administration of computer systems. (T,A)
- 4 Install, configure, troubleshoot, maintain, and upgrade components of computer systems. (T,A)
- 7 Follow, monitor, and document data storage procedures designed to ensure the integrity of information. (T,A)
- 10 Conform to workplace expectations found in information technology (IT) environments. (T,A)

#### **Computer Systems Technology - Networking 0155X01FWO**

- 1 Analyze and resolve information technology problems through the application of systematic approaches and diagnostic tools. (T,A)
- 2 Analyze, plan, design, and implement computer systems. (T,A)
- 4 Install, configure, troubleshoot, monitor, maintain, upgrade, and optimize computer systems. (T,A)
- 8 Plan, develop, and be responsible for data storage to ensure the integrity of information. (T,A)
- 12 Articulate, defend, and conform to workplace expectations found in information technology (IT) environments. (T,A)

#### **Computer Systems Technology - Security 0156X01FWO**

1	Analyze and resolve information technology problems through the application of systematic approaches and diagnostic tools.(T,A)
2	Analyze, plan, design, and implement computer systems.(T,A)
4	Install, configure, troubleshoot, monitor, maintain, upgrade, and optimize computer systems.(T,A)
8	Plan, develop, and be responsible for data storage to ensure the integrity of information.(T,A)
12	Articulate, defend, and conform to workplace expectations found in information technology (IT) environments.(T,A)

**T:** Teach **A:** Assess **CP:** Culminating Performance

### ESSENTIAL EMPLOYABILITY SKILLS

**The course contributes to your program by helping you achieve the following Essential Employability Skills:**

2	Respond to written, spoken or visual messages in a manner that ensures effective communication.(T,A)
4	Apply a systematic approach to solve problems.(T,A)
5	Use a variety of thinking skills to anticipate and solve problems.(T,A)
6	Locate, select, organize and document information using appropriate technology and information systems.(T,A)
7	Analyze, evaluate and apply relevant information from a variety of sources.(T,A)
11	Take responsibility for one's own actions, decisions and consequences.(A)

**T:** Teach **A:** Assess **CP:** Culminating Performance

### COURSE LEARNING REQUIREMENTS/EMBEDDED KNOWLEDGE AND SKILLS

<b>COURSE LEARNING REQUIREMENTS</b> <b>When you have earned credit for this course, you will have demonstrated the ability to:</b>	<b>EMBEDDED KNOWLEDGE AND SKILLS</b>
1. Use GNU/Linux command-line (shell) commands to perform systems administration tasks.	<ul style="list-style-type: none"> <li>1 Use on-line manual ("man") pages to learn the syntax of commands. Write correct command lines based on documentation.</li> <li>1 Identify the steps involved in parsing the GNU/Linux command line (shell).</li> <li>1 Use command-line I/O redirection, including pipes. Avoid overwriting files.</li> <li>1 Learn basic vi (vim) editing commands that can create and edit configuration files.</li> </ul>
2. Install and configure GNU/Linux.	<ul style="list-style-type: none"> <li>1 Attach installation media and use it to install and configure a GNU/Linux operating system.</li> <li>1 Follow correct shut-down procedures for a GNU/Linux system (to prevent data loss).</li> </ul>
3. Identify, create, and manage different types of partitions and file systems under GNU/Linux.	<ul style="list-style-type: none"> <li>1 Use absolute and relative path names correctly.</li> <li>1 Identify the basic data structures that make up a GNU/Linux file system. Know how these structures affect file system recovery and enable hard and soft links.</li> <li>1 Identify, create, and modify partitions within GNU/Linux.</li> <li>1 Identify, create, and modify file systems within GNU/Linux, with emphasis on ext2/ext3/ext4 and FAT file systems.</li> </ul>
4. Create and manage user accounts, groups, and permissions in a GNU/Linux-based environment	<ul style="list-style-type: none"> <li>1 Create and manage user and group accounts in the GNU/Linux environment.</li> <li>1 Create and modify file and directory access control permissions to implement specified security and sharing.</li> </ul>
5. Download, install, and configure software in a GNU/Linux-based environment.	<ul style="list-style-type: none"> <li>1 Use GNU/Linux software package manager to query software packages, find new packages, install packages, and remove packages.</li> <li>1 Use command-line and legacy package tools to install software outside of the regular package management tools.</li> </ul>
6. Manage the boot process under GNU/Linux.	<ul style="list-style-type: none"> <li>1 Modify the GNU/Linux boot/startup process. Set password</li> </ul>

security; adjust time-outs; enable single-user mode; add new boot menu entries.

## LEARNING RESOURCES

### Laptop Required for Lectures and Labs

This course is part of the mobile (laptop) program initiative at Algonquin College. Students are required to have a functioning laptop at all lecture and lab classes. The specifications for the required laptop and additional information about the mobile program initiative can be found at <http://www2.algonquincollege.com/mlearning/>.

### Required Equipment for Laboratory work

You must have your laptop and external caddy hard disk at every lecture and laboratory period, including the first. Pick up your CST8207 hardware kit from the campus store before your first lab.

1. Bring your own functioning laptop computer. The specifications for the required laptop and additional information about the mobile program initiative can be found at <http://www2.algonquincollege.com/mlearning/>.
1. Bring your own hard disk, mounted inside a USB/ESATA external drive enclosure. The disk must have (at least) 50GB of free space for CST8207.
  - o This disk and enclosure are **already purchased** for you with your incidental fees.
  - o You can get the CST8207 hardware kit from the Algonquin New Technology Store by showing your timetable and ID card.

### Web (Internet) Notes

Policy AA42 <http://www2.algonquincollege.com/directives/policy/aa42-learning-management-system/> outlines the requirements for professors in posting class notes or information via the [Blackboard](#) learning management system (LMS). Any such information made available by professors is done solely to assist students in understanding the material presented and is not intended to replace attendance or personal note-taking at classes and labs.

### Optional Textbooks (not required)

No textbooks are required for this course. The textbooks below are optional, reliable, comprehensive sources of accurate GNU/Linux information. Motivated students may choose instead to discover and use free Internet resources instead of a purchased textbook.

1. Optional: The bookstore sells a *CST8207 Textbook Package* (ISBN: 0-132-37382-3) that contains:
  1. *A Practical Guide to Fedora and Red Hat Enterprise Linux*, by Mark Sobell, Prentice Hall ISBN 0-13-706088-2
  2. *Linux Phrasebook*, by Scott Granneman, Prentice Hall ISBN 0-672-32838-0
  3. **N.B.:** This optional two-book textbook package deal is **ONLY** available in the Algonquin Bookstore.
1. Optional: *Linux Administration Handbook*, by Evi Nemeth et al, Prentice Hall, ISBN 0-13-148004-9
1. Optional: *Linux Administration, A Beginner's Guide*, by Wale Soyinka, McGraw Hill, ISBN 9780071545884
1. Optional: *Linux in a Nutshell*, Jessica Perry Hekman, O'Reilly, ISBN 0-596-00930-5

No textbooks are required for this course. Motivated students may choose instead to discover and use free Internet resources instead of a purchased textbook.

## LEARNING ACTIVITIES

### During this course, you are likely to experience the following learning activities:

#### Reading and Doing

The principal way to learn the course material is by reading about the course topics, either in the textbook or using Internet resources, and then doing lab and homework exercises related to the material. Course topics will be outlined in the course notes.

#### Lectures

Lectures will present highlights from the theoretical material of the course. Students are expected to attend all of the lectures. Students are encouraged to ask questions during lectures and to consult with the professors on topics that they do not clearly understand.

While the textbook and lectures constitute the prime source of information, students are expected to be proactive in following up reading and Internet references that are provided. The material in this course is constantly subject to change, so an ability to ferret out and exchange new information is a valuable asset.

#### Labs and Homework Exercises

Labs are hands-on opportunities to experiment with the theoretical material that you have learned through reading and lectures. Laboratory assignments will be closely integrated with the theoretical material. Students are expected to perform initial **reading**, analysis, and design **before** their scheduled lab, to take advantage of the limited lab time. You will not have enough time to do all the reading and the lab work in the same lab period.

The students' ability to successfully complete the assigned exercises will directly correlate with their level of success on tests and the final exam. Tests and exams are based on work already done in the lab.

NOTE: Knowing the specific answers to lab questions is never as important as knowing how to generate the answers. Copying answers will not enable you to pass the tests and exams; penalties will be given for cut-and-paste answers. You need to know **how** things work!

#### Consultation

At the beginning of the course you will be told how to arrange consultation times (office hours) with your instructors. Some consultation may be done using online resources, rather than in-person office hours.

**Samples of learning activities include:**

- Practical and reading assignments (book and online learning materials).
- Hands-on practical laboratory work, which may be completed as homework.
- Self-mark exercises for many completed assignments.
- In-class quizzes that test your current knowledge and lab work.
- Mid-term tests that are practice for the final exam.

**EVALUATION/EARNING CREDIT**

The following will provide evidence of your learning achievements:	This activity validates the following Course Learning Requirements and/or Essential Employability Skills:
<p>Quizzes (in-class or online) - <b>10%</b></p>	<ul style="list-style-type: none"> <li>1 Use GNU/Linux command-line (shell) commands to perform systems administration tasks. - [CLR 1]</li> <li>1 Install and configure GNU/Linux. - [CLR 2]</li> <li>1 Identify, create, and manage different types of partitions and file systems under GNU/Linux. - [CLR 3]</li> <li>1 Create and manage user accounts, groups, and permissions in a GNU/Linux-based environment - [CLR 4]</li> <li>1 Manage the boot process under GNU/Linux. - [CLR 6]</li> <li>1 Download, install, and configure software in a GNU/Linux-based environment. - [CLR 5]</li> <li>1 Respond to written, spoken or visual messages in a manner that ensures effective communication. - [EES 2]</li> <li>1 Apply a systematic approach to solve problems. - [EES 4]</li> <li>1 Use a variety of thinking skills to anticipate and solve problems. - [EES 5]</li> <li>1 Take responsibility for one's own actions, decisions and consequences. - [EES 11]</li> <li>1 Locate, select, organize and document information using appropriate technology and information systems. - [EES 6]</li> <li>1 Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7]</li> </ul>
<p>Lab Evaluation - <b>15%</b></p> <p>Late assignments may or may not be marked. To earn full marks, submit on time.</p>	<ul style="list-style-type: none"> <li>1 Use GNU/Linux command-line (shell) commands to perform systems administration tasks. - [CLR 1]</li> <li>1 Install and configure GNU/Linux. - [CLR 2]</li> <li>1 Identify, create, and manage different types of partitions and file systems under GNU/Linux. - [CLR 3]</li> <li>1 Download, install, and configure software in a GNU/Linux-based environment. - [CLR 5]</li> <li>1 Create and manage user accounts, groups, and permissions in a GNU/Linux-based environment - [CLR 4]</li> <li>1 Manage the boot process under GNU/Linux. - [CLR 6]</li> <li>1 Respond to written, spoken or visual messages in a manner that ensures effective communication. - [EES 2]</li> <li>1 Apply a systematic approach to solve problems. - [EES 4]</li> <li>1 Use a variety of thinking skills to anticipate and solve problems. - [EES 5]</li> <li>1 Locate, select, organize and document information using appropriate technology and information systems. - [EES 6]</li> <li>1 Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7]</li> <li>1 Take responsibility for one's own actions, decisions and</li> </ul>

<p>First Midterm Test - 15%</p>	<p>consequences. - [EES 11]</p> <ul style="list-style-type: none"> <li>1 Use GNU/Linux command-line (shell) commands to perform systems administration tasks. - [CLR 1]</li> <li>1 Install and configure GNU/Linux. - [CLR 2]</li> <li>1 Identify, create, and manage different types of partitions and file systems under GNU/Linux. - [CLR 3]</li> <li>1 Create and manage user accounts, groups, and permissions in a GNU/Linux-based environment - [CLR 4]</li> <li>1 Manage the boot process under GNU/Linux. - [CLR 6]</li> <li>1 Download, install, and configure software in a GNU/Linux-based environment. - [CLR 5]</li> <li>1 Apply a systematic approach to solve problems. - [EES 4]</li> <li>1 Use a variety of thinking skills to anticipate and solve problems. - [EES 5]</li> <li>1 Respond to written, spoken or visual messages in a manner that ensures effective communication. - [EES 2]</li> <li>1 Take responsibility for one's own actions, decisions and consequences. - [EES 11]</li> <li>1 Locate, select, organize and document information using appropriate technology and information systems. - [EES 6]</li> <li>1 Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7]</li> </ul>
<p>Second Midterm test - 25%</p>	<ul style="list-style-type: none"> <li>1 Use GNU/Linux command-line (shell) commands to perform systems administration tasks. - [CLR 1]</li> <li>1 Install and configure GNU/Linux. - [CLR 2]</li> <li>1 Identify, create, and manage different types of partitions and file systems under GNU/Linux. - [CLR 3]</li> <li>1 Create and manage user accounts, groups, and permissions in a GNU/Linux-based environment - [CLR 4]</li> <li>1 Download, install, and configure software in a GNU/Linux-based environment. - [CLR 5]</li> <li>1 Manage the boot process under GNU/Linux. - [CLR 6]</li> <li>1 Respond to written, spoken or visual messages in a manner that ensures effective communication. - [EES 2]</li> <li>1 Apply a systematic approach to solve problems. - [EES 4]</li> <li>1 Use a variety of thinking skills to anticipate and solve problems. - [EES 5]</li> <li>1 Take responsibility for one's own actions, decisions and consequences. - [EES 11]</li> <li>1 Locate, select, organize and document information using appropriate technology and information systems. - [EES 6]</li> <li>1 Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7]</li> </ul>
<p>Final Exam - 35%</p>	<ul style="list-style-type: none"> <li>1 Use GNU/Linux command-line (shell) commands to perform systems administration tasks. - [CLR 1]</li> <li>1 Install and configure GNU/Linux. - [CLR 2]</li> <li>1 Identify, create, and manage different types of partitions and file systems under GNU/Linux. - [CLR 3]</li> <li>1 Create and manage user accounts, groups, and permissions in a GNU/Linux-based environment - [CLR 4]</li> <li>1 Manage the boot process under GNU/Linux. - [CLR 6]</li> <li>1 Download, install, and configure software in a GNU/Linux-based</li> </ul>

	<p>environment. - [CLR 5]</p> <ul style="list-style-type: none"> <li>1 Apply a systematic approach to solve problems. - [EES 4]</li> <li>1 Use a variety of thinking skills to anticipate and solve problems. - [EES 5]</li> <li>1 Respond to written, spoken or visual messages in a manner that ensures effective communication. - [EES 2]</li> <li>1 Take responsibility for one's own actions, decisions and consequences. - [EES 11]</li> <li>1 Locate, select, organize and document information using appropriate technology and information systems. - [EES 6]</li> <li>1 Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7]</li> </ul>
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**COLLEGE GRADING NUMERICAL EQUIVALENT TABLE**

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90-100%	4.0	C+	67-69%	2.3
A	85-89%	3.8	C	63-66%	2.0
A-	80-84%	3.6	C-	60-62%	1.7
B+	77-79%	3.3	D+	57-59%	1.4
B	73-76%	3.0	D	53-56%	1.2
B-	70-72%	2.7	D-	50-52%	1.0
			F	0-49%	0
			FSP	0	0

**PRIOR LEARNING ASSESSMENT AND RECOGNITION**

Students who wish to apply for prior learning assessment and recognition (PLAR) need to demonstrate competency at a post-secondary level in all of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:

- 1 Challenge Exam
- 1 Performance Test

**RELATED INFORMATION**

**The following information is course-specific:**

There is no "group work" or "working together" in this course. You can share you ideas but never your answers. Students caught copying answers from anywhere will be charged with academic fraud under College Directive [AA20](#). **You must type your own answers; no cutting-and-pasting from other sources.** Students loaning out assignment solutions will also be penalized. Never loan your solutions; the student copying your solutions submits the copy and you both get penalized.

**The following information is program-specific:**

**0150X01FWO - Computer Systems Technician**  
**Theory Evaluation:**

Theory evaluation is conducted by the Professor, and submitted to the final grade roll-up.

- 1 Theory attendance, in-class quiz and tests may be a part of the course requirements, will be identified by your professor, and is unique to each individual course.
- 1 All students are encouraged to prepare before class, attend class regularly, and actively participate while in class to enrich their learning experience.
- 1 *Policy AA42 outlines the requirements for posting class notes or information to Blackboard. Any such information made available by professors is done solely to assist students in understanding the material presented and is not intended to replace attendance to theory class.*
- 1 *Any and all information presented in class is considered testable material, be it presented verbally, written on the whiteboard, on-screen, or in a document - whether students were in attendance or not.*
- 1 *It remains the student's responsibility to attend class. listen and take adequate notes, as needed.*

**Lab Evaluation:**

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. In this program, the following criteria may be required in order to obtain a non-zero lab mark:

- 1 Satisfactory attendance and participation in the lab;
  - o **N.B:** lab attendance requirements will be identified by your professor, and is specific to each individual course.
- 1 Satisfactory workmanship and behavior in the lab;
- 1 Satisfactory adherence to rules prescribed for the lab facility;
- 1 Being properly equipped & prepared for lab work prior to attending the lab;
  - o **N.B.:** coming to your lab period **without** the required equipment/tools or being prepared may result in you being marked as absent, at your professor's discretion.
- 1 Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts.
  - o Late submission or extended deadlines may be afforded, along with associated penalties - these will be identified by your professor, and are specific to each individual course.
  - o Work done outside of the lab environment may not be counted, unless indicated otherwise by your lab teacher.

The lab Professor reserves the right to suspend or deny access to the lab at any time if the above criteria are not being met. No allowances are made in the course for students whose access in the lab are suspended or denied.

### Final Examination

All students are expected to write the final exam. There are no provisions for "making up" a missed final exam.

If, as a result of being off-track in your program or some unforeseen circumstance, you note that there is a scheduling conflict in your final exam schedule, it is your responsibility to alert the your program coordinator no later than one week before final exams start, to allow for any special arrangements.

### **0150X03FWO - Computer Systems Technician**

#### Theory Evaluation:

Theory evaluation is conducted by the Professor, and submitted to the final grade roll-up.

- 1 Theory attendance, in-class quiz and tests may be a part of the course requirements, will be identified by your professor, and is unique to each individual course.
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#### Lab Evaluation:

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. In this program, the following criteria may be required in order to obtain a non-zero lab mark:

- 1 Satisfactory attendance and participation in the lab;
  - o N.B: lab attendance requirements will be identified by your professor, and is specific to each individual course.
- 1 Satisfactory workmanship and behavior in the lab;
- 1 Satisfactory adherence to rules prescribed for the lab facility;
- 1 Being properly equipped & prepared for lab work prior to attending the lab;
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### **0155X01FWO - Computer Systems Technology - Networking**

#### Theory Evaluation:

Theory evaluation is conducted by the Professor, and submitted to the final grade roll-up.

- 1 Theory attendance, in-class quiz and tests may be a part of the course requirements, will be identified by your professor, and is unique to each individual course.
- 1 All students are encouraged to prepare before class, attend class regularly, and actively participate while in class to enrich their learning experience.
- 1 *It is important to note that there is NO REQUIREMENT to post any class notes or information to Blackboard. Any such information made available by professors is done solely to assist students in understanding the material presented **and is not intended to replace attendance to theory class.***

- 1 Any and all information presented in class is considered testable material, be it presented verbally, written on the whiteboard, on-screen, or in a document - whether students were in attendance or not.
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**0156X01FWO - Computer Systems Technology - Security****Theory Evaluation:**

Theory evaluation is conducted by the Professor, and submitted to the final grade roll-up.

- 1 Theory attendance, in-class quiz and tests may be a part of the course requirements, will be identified by your professor, and is unique to each individual course.
- 1 All students are encouraged to prepare before class, attend class regularly, and actively participate while in class to enrich their learning experience.
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The following information is school/department-specific:

**STUDENT ACADEMIC RESPONSIBILITIES**



Each student is responsible for:

- Knowing the due dates for marked out-of-class assignments.
- Attending all classes and knowing the dates of in-class marked assignments and exercises.
- Maintaining a folder of all work done in the course during the semester for validation claims in cases of disagreement with faculty.
- Keeping both paper and electronic copies of all assignments, marked and unmarked, in case papers are lost or go missing.
- Regularly checking both Blackboard announcements as well as one's Algonquin e-mail account for important messages from both professors and college administration.
- Participating in on-line and classroom exercises and activities as required.
- Retaining course outlines for possible future use to support applications for transfer of credit to other educational institutions.

**Harassment/Discrimination/Violence will not be tolerated.** Any form of harassment (sexual, racial, gender or disability-related), discrimination (direct or indirect), or violence, whether involving a professor and a student or amongst students, will not be tolerated on the college premises. Action taken will start with a formal warning and proceed to the full disciplinary actions as outlined in Algonquin College Policies - HR22 and SA07. Harassment means one or a series of vexatious comment(s) (whether done verbally or through electronic means), or conduct related to one or more of the prohibited grounds that is known or ought reasonably to be known to be unwelcome/unwanted, offensive, intimidating, derogatory or hostile. This may include, but is not limited to: gestures, remarks, jokes, taunting, innuendo, display of offensive materials, offensive graffiti, threats, verbal or physical assault, stalking, slurs, shunning or exclusion related to the prohibited grounds.

For further information, a copy of the official policy statement can be obtained from the Student Association.

#### **Violation of the Copyright Act**

**General – The Copyright Act** makes it an offence to reproduce or distribute, in whatever format, any part of a publication without the prior written permission of the publisher. For complete details, see the Government of Canada website at <http://laws.justice.gc.ca/en/C-42>. Make sure you give it due consideration, before deciding not to purchase a textbook or material required for your course.

**Software Piracy - The Copyright Act** has been updated to include software products. Be sure to carefully read the licensing agreement of any product you purchase or download, and understand the terms and conditions covering its use, installation and distribution (where applicable). Any infringement of licensing agreement makes you liable under the law.

**Disruptive Behaviour** is any conduct, or threatened conduct, that is disruptive to the learning process or that interferes with the well being of other members of the College community. It will not be tolerated. Members of the College community, both students and staff, have the right to learn and work in a secure and productive environment. The College will make every effort to protect that right. Incidents of disruptive behaviour must be reported in writing to the departmental Chair as quickly as possible. The Chair will hold a hearing to review available information and determine any sanctions that will be imposed. Disciplinary hearings can result in penalties ranging from a written warning to expulsion.

For further details, consult the Algonquin College Policies AA32, SA07 and IT01 in your Instaguide.

#### **The following information is College-wide:**

##### **Email**

Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

##### **Centre for Students with Disabilities (CSD)**

If you are a student with a disability, it is strongly recommended that you identify your needs to the professor and the Centre for Students with Disabilities (CSD) by the end of the first month of the semester in order that any necessary support services can be arranged for you.

##### **Academic Integrity\* & Plagiarism\***

Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. For further details consult Algonquin College Policies AA18 <http://www2.algonquincollege.com/directives/files/2012/04/AA18.pdf> and AA20 <http://www2.algonquincollege.com/directives/files/2011/08/AA20.pdf>

##### **Student Course Feedback\***

It is Algonquin College's policy to give students the opportunity to complete a course assessment survey in each course that they take which solicits their views regarding the curriculum, the professor and the facilities. For further details consult Algonquin College Policy AA25 <http://www2.algonquincollege.com/directives/files/2011/10/AA25.pdf>

##### **Use of Electronic Devices in Class\***

With the proliferation of small, personal electronic devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Policy AA32 <http://www2.algonquincollege.com/directives/files/2011/11/AA32.pdf>

##### **Transfer of Credit**

Students, it is your responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

\* College policies (previously called directives) are under review and redesign. The term *directives* is being retired. As such, the policy classification nomenclature is in transition. Students, it is your responsibility to refer to the Algonquin College Directives/Policies website for the most current information available at: (<http://www2.algonquincollege.com/directives/>)