

Computer Network Academy



Instructor: **Mr. Tim Moore**

Computer Network Academy I (CNA1)
Computer Network Academy II (CNA2)

As business technology students, you may find yourself working in the business world very soon after graduation. Some of you may already be working part time in a business environment. It is very important that you have the skills to work successfully in the professional business world. Therefore, you will be expected to conduct yourselves as young business professionals in our classroom.

Employers claim the two biggest problems with employees (of any age) are:

1. Lack of skills
2. Lack of a strong work ethic

Specific problems cited are:

- Absenteeism & tardiness (punctuality)
- Oral and written communication skills
- Teamwork skills and respect for others
- Appropriate appearance
- Positive attitude
- Organizational and time management skills
- Ability to work with diversity (coworkers & customers)
- Cooperation with management

We will address each of these areas throughout the year. A percentage of your grade will depend on how well you model your understanding of these essential business skills through daily demonstration.

Corporate Culture

All businesses have a “Corporate Culture.” This culture defines the boundaries of acceptable behavior within the organization. Most corporate cultures are similar, but there are differences from one company to the next. Although we have some basic rules for all CVCC students, there are “classroom” culture differences from one classroom to the next.

Computer Network Academy

“Corporate Culture”

CVCC Computer Network Academy Website:

I spend a lot of time and expense maintaining a website for my students so you can view each day's lesson. You are expected to go to the website at www.cnacad.com to see what we are going to be doing in class each day. You can also use this website when you cannot attend school. You are also encouraged to log onto your Cisco NetSpace account at www.netacad.com and work from home at any time. Feel free to print out worksheets at home and bring them to class when you return.

Work Environment:

- Water:** Please keep any bottled water away from computers and equipment. There are no food/beverages allowed in this building outside of the cafeteria. If you need to eat, get something in the cafeteria *before* coming to class.
- Furniture:** Please return your chair to where it belongs and push it in under the table for the next class. **Do not scoot around the room in your chair.** If you do, I will replace your chair with one without wheels.
- Computers:** Use your computers **for school work only** – use class time wisely. Please take care of the resources the taxpayers give us to use to learn. Please do not download or install any software unless instructed to do so. Do not change the computer configuration for any reason. Personal backgrounds are O.K. if appropriate for school environment. Do not physically move or open your computer for any reason. If you notice anything wrong with your computer, *report it immediately!!* If you do not report it, you may be wrongly blamed for any problem. **Follow the AUP.**
- Computer Games:**
Games are for home, not school. I enjoy playing video games too, but not at school! I am teaching, you are learning . . . we simply don't have time to waste.
- Headphones & Music:**
Bring your own headphones/ear buds. If I can hear your music through your headphones, it's too loud. Do not copy music to the computer. Please do not wear headgear during lectures or during teamwork.
- Cell Phones:** I don't have a problem with cell phones as long as you are not using them in class. If you are the type of person who is obsessed with staring at your cell phone, texting during class, etc.; then put them away where they won't be a distraction; or risk me taking them until the end of the day.

Absences: You must have an *excused* absence to get credit for your make-up work. If you decide to skip school, you are certainly welcome to make-up the work, but you won't get any credit posted in the grade book for it. This isn't a distance learning class. Makeup work will only be accepted for as many days as the student is absent. Not all work needs to be made-up. Please check the grade book before making up work for points.

Uniform I allow my students to wear shorts in class **only** if they don't have to be reminded to put their academy shirts on. If you see someone not wearing their academy wear, please remind them to put their shirt on or everyone won't be allowed to wear shorts. If this gets to be a daily occurrence, I'll start sending students to ISI.

Checking out Tools/Equipment/Books:

You can check out tools to take home to make cables, etc. You must return the tools or books to the school by the agreed upon time. If you do not bring back the tools/equipment by the agreed upon time, you will not get a grade for that grading period. If you lose the tools/equipment, you will be charged a replacement cost. CVCC will withhold your grades until the charge is collected by the treasury department.

Workplace Behavior: (Just a lot of common sense)

- Please don't be rude. Show that your parents raised you to have basic manners. You need to conduct yourselves as though you were in a business environment.
- Let's stay healthy. Cover your mouth when you sneeze. Sneeze into your shirt sleeve please.
- Be courteous to colleagues when they are speaking. Respect all others at all times.
- Use only appropriate language for a business environment in class. "Gangsta" language will get you sent to ISI. You're not going to gain the respect of employers if you can't communicate effectively.
- Do **ALL** of the assignments. I guarantee there will be some assignments/activities that you will like better than others (just like a real job).
- Save your work frequently or risk losing it.
- If you have extra time: study, **help** someone else, work on homework for another class, do an extra credit assignment, or study. **DO NOT DISTRACT OTHERS TRYING TO WORK.**
- Come to class each day with a positive attitude! Choose a positive attitude every day and the quality of your life will improve for the rest of your life.
- Please be **in the room** when the tardy bell rings for each period.
- Please be in your seat or busy putting equipment away when the dismissal bell rings. **Do not go past my chair.**
- Please do not ask me for permission to the restroom or to get a drink soon after you arrive. Take care of your business **BEFORE** you arrive.
- You must have **your** passbook filled-out and signed to leave the room for any non-emergency – **no exceptions**. No passbook, then don't ask.
- Bring your materials to your seat with you.

Work Standards: (Unless otherwise instructed)

Printed Work: Put your **name and date** at the right side, on the top of your paper. If more than one page, please staple the pages together in the proper order before handing in. Do not use the school's printers and supplies for your personal use unless you have my permission to do so.

Cisco Tests: Expect regular class time being spent for the first attempt taking chapter exams. But for a second attempt you must get permission first, you find the time, and then arrange it with me to take a second exam outside of regular class. The highest score you can attain on a second attempt is 80%.

Work Ethics: **All work must be original!** Do not copy other's work or you will both lose credit for the assignment (please don't waste my time grading someone else's work). Do not plagiarize or you will not receive credit. During online tests only one window can be open.

Grades:	90 – 100	A
	80 – 89	B
	70 – 79	C
	60 – 69	D

Discipline: You should be mature high school students who already know how to behave in a classroom. I will not hesitate to contact your parents if there are habitual disciplinary problems. It is my job to help you learn skills to prepare you for college and the workplace. Dealing with bad behavior steals my time from students who want to learn. Think of me as your coach and you'll have the right perspective. We need to work together as a team. It's not me vs. you.

Points for Grades:

Tests: Tests are worth 100 points. Your goal should be to score an 80% or better.

Quizzes: There is only one attempt. If you are absent, the quiz will not be made-up. A missed quiz will not help or hurt your grade. Quizzes are usually worth 10-25 points.

Labs and Packet Tracers: Most labs are worth 15 points. If you perform the lab correctly, but don't fill out the packet, you'll earn 10 points. ***I must see the finished lab*** or you'll earn zero points. I must initial the lab packet before you turn it in for grading. The reflection questions at the end of the labs are weighed heavily.

Assignments (Classwork): The number of points varies depending on the assignment. Generally, one point per question correctly answered. Cisco Academy online interactive activities (IMs) and online review quizzes are worth 2 points each. Chapter study guides will make up the bulk of your classroom points.

Assignments (Homework): Any work that we are unable to get done in class will be sent home. I will also sometimes assign homework when I want you to practice a skill/concept by yourself. ***Homework is due the next day. I don't accept late homework.*** Turn in homework ONLY in the mornings by placing your work in the Junior folder. Do not do Cisco homework in math class; do not do math homework in Cisco. Homework is work to be done at home. Scheduling time to complete homework at home is a life skill.

Career Readiness: This is a subjective evaluation I perform on you each grading period. This is worth 50 points. I keep these evaluations in a folder so I can review them if you were to contact me for a recommendation letter after you graduate from high school. This evaluation is similar to the evaluations you will receive by your supervisors in the workplace.

Industry Certifications: As a person wanting to start a new career in IT, I cannot stress enough how important industry certifications are. The goal of taking this class shouldn't be passing high school; it's getting professionally certified. By being IT certified, people will want to hire you because they will recognize your work ethic, determination, maturity, effort, and sacrifice. Certifications prove that you have what it takes to be successful in IT.

Without an IT certification, you have little more to offer an employer than anyone else graduating high school. Your "brand" won't be particularly appealing. To get certifications you will need to work hard, give a lot of effort, and sacrifice things you would rather do with your time than study. It's not easy, but nothing worthwhile is easy. Some students will practice a video game for hundreds of hours a year to get good at it – but . . . who cares? How's gaming going to help you become successful? Support a family? Buy a car or house? Now's the time to show that you aren't a kid anymore. ***You must decide*** to make the transition from being a teen to becoming a young adult worthy of respect.

Business Professionals' of America Class Officers: BPA Class Officers will consist of Seniors to represent both AM and PM classes. BPA Officers will be appointed based upon certifications and the number of points they earn from competition during the junior year BPA competitions.

Outstanding Senior: One student will be selected as the Outstanding Senior each class. The student will be selected based upon the number of certifications earned by the time the outstanding student selection must be made (usually mid-Spring). Certifications will be given the following weight:

1. Cisco Certifications
2. CompTIA Certifications
3. Microsoft Certifications (on your own)
4. Centiport Certifications (eLibrary)

The Outstanding Senior will receive special recognition at the end of the senior year, and their name will be added to the list of yearly Computer Networking Academy, Outstanding Seniors.