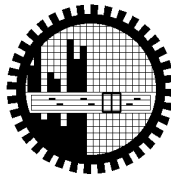# Cisco Networking Academy Program

Department of Computer Science and Engineering

Bangladesh University of Engineering and Technology

July 2014

Information for Admission to CCNA Routing and Switching Course

Please read carefully before submitting your application

1. The Routing and Switching Course under 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 to such complex concepts as subnet masking rules and strategies. 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

    The curriculum followed in this program is the latest from Cisco Networking Academy. As mentioned above, it is called Routing and Switching Course. This course, an updated version of previously taught CCNA Exploration/Discovery, has been introduced in the middle of year 2013. It offers in-depth theory, challenging labs, and a detailed overview of protocol operations. Through this program students will be able to prepare themselves for the Cisco Certified Network Associate (CCNA) examination. Students will be prepared to take the Cisco CCENT® certification exam after completing a set of two courses or the CCNA Routing and Switching certification exam after completing a set of four courses. The curriculum also helps students develop workforce readiness skills and builds a foundation for success in networking-related careers and degree programs.

2. There will be four semesters to be completed in a span of ten months.

3. There will be two sections with class schedule as follows:

- Section A: *Sunday and Tuesday,* 5:30 to 8:30 PM
- Section B: *Sunday and Thursday*, 5:30 to 8:30 PM

Preference for any particular section can be specified in the admission form. However BUET authority reserves the right to assign a student to any two of these two sections.

4. Qualification for getting admitted to this program are the following:

    (a) Basic computer skill.

    (b) At least Higher Secondary Certificates (HSC) or equivalent from any institution.

    (c) No third division/class in Secondary School Certificate (SSC) and Higher Secondary Certificate (HSC) examination or equivalent.

5. BUET B.Sc. Engg. graduates and B.Sc. Engg. students are eligible for direct admission into the program without any admission test. However they must apply online properly just like the other applicants. Students from outside BUET will be selected through an admission test.

6. Admission forms will be available online at the BUET Cisco Network Academy Program website: http://www.buet.ac.bd/cse/cnap/ from Monday, July 14, 2014 to Monday, August 18, 2014. To apply online, please follow the steps below.
    (i) Go to the url:
    http://www.buet.ac.bd/cse/cnap/page.php?pageid=ccnae
    and click on "Apply Online"
    (ii) Fill up the online admission form properly and press the 'Submit' button. A .pdf version of the receipt for application fee

will be available for download.

(iii) Download the .pdf file and print it on an A4 size paper.

(iii) Submit the printed hard copy of the receipt in the office of the Department of Computer Science and Engineering (West Palashi Academic Building, 3rd Floor, West Wing) along with a payment of Taka 300/- (three hundred only). This fee can be submitted from Monday, July 14, 2014 to Tuesday, August 19, 2014 11:00 AM, during office hours on working days (Saturday through Wednesday). Your part of the receipt will act as the admit card during admission test.

7. Please remember that your online application will be invalid if you fail to pay the application fee before the stipulated deadline.

8. List of candidates eligible for the admission test will be published on Wednesday, August 20, 2014.

9. Admission test will be held on Friday, August 22, 2014 10:00 AM to 11:30 AM in the BUET premises. This test will be the only basis for admission to the course.

10. The form of admission test will be as follows:

   (a) There will be a total of one hundred multiple choice questions to be answered in ninety minutes.

   (b) Candidates will select the correct answer by blackening the corresponding circle in the OMR form.

   (c) All questions will be in English.

   (d) Subjects included in the admission test will be, (i) Quantitative and Analytical Aptitude (50 questions), (ii) English (reading comprehension, 30 questions), (iii) Basics of Computer Usage (20 questions).
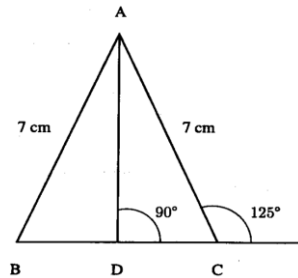
(e) Quantitative and Analytical Aptitude section will include problems from arithmetic, algebra, geometry (Secondary School Certificate level) and analytical reasoning capabilities. A couple of questions for this section can be:

If n is an even number then if $3n$ is divided by 6, the remainder will be:

A. 1,   B. 0,   C. 3,   D. 0 or 1

The correct answer is B.

In the following figure $\angle BAD$ is equal to:

A. 62.5^0,   B. 30^0,   C. 35.5^0,   D. 35^0
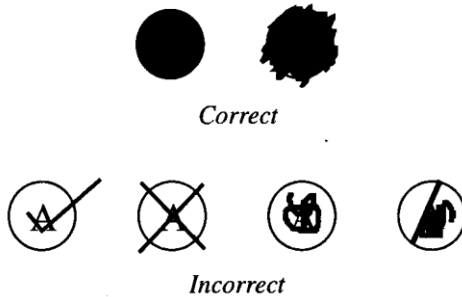
The correct answer is D.

(f) Basics of Computer Usage section will include questions to test familiarity with basic computer usage. A sample question for this section can be:

> Which of the following program is used to open files with .pdf extension?
>
> A. Microsoft Word   B. Adobe Acrobat Reader
> C. Notepad++   D. Microsoft Paint
>
> The correct answer is B.

(g) Calculators are not allowed in the admission test.

(h) Candidates must bring their own pen, pencil, eraser, sharpener etc. No borrowing will be allowed during the test.

11. The candidates must be very careful in the marking the OMR sheet. It must be remembered that the sheets will be evaluated automatically using OMR machine, and improper marking will give erroneous results. The following figure shows correct and incorrect ways of marking the OMR sheet:

Correct

Incorrect

12. Admission test results comprising of "List of Selected Candidates" and "Waiting List" will be published on Saturday, August 23, 2014. Out of a total of 100 seats, a number of seats will be reserved for previous students (who could not complete

the course due to unforeseen reasons) and directly selected candidates (c.f. 5). The remaining seats will be filled up on the basis of admission test result (c.f. 9).

13. Candidates from the "List of Selected Candidates" will have to get themselves admitted to the program from Sunday, August 24, 2014 to Wednesday, September 10, 2014 5:00 PM on working days (Saturday through Wednesday). During admission, a candidate must produce original copies of all the certificates and/or mark sheets which should be sufficient to prove the qualification stated in 4.

14. For admission, the candidate will need to bring Bank Draft/Pay Order of Taka 8,500/- (eight thousand and five thousand only). Detailed breakdown of fees are:

    (a) Admission fee of Taka 1,000/- (one thousand only). Payable only in the first semester.

    (b) Course fee for each semester, Taka 7,500/- (seven thousand and five hundred only). Payable at the beginning of each of the four semesters.

    Thus, a student will pay a total of Taka 31,000/- (thirty one thousand only) in the four semesters.

15. If any seat remains vacant after the admission process mentioned in 13, a list of candidates selected from waiting list will be published on Thursday, September 11, 2014.

16. Candidates from this list will have to get themselves admitted from Saturday, September 13, 2014 to Sunday, September 21, 2014.

17. Classes will start on Sunday, September 14, 2014.

18. Grades in each semester will be assigned based on performances in- (i) Chapter examinations, (ii) Attendance and class performance (based on participation and contribution in laboratory classes), (iii) A comprehensive written examination containing short and MCQ problems to be held at the end of each semester, (iv) Online Semester final examination, (v) Assignments, (vi) Skill final examination, (vii) Any other item the instructor feels appropriate. A student needs to secure at least 70% marks separately in chapter examinations, online final and skill final and at least 40% marks in written final in order to get promoted to the next semester.

19. A weighted sum of items mentioned in 18 will be found and grades will be assigned as per the following table:

Marks	Grade	Grade Point
More than or equal to 90%	A plus	4.00
More than or equal to 85 to less than 90%	A regular	3.75
More than or equal to 80 to less than 85%	B plus	3.50
More than or equal to 75 to less than 80%	B regular	3.25
More than or equal to 70 to less than 75%	C plus	3.00
More than or equal to 65 to less than 70%	C regular	2.75
More than or equal to 60 to less than 65%	D regular	2.50
Less than 60%	F	0.00

20. 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 of Tk. 500/-, 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.

21. A male student and a female student from each batch securing

the highest combined percentage of marks in a semester will be waived 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. A student who secures the highest marks in 4th semester will have his/her tuition fee refunded at the end of the semester.

22. 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 the failure of the student was beyond the control of the student such as 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, such special consideration will not be regarded.

23. A student will be allowed to enroll in as many semesters as he/she likes to complete all the four semesters. However, the prevailing semester fee at that time needs to be paid for each semester. When a student successfully finishes all the four semesters, the caution money will be refunded.

24. 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 material. While it is not mandatory, it is strongly recommended that students arrange an Internet connection at their home on personal basis.

25. After successful completion of the course, students will be awarded a certificate signed by the Legal Main Contact of the

Academy.

26. A student participating in the program cannot be considered to be a student of BUET and any other benefit except directly related to the program during class hours will not be admissible.

27. Summary of important dates,

- Availability of online admission forms: Monday, July 14, 2014 to Monday, August 18, 2014.

- Deposit of application fee: Monday, July 14, 2014 to Tuesday, August 19, 2014 11:00 AM.

- List of eligible candidates for admission test published: Wednesday, August 20, 2014.

- Admission test: Friday, August 22, 2014 10:00 AM to 11:30 AM.

- Admission test results published: Saturday, August 23, 2014.

- Admission of selected candidates: Sunday, August 24, 2014 to Wednesday, September 10, 2014 5:00 PM.

- List of selected candidates from waiting list published: Thursday, September 11, 2014.

- Admission from waiting list: Saturday, September 13, 2014 to Sunday, September 21, 2014.

- Classes start: Sunday, September 14, 2014.

28. Through the program, students can learn the information needed

to prepare them for the Cisco Certified Network Associate (CCNA) examination. This examination is administered by separate test centers, and BUET has neither any relation nor affiliation with these centers.

29. Any other information not mentioned in this document or any change required for the best interest of the program will be resolved by the program authority and the students will have to abide by these changes and/or addendum.