

SYLLABUS & COURSE OBJECTIVE

PROGRAM AREA:	Career and Technical Education
COURSE NAME:	Cisco CCNA (Cisco Certified Network Associate) - Networking
COURSE NUMBER:	110901
INSTRUCTOR:	Scott Pace
CLASS/LAB:	Harlan County High School; RM 320
TELEPHONE:	606/573-2020, Ext. 3597
E-MAIL:	scott.pace@harlan.kyschools.us
CREDIT HOURS:	Dual Credit IT 122 – 6 hrs
REQUIRED TEXT:	Cisco on-line curriculum (cisco.netacad.net)

Course Description:

Harlan County High School will utilize the popular CCNA curriculum, CCNA Discovery. It covers four semesters (CCNA 1-4) and has been designed to address a changing marketplace and respond to input from administrators, instructors, and participants. The CCNA Discovery materials provide participants with up-to-date, exciting material that reflects the Cisco Networking Academy's increased focus on providing to participants the skills necessary to pursue and/or advance their IT networking careers in a competitive global marketplace. Students will focus on the design, implementation and management of linked systems of computers, peripherals, and associated software, systems design and analysis, networking theory and solutions, types of networks, network management and control, network and flow optimization, security, configuration and troubleshooting.

The target audience for this course includes:

- People who wish to enter the networking industry
- Network practitioners who wish to prepare to gain Cisco industry certification
- People who wish to gain entry into our postgraduate courses
- Networking practitioners who wish to update their skill set
- Information technology users who wish to advance and have acknowledged their interest in networking.

Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material may be found in the texts or readings. Discussion is encouraged relevant to topics being covered.
2. Assignments: Students will complete study guides and relevant activities per chapter.
3. Quizzes: Quizzes will be taken at the end each chapter in preparation for each exam.
4. Exams will be given for each chapter and will test assigned readings and material discussed in class. Reviews will be provided prior to the exam day. The final exam will be comprehensive in

- nature. Cisco allows failed exams to be made up, but will only be permitted if all assignments for that chapter have been completed entirely.
5. Participation: Student participation will be graded by the level of class participation and attendance.

Grading:

This course uses material from the Cisco Academy Program and will also prepare participants for Cisco Certified Network Associate (CCNA) assessment. Each semester will be assessed via online examinations and timed practical examinations.

Cisco grading is based on pass or fail. High school grades will be issued according to the following:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Quizzes, daily assignments, and exams can only be made up with an excused absence. **The Harlan County High School Make-Up Work Policy can be found at the end of this document.**

Assignments: All assignments/notebooks are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project. For this class, it is permissible to assist classmates in general discussions of networking topics. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Please note that there will be times when students are allowed to complete projects together, but will be at the discretion of the instructor. **Any student caught cheating (using the class work of others as their own and/or providing class work to others) will be given a zero for each assignment in question. The Harlan County High School Cheating Policy can be found at the end of this document and will provide specific details regarding consequences.**

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Incomplete Policy: Any incomplete grade may be carried for one semester into the next general school term. It then must be changed to a passing or failing grade.

Student Conduct: Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.

Electronic Devices:

Cellular telephones, pagers, and similar devices are prohibited in the classroom and laboratory facilities. CD-DVD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Calculators and computers are prohibited during examinations and quizzes, unless specified.

General Education Competencies:

In addition to the specific course competencies listed above, students are expected to have and continue to develop the following general education competencies:

Writing: to communicate effectively using standard written English

Reading: to analyze, summarize, and interpret a variety of reading materials

Integrated Learning: to think critically and make connections in learning across processes, and products the disciplines

Creative Thinking: to elaborate upon knowledge to create new thoughts, **Ethics/Values:** to demonstrate an awareness of ethical considerations in making value choices

Evaluation of General Education Competencies:

Writing: Students will complete written assignments and possibly answer essay questions in which he/she will demonstrate effective written communication skills using Standard English.

Reading: Students will be responsible for reading assignments from the assigned text and other sources. Students will be expected to participate during in-class discussions and answer questions in writing over the reading assignments.

Integrated Learning: Students will utilize the knowledge they acquire throughout this course to make connections between the various principles and procedures by applying certain skills such as analysis, discussion, interpretation, and problem solving.

Creative Thinking: Students will elaborate on acquired knowledge to create thought processes and products that are new to the student. This can be demonstrated by raising/answering hypothetical questions and contributing to the learning process in various ways.

Classroom Standards:

All students are expected to conduct themselves by the Student Handbook. Eating, drinking and chewing are not allowed during class time. Students are expected to dress appropriately for the classroom.

Other Information:

The syllabus for this course is subject to change in the event of extenuating circumstances. No change will occur without prior notice is given to students.

HARLAN COUNTY HIGH SCHOOL SBDM COUNCIL POLICY		
NUMBER	COUNCIL POLICY TYPE	POLICY
()	By-Laws (Council Operational Policy)	
(X)	Function (School Operational Policies)	HC 026

POLICY TOPIC DESCRIPTION
HCHS STUDENT CHEATING POLICY

POLICY STATEMENT
<p>Harlan County High School faculty and staff believe that honesty and integrity are essential in all student assignments. The high school has adopted specific guidelines regarding cheating on any academic assignment or evaluation.</p> <p>Consequences:</p> <p>First Offense</p> <ul style="list-style-type: none"> • Student will receive a zero on the assignment with no opportunity for make-up. • Student Discipline Referral Form completed for purposes of documentation. • Teacher will notify parent to explain violation. <p>Second and Subsequent Offenses:</p> <ul style="list-style-type: none"> • All consequences from first offense. • Student will not be allowed to participate in student council or honor societies, nor will be considered for any school academic awards for the remainder of the school year. • In-school suspension may be assigned. • This policy is required to be part of each teacher’s syllabus. <p>**This policy was amended on June 25 2013.</p>

Policy Title		
HCHS STUDENT CHEATING POLICY		
11-16-10	3-8-11	4-25-11
1 st Reading	2 nd Reading	Adopted
Bob Howard	Bob Howard	Bob Howard
Council Chairperson	Council Chairperson	Council Chairperson

HARLAN COUNTY HIGH SCHOOL SBDM COUNCIL POLICY		
NUMBER	COUNCIL POLICY TYPE	POLICY
()	<i>By-Laws (Council Operational Policy)</i>	
(X)	<i>Function (School Operational Policies)</i>	<i>HC 007</i>

POLICY TOPIC DESCRIPTION
HCHS MAKE UP WORK POLICY

POLICY STATEMENT
<p>Make Up Work:</p> <p>Make-up assignments or tests shall be made available to students after an excused absence or school related activity. Make up assignments will not be made available for unexcused absences. It is the student’s responsibility to find out the assignments and make up the work within the allowed period of time for make -up work designated by the Harlan County Board of Education. Teachers shall inform students of the due date for all make up work on the day it is obtained by the student; however, it is the responsibility of the student to request make-up work and complete and submit said work for assessment by the due date. Students shall receive credit for satisfactory make-up work completed and submitted by the assigned due date, but students shall receive a grade of zero (0) for any assignment or test not made up within the allotted time. Make up work for students who miss a class/day with a school related activity shall be permitted to make up any/all work missed for that day. All make-up work shall be consistent and equitable with the work missed during the normal class period.</p> <p>Submission of Excuses:</p> <p>Students will have two (2) days upon returning to school to submit an excuse for their absence. Any excuses not submitted within two (2) days of returning to school will be marked as unexcused and students will not be permitted to make up work missed for those absences. Students who submit an excuse for an absence will be given two days to complete their make-up work for each day missed.</p>

Policy Title		
HCHS MAKE UP WORK POLICY		
5-11-10	6-1-10	7-15-2010
1 st Reading	2 nd Reading	Adopted
Bob Howard	Bob Howard	Bob Howard
Council Chairperson	Council Chairperson	Council Chairperson