Networking Fundamentals

SCHOOL OF ADVANCED TECHNOLOGY

Course Number:	**Contribution to Program:**	**Normative Hours:**
CST8182	Vocational Core	75
Applicable Program(s):	**AAL:**	**Approval Date:**
0006X01FWO Computer Eng. Technology - Comp. Science	1	02/09/2009
0006X03FWO Computer Eng. Technology - Comp. Science	1	
0150X01FWO Computer Systems Technician	1	
0150X03FWO Computer Systems Technician	1	
0155X01FWO Computer Systems Technology - Networking	1	
1502X03FWO Business Intelligence Systems Analyst	1	

Prepared by:
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Approved by:
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Chair

Co-Requisites
N/A

Approved for Academic Year:
2009-2010

Pre-Requisites
N/A

COURSE DESCRIPTION

This course introduces the foundation knowledge of computer networking and LAN/WAN communications. Students are introduced to the terminology and concepts related to the implementation and operation of computer networks. Topics include basic network design, layered communications models, IP addressing and subnetting, and industry standards for network media, and protocols with an emphasis on TCP/IP protocol suite and Ethernet. The course includes material from the Cisco Network Academy Program CCNA Explorer Networking Fundamentals and borrows from the CompTIA Network+ certification.

RELATIONSHIP TO VOCATIONAL LEARNING OUTCOMES

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

Computer Eng. Technology - Comp. Science 0006X01FWO

1	Diagnose, solve, troubleshoot, and document technical problems involving computing devices using appropriate methodologies. (T,A)
2	Integrate multiple software and hardware components using appropriate network architecture. (T,A)
3	Participate in analyzing, planning, designing, and developing the architecture of computing devices and systems. (T,A)

Computer Eng. Technology - Comp. Science 0006X03FWO

1	Diagnose, solve, troubleshoot, and document technical problems involving computing devices using appropriate methodologies. (T,A)
2	Integrate multiple software and hardware components using appropriate network architecture. (T,A)
3	Participate in analyzing, planning, designing, and developing the architecture of computing devices and systems. (T,A)

Computer Systems Technician 0150X01FWO

1	Analyze and resolve information technology problems through the application of systematic approaches and diagnostic tools(T,A)
3	Support the implementation and administration of networking solutions.(T,A)
5	Install, configure, troubleshoot, maintain, and upgrade components of networks. (T,A)
10	Conform to workplace expectations found in information technology (IT) environments. (A)

Computer Systems Technician 0150X03FWO

1	Analyze and resolve information technology problems through the application of systematic approaches and diagnostic tools. (T,A)
3	Support the implementation and administration of networking solutions. (T,A)

5	Install, configure, troubleshoot, maintain, and upgrade components of networks. (T,A)
10	Conform to workplace expectations found in information technology (IT) environments. (A)
Computer Systems Technology - Networking 0155X01FWO	
1	Analyze and resolve information technology problems through the application of systematic approaches and diagnostic tools. (T,A)
3	Analyze, plan, design, and implement networking solutions.(T,A)
5	Install, configure, troubleshoot, monitor, maintain, upgrade, and optimize networks. (T,A)
Business Intelligence Systems Analyst 1502X03FWO	
1	Analyze and resolve information technology problems through the application of systemic approaches and diagnostic tools.(T,A)
2	Install, configure, troubleshoot, maintain, and upgrade business intelligence platforms.(T,A)
7	Apply knowledge of networking concepts to develop and deploy secure integrated solutions.(T,A)

ESSENTIAL EMPLOYABILITY SKILLS

The course contributes to your program by helping you achieve the following Essential Employability Skills:	
1	Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.(A)
2	Respond to written, spoken or visual messages in a manner that ensures effective communication.(A)
3	Execute mathematical operations accurately.(A)
6	Locate, select, organize and document information using appropriate technology and information systems.(A)
7	Analyze, evaluate and apply relevant information from a variety of sources.(A)
9	Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (A)
10	Manage the use of time and other resources to complete projects.(A)
11	Take responsibility for one's own actions, decisions and consequences.(A)

COURSE LEARNING REQUIREMENTS/EMBEDDED KNOWLEDGE AND SKILLS

COURSE LEARNING REQUIREMENTS **When you have earned credit for this course, you will have demonstrated the ability to:**	**EMBEDDED KNOWLEDGE AND SKILLS**
1. Properly read, understand, complete and document lab work	• Understand the need and demonstrate the ability to properly follow instructions in lab work or assignments • Demonstrate understanding of concepts associated with lab work or assignment by properly completing assigned work in allocated time, and answering any associated questions accurately • Understand the need and demonstrate the ability to document completed work in a course prescribed log / journal format, along with any relevant configuration settings and the steps taken to achieve configuration • Understand the need & demonstrate the ability to create detailed documentation of problems encountered, associated researched information gathered about the problem, steps and specifics of solution applied, and final effects of solution • Understand how to deal with and manage multiple overlapping deadlines, and demonstrate the ability to meet these completion deadlines
2. Use network protocol models to explain the layers of communications in data networks	• Explain the importance of data network s and the Internet in supporting business communications and every day activities • Explain how communication works in data networks and the Internet • Explain the role of protocols in data networks • Describe the protocols and services provided by the application layer in the OSI and TCP/IP models and describe how this layer operates in various networks • Analyze the operations and features of common application layer protocols such as HTTP , Domain Name System(DNS), Dynamic

	Host Configuration Protocol (DHCP), Simple Mail Transfer Protocol (SMTP), Telnet, and FTP
3. Design, calculate, and apply subnet masks and addresses	• Describe the importance of addressing and naming schemes at various layers of data networks • Demonstrate the capability to manually create subnets, without the aid of subnetting tools • Determine specific network addresses give a subnet and mask • Demonstrate the capability to create and apply variable length subnet masks
4. Build a simple Ethernet network using routers and switches	• Explain fundamental Ethernet concepts such as media, services, and operation • Describe how ARP is used in an Ethernet network • Recognize the devices and services that are used to support communications across an Internetwork • Utilize common network utilities to verify small network operations and analyze data traffic • Configure a PC for network use including DHCP addressing, Static addressing, DNS and gateway
5. Employ basic cabling and network designs to connect devices	• Describe the operation of protocols at the OSI data link layer and explain how they support communications • Explain the role of physical layer protocols and services in supporting communications across data networks • Describe the differences between the different media types, their benefits and limitations of each type • Use basic a basic cable analyzer to verify network cables and determine faults • Describe the causes of line noise in communication systems • Describe various methods used to encode data for transmission over different types of media
6. Use Cisco CLI commands to perform basic router and switch configuration and verification	• Properly configure router interfaces for a given network design • Configure a router with static routes • Use show commands to verify the configuration • Use ping and traceroute to verify connectivity
7. Analyze the operations and feature of the transport and network layer protocols and services	• Describe the functioning of transport layer protocols including the differences between connectionless and connection oriented communications • Describe the purpose and use of port numbers in the TCP/IP Protocol suite • Explain in detail how TCP connections are established and torn-down • Analyze the operations and feature of network layer protocols and services and explain the fundamental concepts of routing

LEARNING RESOURCES

Required Textbook:

Network Fundamentals, CCNA Exploration Companion Guide by Mark Dye, Rick McDonald and Antoon Rufi - Cisco Press ISBN13:9781587132087

Recommended Reference Book:

Network Fundamentals, CCNA Exploration Labs and Study Guide by Antoon Rufi, Priscilla Oppenheimer, Belle Woodward, Gerlinde Brady Cisco Press ISBN13: 9781587132032

Suggested Reference Books:

The following books are suggested to enhance your learning. By taking an “outside-in” approach, it nicely complements the “fundamentals” of the

prescribed text. **They are NOT required texts for this course.** Nothing presented in this course requires that you have (or have access to) these particular books.

1) Troubleshooting, Maintaining and Repairing Network, by Stephen J. Bigelow, McGraw-Hill/Osborne, ISBN 0-07-222257-3

2) Practical TCP/IP, by Nial Mansfield, Addison- Wesley, ISBN 0-201-75078-3

3) Computer Networking, by James Kurose & Keith Ross, Addison-Wesley, ISBN 0-201-97699-4

Cisco Packet Tracer

Packet Tracer(PT) is comprehensive networking technology teaching and learning software with powerful simulation, visualization, authoring, assessment, and collaboration capabilities. Packet Tracer makes both teaching and learning easier, students can create their own virtual "network worlds" for exploration, experimentation, and explanation of networking concepts and technologies. Packet Tracer is available for download from the Cisco Academy Website

USB Memory Stick

You are advised to have one USB memory stick at hand to hold any PC configuration information that you may wish to preserve between lab sessions. Connectivity to the College network (and your **N**: drive) is not always possible from the lab.

Lab Notebook:

While the lab activities will in large part be done on pre-formatted worksheets, you will be expected to have and maintain a lab notebook to record anything you may need to repeat or recall in the future. Some lab exercises will instruct you to record certain things in your lab notebook for future reference in follow-on labs. If you are involved in a troubleshoot exercise, the lab book will be particularly valuable for recording troubleshooting steps as you go along. Doing this helps you keep track of what you've done and prevents you from “going around in circles” trying to fix something.

Functioning IT Account:

You need a functioning IT account to do work required for this course, sometimes while in the lab. **Make sure you have a functioning IT account! (You’ve certainly paid for it!)**

LEARNING ACTIVITIES

During this course, you are likely to experience the following learning activities:
Samples of learning activities include:

1. Reading and fully understanding the prescribed theory materials:

· Online Cisco curriculum acts as the foundation for the course knowledge.

· Assigned reading from a provided reading list will guide you through the text.

· End of chapter questions in the book and in the online curriculum are used to test your recall and understanding.

· Online chapter quiz are used to evaluate your knowledge, as well as give you feedback as to which parts of the chapter need to be reviewed or concentrated on.

2. Attending lectures that make use of and supplement the text material:

· Each lecture will indicate key points and clarify what is important for term test and final exam evaluation.

3. Completing “homework” assignments to supplement lecture & lab material:

· These are designed to encourage creative thinking around a topic area, and to help develop your ability to analyse situations and solve problems.

4. Completing prescribed lab work:

· ***Lab attendance may involve group work (usually in pairs) on dedicated PC hardware, and is therefore mandatory.***

· No special allowances are made for those who choose not to attend classes or labs and, as a result, get critically behind in the course. Extra consultation and tutoring assistance is only available to those who are actively participating and still having difficulty. sed for practical work in the lab.

· Lab exercises to guide you through configurations, test procedures, and other activities to familiarise yourself with networking.

· Your added value to an enterprise will ultimately be found in your ability to design, implement, modify, test and troubleshoot applications of networking technology. These activities are complex and require procedures that are primarily innovations stemming from an analysis. Lab exercises requiring you to come up with solutions to problems begin your growth in this ability.

EVALUATION/EARNING CREDIT

The following will provide evidence of your learning	This activity validates the following Course Learning

achievements:	Requirements and/or Essential Employability Skills:
Term Tests 30%	• Use network protocol models to explain the layers of communications in data networks - [CLR 2] • Design, calculate, and apply subnet masks and addresses - [CLR 3] • Build a simple Ethernet network using routers and switches - [CLR 4] • Employ basic cabling and network designs to connect devices - [CLR 5] • Use Cisco CLI commands to perform basic router and switch configuration and verification - [CLR 6] • Analyze the operations and feature of the transport and network layer protocols and services - [CLR 7] • Execute mathematical operations accurately. - [EES 3]
Cisco online quizzes 5%	• Use network protocol models to explain the layers of communications in data networks - [CLR 2] • Design, calculate, and apply subnet masks and addresses - [CLR 3] • Build a simple Ethernet network using routers and switches - [CLR 4] • Employ basic cabling and network designs to connect devices - [CLR 5] • Use Cisco CLI commands to perform basic router and switch configuration and verification - [CLR 6] • Analyze the operations and feature of the transport and network layer protocols and services - [CLR 7]
Final Examination 35%	• Use network protocol models to explain the layers of communications in data networks - [CLR 2] • Design, calculate, and apply subnet masks and addresses - [CLR 3] • Build a simple Ethernet network using routers and switches - [CLR 4] • Employ basic cabling and network designs to connect devices - [CLR 5] • Use Cisco CLI commands to perform basic router and switch configuration and verification - [CLR 6] • Analyze the operations and feature of the transport and network layer protocols and services - [CLR 7] • Execute mathematical operations accurately. - [EES 3]
Labs and Assignments 10%	• Properly read, understand, complete and document lab work - [CLR 1] • Design, calculate, and apply subnet masks and addresses - [CLR 3] • Build a simple Ethernet network using routers and switches - [CLR 4] • Employ basic cabling and network designs to connect devices - [CLR 5] • Use Cisco CLI commands to perform basic router and switch configuration and verification - [CLR 6] • Analyze the operations and feature of the transport and network layer protocols and services - [CLR 7] • Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. - [EES 9] • Manage the use of time and other resources to complete projects. -

	[EES 10] • Take responsibility for one's own actions, decisions and consequences. - [EES 11] • Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. - [EES 1] • Respond to written, spoken or visual messages in a manner that ensures effective communication. - [EES 2] • Locate, select, organize and document information using appropriate technology and information systems. - [EES 6] • Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7] • Execute mathematical operations accurately. - [EES 3]
Cisco Online exam 5%	• Use network protocol models to explain the layers of communications in data networks - [CLR 2] • Design, calculate, and apply subnet masks and addresses - [CLR 3] • Build a simple Ethernet network using routers and switches - [CLR 4] • Employ basic cabling and network designs to connect devices - [CLR 5] • Use Cisco CLI commands to perform basic router and switch configuration and verification - [CLR 6] • Analyze the operations and feature of the transport and network layer protocols and services - [CLR 7] • Execute mathematical operations accurately. - [EES 3]
Lab Practical Assessment 15%	• Properly read, understand, complete and document lab work - [CLR 1] • Design, calculate, and apply subnet masks and addresses - [CLR 3] • Build a simple Ethernet network using routers and switches - [CLR 4] • Employ basic cabling and network designs to connect devices - [CLR 5] • Use Cisco CLI commands to perform basic router and switch configuration and verification - [CLR 6] • Manage the use of time and other resources to complete projects. - [EES 10]

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%	2.6	D-	50-52%	1.0
			F	0-49%	0
			FSP	0	0

PRIOR LEARNING ASSESSMENT AND RECOGNITION

See College Directive E35 for details on eligibility and process.

For this course, evidence of learning achievement for PLA candidates will include the successful completion of:

- A challenge exam with a breadth of coverage and level of difficulty equivalent to the final examination in the course;
- A hands-on or practical component to ensure that the requisite skill level has been achieved.

RELATED INFORMATION

The following information is course-specific:

Assessment of student learning will be done by means of class and online tests and quizzes, final exam, laboratory assignments and a lab test.

Laboratory attendance is compulsory, and absence from three or more laboratory sessions without the prior consent of the professor will result in a final grade of "F". Students are responsible for keeping a record of the number of laboratory sessions they have missed. Professors will not inform students of an impending failure because of missed laboratory sessions.

All laboratory assignments must be successfully completed in order to obtain course credit. Late assignments will be penalized and receive a mark of zero, but they must still be completed. Any missed evaluation points will result in a grade of "0". In the case of a documented emergency the professor, in consultation with the Chair, will determine how the marks will be made up and/or final grade adjusted.

The Computer Studies Department requires that all course assignments (homework exercises, laboratory work, projects, etc) be submitted by students using a standard which could be specific to one or more courses. Professors will ensure, at the beginning of the term, that students are advised of the exact details of these course specific submission requirements. Professors will also post them online alongside the course outline. Student submissions that do not meet the course published submission standards may not be marked, and may incur a penalty of up to 100% of the submission mark.

All students are required 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 your course professor no later than one week before final exams start, to allow for any special arrangements

In order to pass the credit course, students **must** achieve a minimum contribution of:

- **35% from an average from Evaluation Items #1, #2 and #3 combined**
- **5% from an average of Evaluation Item #4**
- **10% from an average of Evaluation Items # 5 and 6**
- **must have written the Cisco Online Exam (3.1)**

Previous CCNA course completion/certifications

Students who have already taken and passed Cisco CCNA courses in the recent past, or obtained a CCNA certification in the last 3 yrs, may be eligible for exemptions on some of the components listed above. ***Due to the fact that this course now uses Rev 4.0 of the Cisco CCNA curriculum, the possibility of exemption will depends both on the date at which these courses and/or certification were taken as well as the version of the Cisco curriculum used at the time the student took the course***.

However, in order for this eligibility to be evaluated, the student will be required to present his teacher with:

· A copy of the certificate of completion, with a proper Cisco identification information;

· A written request from the student requesting exemption on Cisco components attached to above. This request should include information such as previous account name used and/or Cisco ID, academy at which the certificate was obtained, course teacher's name, etc.

The teacher will then verify the information on the CiscoAcademy server. Once the information is verified, the student will have the option of opting out of the Cisco components (specifically items 1.2, 3.1 and 3.2 above). Should the student elect to not have these marks evaluated, the marks for the course will then be calculated based on the remaining components and rolled into a mark out of 100.

Students who opt out of these marks will still be allowed to access the online quiz and exams as a study and practice tool for the course, the marks simply will not count in the final tally.

However, in order to progress to the next level, students will still be required to write the Cisco online final exam AND the online evaluation, as this is required by the Cisco curriculum server to allow progression to the next level. The marks will simply not be included in the final grade.

The following information is program-specific:

0150X01FWO - Computer Systems Technician
Lab Evaluation:

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. For this course, the following criteria must be satisfied in order to obtain a non-zero lab mark:

- Satisfactory attendance and participation in the lab; absence from more than 2 labs without prior consent from the Professor will result in a final grade of "F" for the course, irrespective of your performance on the other portions of the course
- Satisfactory workmanship and behavior in the lab
- Satisfactory adherence to rules prescribed for the lab facility
- Being properly equipped for lab work while attending the lab, from start to end of lab period; coming to lab without the required equipment/tools may result in you being marked as absent
- Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts. Work done outside of the lab environment will not be counted, unless indicated otherwise.

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 Registrar's Office no later than one week before final exams start, to allow for any special arrangements.

0150X03FWO - Computer Systems Technician
Lab Evaluation:

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. For this course, the following criteria must be satisfied in order to obtain a non-zero lab mark:

- Satisfactory attendance and participation in the lab; absence from more than 2 labs without prior consent from the Professor will result in a final grade of "F" for the course, irrespective of your performance on the other portions of the course
- Satisfactory workmanship and behavior in the lab
- Satisfactory adherence to rules prescribed for the lab facility
- Being properly equipped for lab work while attending the lab, from start to end of lab period; coming to lab without the required equipment/tools may result in you being marked as absent
- Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts. Work done outside of the lab environment will not be counted, unless indicated otherwise.

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 Registrar's Office no later than one week before final exams start, to allow for any special arrangements.

0155X01FWO - Computer Systems Technology - Networking
Lab Evaluation:

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. For this course, the following criteria must be satisfied in order to obtain a non-zero lab mark:

- Satisfactory attendance and participation in the lab; absence from more than 2 labs without prior consent from the Professor will result in a final grade of "F" for the course, irrespective of your performance on the other portions of the course
- Satisfactory workmanship and behavior in the lab
- Satisfactory adherence to rules prescribed for the lab facility
- Being properly equipped for lab work while attending the lab, from start to end of lab period; coming to lab without the required equipment/tools may result in you being marked as absent
- Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts. Work done outside of the lab environment will not be counted, unless indicated otherwise.

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 Registrar's Office no later than one week before final exams start, to allow for any special arrangements.

The following information is school/department-specific:

Retention of course material . It is your responsibility to retain copies of all assignments, labs and mid-term tests (returned from the professor), and any other evaluations and pertinent records (except for final exams, which are not returned) in case you become involved in an appeal hearing at a later date.

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

See College Directives E15 or E24 for details in your Instaguide.

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 Directive - A8.

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://www.cb-cda.gc.ca/info/act-e.html . 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 term 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 Directive - E27 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
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 Directives
E16 (http://www.algonquincollege.com/directives/sectionE/E16.pdf)
and E43 (http://www.algonquincollege.com/directives/sectionE/E43.pdf).

Course Assessments
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 Directive E38 (http://www.algonquincollege.com/directives/sectionE/E38.pdf).

Use of Electronic Devices
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 Directive E39 (http://www.algonquincollege.com/directives/sectionE/E39.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.