

Bossier Parish Community College

Section Syllabus Spring 2023

CTEC-170-901

Class meeting times: N/A

Class Access: Canvas

Instructor – Randy Haley

- Email: rhaley@bpcc.edu
- Office: G120
- Office telephone: 318-678-6243
- Office hours: 12-5pm, MW, 8-11am, TR, 12-3pm F.
- Other times by appointment only: <https://calendly.com/rhaley>
- Course related correspondence occurs through myBPCC (Inbox).

Method of Delivery of Instruction – Asynchronously online

Required Textbook: MindTap for Eckert's Hands-On Microsoft Windows Server 2019, 1 term Instant Access, 3rd Edition, Cengage ISBN-13: 9780357436219

Or

An active subscription to Cengage Unlimited (Cheaper option if taking more than one Cengage MindTap course in a semester).

Content will be delivered 100% online through the course in Canvas.

Section Requirements: Students should frequently check Canvas for notifications and updates to the course. Students are expected to use the online resources (Canvas) provided by BPCC to:

- Track course assignments and progress
- Discuss topics and issues with fellow students in Discussions
- Turn in assignments, quizzes, and major exams
- Check for any updates, changes, or alterations to the course
- Access all course materials to include presentations, assignments, quizzes, and major exams.

Attendance Requirements:

For all modes of delivery, attendance will be reported, with the following guidelines:

- Attendance will be checked every class meeting. Class meetings may come in a variety of forms, including face-to-face class meetings and synchronous online class meetings. Dates and times of such meetings are stated on the academic bulletin and in the class syllabus. **For asynchronous online classes, attendance will be checked every week through the submission of assigned work.** This assigned work will be outlined in the syllabus and in the course posted in the College's Learning Management System (LMS).
- Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by dropping or withdrawing from courses through LoLA. It is the student's responsibility to contact the Business Office for payment of any remaining balance.
- When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course if action is initiated prior to the last day to drop.
 - **NOTICE:** *More restrictive attendance requirements may apply in some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses. Neither the instructor nor the College assumes responsibility for students who are absent from these classes.*
- Students who are absent due to participation in school-sanctioned activities, mandatory military exercises, mandated appearance in a court of law (jury duty or subpoena obligations), or physician documented physical or emotional condition must submit official documentation to the instructor to be eligible for assistance in meeting missed course requirements.
- Students who are receiving any type of financial aid, scholarships or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College.

*Note: Financial Aid Students: Please refer to the [Financial Aid Policy](#) regarding attendance and withdrawal.

Show/No Show: Whether face-to-face, hybrid, or online, students must begin attendance in their classes on the first-class meeting of each session. Students who

attend class at the first-class meeting of the session will be considered a “**Show**” for that class in accordance with college policy.

Online classes with scheduled meetings OR Hybrid classes with scheduled meetings (see meeting times and days above): *For students enrolled in online or hybrid courses with regularly scheduled meetings, the first class meeting will be the first virtually scheduled meeting with the instructor.*

Online classes with no scheduled meetings: ***Students who are enrolled in online courses without regularly scheduled meetings will be required to complete an assignment within the first 24 hours of the first day of class. This assignment is the syllabus quiz.***

Note to Online Students: Submission of work is required to be listed as a **Show** in LOLA for online courses. Simply logging into a course does not constitute attendance. Online students must actively participate in each academic activity that is due on the official start date of each session. Students enrolling in an online class after the start date must complete the activity within 24 hours of enrolling.

Course Specific Information for Online

Students who do not officially withdraw or resign and do not attend class in accordance with the published start date of the Class Session will be considered as a “No Show.” Students must begin attendance in their classes at the official start date of each Session. Students who do not attend or participate in their classes, and do not officially withdraw or resign in accordance with the published start date of the Class Session will be considered as a “No Show.” Students who are considered a “No Show” will have 100% of the tuition and fees removed from their student account and for each course, the student will be reported as “No Show” in that class.’

Grading: Points are based on assignments, quizzes, major exams, midterm, and final. Your overall course average will be grade on a ten-point scale:

89.50-100=A 79.50-89.49=B 69.50-79.49=C 59.50-69.49=D

Assignments are 30% of your final grade. This includes labs, discussion, and presentations. Quizzes and Exams make of 20% of your final grade. The midterm is 10% of your final grade and the final is 20% of your final grade. Finally, end of chapter questions (if any), netiquette exercise, etc. makes up the last 20%.

All students are required to take a final exam. ***Students who are scheduled to graduate during the current semester must inform their instructors and arrange to complete all***

course requirements, including the final exam, prior to the published deadline for graduates.

Turnaround Time for Grades: Grade posting will usually occur within fourteen days for a 13-or 16-week session and seven days for an accelerated session.

Technology Access to high-speed Internet

- Windows/OS (Latest version including updates)
- Web Browser (Compatible with myBPCC Canvas)
- VMWare Workstations Pro (Provided by instructor)
- Webcam (for taking proctored exams using Proctorio)
- Microphone (for taking proctored exams using Proctorio)
- A minimum of 16GB RAM on computer.

Testing Procedures: Exams (**Major, midterm, & final**) will be administered via the Proctorio proctoring system. Quizzes will not be proctored.

Last day to drop Course

Last day to drop *without* a grade of “W” and *with* a grade of “W”:

- Last Day to Drop without a grade of a W: January 28, 2023
- Last Day to Drop with a grade of W: April 26, 2023

Students receiving any type of financial aid, scholarships, or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College. For more information, visit [BPCC Financial Aid](#).

Student Academic Integrity

Students should be aware of the Student Academic Integrity policy described in the [Student Handbook](#) and that if the policy is violated, they will be subjected to disciplinary sanctions listed in the Handbook.

Due Process

BPCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed. Students are encouraged to discuss concerns first with the instructor and then with the Division Dean. A description of the formal grievance procedure is available in the [BPCC Student Handbook](#).

Section 504 and ADA

All students who may need special accommodations according to the guidelines of Section 504 of the Rehabilitation Act and Title II of the ADA should contact

Angie Cao, Student and Disability Services Specialist

Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111

318-678-6511

acao@bpcc.edu

To be compliant with ADA accommodations, lectures or course instruction in online classes will be recorded during synchronous class meetings.