



Khulna University of Engineering & Technology

Department of Computer Science and Engineering

Cisco Networking Academy Program



May 2014

Information for Admission

Please read carefully before submitting your application

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1. The Cisco Certified Network Associate (CCNA) program is a complete four-semester program on the principles and practice of designing, building and maintaining networks capable of supporting national and global organizations. Cisco provides course work for a complete range of basic through advanced networking concepts from pulling cable through such complex concepts as subnet masking rules and strategies, configuring and maintenance of routers and switches. In a laboratory setting that closely corresponds to the real world, students get their hands on the building blocks of today's global information networks, learning by doing as they design and bring to life local-area and wide-area networks.

Through the program, students can learn the information needed to prepare them for the Cisco Certified Network Associate (CCNA) examination. This certification positions them for immediate openings in a talent-hungry job market.

2. There will be four semesters to be completed in a span of one year.
3. Classes will be held on two days in a week (Generally, Friday and Saturday).
4. Qualification for getting admitted to this program are as follows:
 - a) Basic Computer skill.
 - b) At least Higher Secondary Certificate (HSC) or equivalent (Pass).
5. Application form and booklet can be collected from the office of the Department of Computer Science & Engineering by paying TK. 100/= from May 11, 2014 to June 10, 2014 within 01:00 PM.
6. Properly filled out application forms can be submitted from May 11, 2014 to June 10, 2014 during office hours (Sunday to Thursday from 9:30 AM to 12 PM and 3:00 PM to 03:30 PM) to the Office of Department of Computer Science and Engineering.
7. Admission test will be held on June 13, 2014 at 10:00 AM.
8. The form of admission test will be as follows:
 - a) There will be a total of forty multiple choice questions to be answered in forty minutes.
 - b) All questions will be in English.

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- c) Subjects included in the admission test will be,
 - (i) Quantitative and Analytical Aptitude (20 questions),
 - (ii) Basic English (10 questions),
 - (iii) Basics of Computer Usage (10 questions).
 - d) Quantitative and Analytical Aptitude section will include problems from arithmetic, algebra, geometry (Secondary School Certificate level) and analytical reasoning capabilities.
9. Admission Test Results comprising of "List of Selected Candidates" and "Waiting List" will be published on June 15, 2014 within 01:00 PM.
 10. Candidates from the "List of Selected Candidates" will have to get themselves admitted to the program from June 16, 2014 to June 17, 2014 on during office hours.
 11. To be admitted, students need to pay -
 - a) Course fee for each semester Taka 3500/= (Three thousand and five hundred) for KUET students and Taka 4500/= (Four thousand and five hundred) for other candidates and it is payable at the beginning of the semester.
 - b) Caution money Taka 2000/= (Two thousand) is payable only at the beginning of first semester. This money is refundable at the completion of the program. It is applicable for both KUET and other candidates.
 12. If any seat remains vacant after the admission process mentioned in (10) candidates from the waiting list will have to be admitted on June 18, 2014 to June 19, 2014 within 03:30 PM on the basis of vacant seats.
 13. While the caution money (in 11.b) is refundable at the end of program, circumstances under which it may be partially or totally forfeited include but not limited to -
 - a) Carrying out any activities subversive to KUET during the four semesters.
 - b) Any intentional or unintentional activities resulting in any damage to KUET property.
 - c) Failure to successfully complete first two semesters, i.e. leaving the program without completing first two semesters. This also includes failure in the examination; please see clause 18 for details.

Grades in each semester will be assigned based on performance in (i) Chapter examinations, (ii) Attendance and class performance (based on participation and contribution to laboratory classes), (iii) A comprehensive written examination containing short and MCQ problems, (iv) Online semester final examination, (v) Assignments, (vi) Skill final examination (vii) Any other item the instructor feels appropriate.

14. A weighted sum of items mentioned in (14) will be found and grades will be assigned as per the following table:

Marks	Grade
More than or equal to 90%	A+
More than or equal to 85% to less than 90%	A
More than or equal to 80% to less than 85%	B+
More than or equal to 75% to less than 80%	B
More than or equal to 70% to less than 75%	C+
More than or equal to 65% to less than 70%	C
More than or equal to 60% to less than 65%	D
Less than 60%	F

15. A student will be allowed only a maximum of two attempts for each final examination. A third attempt may be allowed only at the discretion of the Primary Instructor. However, a fee, defined by the authority, payable in advance, for each examination will be applicable for this. Each of written final, online final or skill final will be considered as a separate examination regarding fees.
16. Three students from each batch securing the highest combined percentage of marks in a semester will be waived 25% of his/her tuition fee in the next semester. However, this will be applicable only to those students who take the final examinations on regular dates and get the marks in the first attempt. Also, the minimum combined percentage of marks secured needs to be 80% in order to be eligible for this tuition fee waiver. This policy is not applicable for the result of the examination of final semester.
17. For a student who is unable to pass any of the semesters, his/her overall record will be judged by the authority. If the authority feels that failure of the students was beyond the control of the students due to some natural causes (illness etc.), the student may be awarded an ' I ' (Incomplete) grade. In this case, special self study and examination sessions may be arranged. However, if the failure is due to negligence of the

student, the student will have to leave the program and the caution fee will be forfeited.

18. During the tutorial classes, the student will get an opportunity to study the hypertext based online curriculum of the program. They are also given a password-protected account in the Cisco Networking Academy Connection to view the same materials. It is not mandatory, but strongly recommended that the students arrange an Internet connection at their home on personal basis.
19. After successful completion of the course, students will be awarded a certificate signed by the Legal Main Contact (LMC), Department of Computer Science and Engineering, of the Academy. They will also get course completion certificate for each semester from Cisco.
20. A student participating in the program cannot be considered to be a student of KUET. No benefit (except the benefits that are directly related to the program) will be admissible during class hours.
21. Through the program, students can learn the information needed to prepare them for Cisco certificate Network Associate (CCNA) examination. This examination is administered by separate test centers and KUET has neither any relation nor affiliation with these centers.
22. Summary of important dates:
- Availability of admission forms: 11/05/2014 to 10/06/2014 within 01:00 PM.
 - Submission of admission forms 11/05/2014 to 10/06/2014 within 03:30 PM.
 - Admission Test: 13/06/2014 at 10:00 AM
 - Admission test result: 15/06/2014 within 01:00 PM
 - Admission of selected candidates: 16/06/2014 to 17/06/2014
 - Admission of candidates from waiting list: 18/06/2014 to 19/06/2014 within 03:30 PM (If seat remain vacant)
 - Orientation & Class Start: 20/06/2014 at 10:00 AM
23. Any other information (not mentioned in this document) or any change required for the interest of the program will be resolved by the program authority and the student will have to abide by these changes and/or addendum.

24. Course summary:

Semester	Contents
CCNA-1: (Introduction to Networks)	Chapter 1 : Exploring the Network Chapter 2 : Configuring a Network Operating System Chapter 3 : Network Protocols and Communications Chapter 4 : Network Access Chapter 5 : Ethernet Chapter 6 : Network Layer Chapter 7 : Transport Layer Chapter 8 : IP Addressing Chapter 9 : Subnetting IP Networks Chapter 10 : Application Layer Chapter 11 : It's a Network
CCNA-2: (Routing and Switching Essentials)	Chapter 1 : Introduction to Switched Networks Chapter 2 : Basic Switching Concepts and Configuration Chapter 3 : VLANs Chapter 4 : Routing Concepts Chapter 5 : Inter-VLAN Routing Chapter 6 : Static Routing Chapter 7 : Routing Dynamically Chapter 8 : Single-Area OSPF Chapter 9 : Access Control Lists Chapter 10 : DHCP Chapter 11 : Network Address Translation for IPv4
CCNA-3: (Scaling Networks)	Chapter 1 : Introduction to Scaling Networks Chapter 2 : LAN Redundancy Chapter 3 : Link Aggregation Chapter 4 : Wireless LANs Chapter 5 : Adjust and Troubleshoot Single-Area OSPF Chapter 6 : Multiarea OSPF Chapter 7 : EIGRP Chapter 8 : EIGRP Advanced Configurations and Troubleshooting Chapter 9 : IOS Images and Licensing
CCNA-4: (Connecting Networks)	Chapter 1 : Hierarchical Network Design Chapter 2 : Connecting to the WAN Chapter 3 : Point-to-Point Connections Chapter 4 : Frame Relay Chapter 5 : Network Address Translation for IPv4 Chapter 6 : Broadband Solutions Chapter 7 : Securing Site-to-Site Connecting Chapter 8 : Monitoring the Network Chapter 9 : Troubleshooting the Network