

BOWIE HSE SYLLABUS

Welcome to Bowie HSE! Your classes will be (T/TH) Tuesdays and Thursdays from 6:00PM-9:00PM at the NCTC Bowie Campus. Your instructor(s) have worked hard to create lessons that follow a plan where they build on each other, so you are expected to attend every class. Below you will find your syllabus for your Bowie HSE class. If you have any questions, please feel free to contact the Region 9 ESC Adult Education Center, 2310 5th Street, Wichita Falls, Texas at 940-322-6928 or by email at adulted@esc9.net.

Course Location: North Central Texas College
810 S. Mills Street, Bowie, TX
Point of Contact: Tiffany Lee, tiffany.lee@esc9.net
Class Times: Tuesdays & Thursdays, 6:00P.M. - 9:00P.M.
Instructor(s) Info: TBA

Class Start Date: _____ **Class End Date:** _____

Course Calendar:

<i>Event</i>	<i>Important Dates</i>
Thanksgiving Holiday - Closed	November 25th - December 1st
Fall 2024 Ends	December 11th
Winter Break	December 16th - January 15th
Martin Luther King Jr Holiday	January 20th
Spring 1 2025 HSE Registration - New Students	TBA
Spring 2 2025 HSE Registration - New Students	TBA
Spring Break	March 17th - 23rd
Spring 2025 Ends - Last Day of class	May 14th

Active Participation is the key for you to learn in your class. Some tips to keep active is to (1) establish a productive learning environment free at home of distractions to study outside the classroom, (2) set a schedule for completing and reviewing assignments (3) use the “chunking” strategy, like Cornell Note Taking, to section out tasks, (4) think out loud about your goals you’re trying to accomplish, and/or (5) seek assistance from the GROUPME Group, your instructor, and/or the [Math Assistance Call Center](#).

Additional Forms of Student Support:

- **Technology Assistance** - If you need technical assistance, please contact the [Texas Distance Education Call Center](#) at 1/833/498/2255 or by email at support@txdistanceedhelp.com.
- **Learning Disability Services**- If you need assistance with diagnosing a learning disability, please contact the [Texas Workforce Solutions Vocational Rehabilitation Services](#).
- **Employment & Career Services** - If you need assistance with gaining employment services or need training for a new career that’s located on the Target Occupation list, please contact the [Workforce Solutions of North Texas](#).



Course Enrollment Requirements:

- Must have a Google Account (for class Email & Google Classroom purposes)
- Must download and make an account in the GroupMe app.
- Must complete the 12 hours to be counted as a participant for TWC AEL services;
- Must complete 40 hours and complete a TABE progress test;
- Must make every effort to complete 2 hrs per week outside of class on Essential Education-GED Academy;
- Must register and take the GED Ready Practice Tests if you're eligible via TABE NRS Level Scoring Chart;
- Must register and take the GED Test if your GED Ready Practice Test outcome is a "Likely to Pass;"
- After completion of your GED & within 365 days, you must either be employed, enrolled in an education or training program leading to a recognized postsecondary credential.

Course Descriptions & Objectives:

Our GED curriculum is specifically designed to align with the Texas Adult Education and Literacy (AEL) Standards v.4. This ensures that our students receive comprehensive instruction and practice in the essential skills needed to pass the GED exam and succeed in their academic and career goals.

Reasoning through Language Arts

Reasoning Through Language Arts is an integrated test of English language arts and reasoning that focuses on three essential groupings of skills: (1) close reading of complex texts, (2) clear writing (particularly of argument-based writing), and (3) editing, understanding and using standard written English in context. Test items are based on texts reflecting a range of complexity, including texts at the career- and college-readiness level. Informational texts (including nonfiction drawn from the science and the social studies content areas as well as a range of texts from workplace contexts) make up 75% of the source material while the remainder is drawn from literary texts. This emphasis on informational text is intended to reflect the importance of being able to read and understand these types of documents in the workplace and in postsecondary education.

Social Studies

Social Studies focuses on the application of reasoning skills in a social sciences context. These skills include the following Social Studies Practices: (1) drawing conclusions and making inferences; (2) determining central ideas, hypotheses and conclusions; (3) analyzing events and ideas; (4) interpreting meaning of symbols, words and phrases; (5) analyzing purpose and point of view; (6) integrating content presented in different ways; (7) evaluating reasoning and evidence; (8) analyzing relationships between texts; (9) reading and interpreting graphs, charts and other data representations; and (10) measuring the center of a statistical dataset.

These social studies practices are assessed in the context of four core social studies content domains: civics and government, United States history, economics, and geography and the world. Stimulus materials are primarily drawn from a variety of primary and secondary source documents.

Science

Science focuses on the application of scientific reasoning skills. These skills include the following Science Practices: (1) comprehending scientific presentations; (2) investigation design (experimental and observational); (3) reasoning from data; (4) evaluating conclusions with evidence; (5) working with findings; (6) expressing scientific information; (7) working with scientific theories, and (8) applying concepts of probability and statistics in a scientific context.

These science practices are assessed in the context of three core science content domains: life science, physical science, and earth and space science. Stimulus materials reflect both academic and workplace contexts.

Mathematics

Mathematical Reasoning focuses on two major content domains: quantitative problem solving and algebraic problem solving. The module aims to strike a balance between assessing a test-taker's (1) deeper conceptual understanding; (2) procedural skill and fluency with numeracy and mathematics; and (3) the ability to apply these fundamentals in realistic situations.

This content area module also integrates the assessment of the content described above with the assessment of the following mathematical practices: (1) mathematical fluency; (2) abstracting problems; (3) building solution pathways and lines of reasoning; (4) furthering lines of reasoning; and (5) evaluating reasoning and solution pathways.

Course Materials

Our course materials provided for this GED program are non-consumable. This means that they do not leave the classroom & can be used repeatedly by multiple students without being damaged or depleted. This approach promotes sustainability and cost-effectiveness for the program. Below are the two main course materials that are located in the classroom:

Main Course Materials - All Subjects

- Kaplan GED Test Prep 2024-2025
- Calculator TI30XS

Supplemental Course Materials - All Subjects

- Steck/Vaughn Pre-GED Complete Test Prep
- Steck/ Vaughn GED Complete Test Prep
- Steck/Vaughn Test Prep Workbooks and Student Books
- Essential Education - GED Academy (Distance Learning Curriculum)

Materials Required by the Student

- Pen / pencil
- Paper
- Notebook / binder to store handouts

Daily Work/ Homework/ Making Up Missed Work

You are expected to work on assignments outside of class and in the Essential Education-GED Academy program. If you miss a class, it's important to communicate with your instructor as soon as possible. They can provide you with the specific assignments or materials you missed. Remember, staying on top of your coursework is crucial for success. Don't hesitate to reach out to your instructor for support and guidance.

Here are some general tips for making up missed work:

- **Review Class Notes:** Check the instructor's Google Classroom or your GroupMe group for any handouts, presentations, and/ or assignments or ask one of your classmates for their notes of what you missed.
- **Complete Assignments:** Prioritize completing any missed assignments and submit them to your instructor.
- **Schedule Extra Math Help:** If you need additional assistance, contact the Math Assistance Call Center.
- **Utilize Online Resources:** Take advantage of online resources that are located in your [Student Portal](#) to review topics and practice skills.

Attendance Policy

Please arrive on time and stay the entire time class is in session. You are allowed 3 absences in an 8-week class cycle, but please only use these absences in cases of emergency. If in the case you are absent or will know that you are going to be absent, please contact your GROUPE Group chat to inform the class group.

Types of absences, like appointments or being out of town, will not be considered if a student misses class, it is an absence. Absences that will be considered are changes in work schedule, pre-schedule appointments, death in the intermediate family, sickness with doctor's note, or COVID.

Communication by our HSE Retention Specialist will be given to you when the 2nd & 3rd absence has occurred. Once you have reached their 4th absence, the HSE Retention Specialist will contact you and you will be "Stopped Out" for

the remainder of the 8-week cycle & be given options on how to continue their learning. You will be invited to return to class on the first day of the next 8-week cycle & you're highly encouraged to continue their learning in their Essential Education- GED Academy Distance Learning program.

Follow Classroom Policies and Procedures

- We do have a dress code, so please dress appropriately for class.
 - No see-through clothing
 - No undergarments showing
 - No short skirts/shorts
 - No inappropriate words, phrases, or images on clothing
 - No sagging shorts/ pants
 - Must wear shoes
 - No pajama pants or houseshoes
- Please use the classroom computers for GED instruction and searching for employment opportunities. Do not use the classroom computers for personal use.
- Please be on time and stay the entire class time.
- Please do not bring children to class.
- Please do not use your cell phone or wear earbuds in class or while testing.
- Please do not vape, smoke and chew tobacco in the classroom. You may only do that in designated areas and properly dispose of the trash.
- If able, please bring your own sealed drink or reusable cup to class.
- Please clean up after yourself and respect the class site's property inside and outside.
- Please follow any other specific classroom policies and procedures per instructor.

Student Rights:

- If you have a complaint, please talk to your instructor first.
- If you still need assistance, please contact your class site Point of Contact (POC) that's listed on this syllabus.
- If you still need further assistance, please contact the AEL Coordinator, Ms. Xochitl Pruit, at xochitl.pruit@esc9.net and set up an appointment to speak about the complaint.

IN CASE OF EMERGENCY: Please refer to your specific class site for emergency management procedures. If a medical emergency occurs during class, we will call 911. If you do not want to be treated, you can refuse medical care.

Distance Learning Essential Education - GED Academy Instructions

- **Open your Google Chrome browser**
- **Then go to the following website:** <http://essentialed.com/start/esc9>
- **Email Address (Username):** _____
- **Password:** _____