

High School Equivalency Program Syllabus

Program Year 23-24

Classes AM/PM TIMES 9:00-12:00PM / 6:00-9:00 PM IN-PERSON
DAYS VARY BY LEVEL



LITERACY COUNCIL of TYLER

COURSE DESCRIPTION

The High School Equivalency (HSE) program prepares students for a Texas Certificate of High School Equivalency exam (GED test). Classes are offered at no cost and includes basic reading, writing, math, social studies, and science in a classroom environment. They are held throughout the entire year and are self-paced to allow students to work at their own speed. We accept new students every week.

LOCATION

TJC West Campus
1530 SSW Loop 323
Tyler, TX 75701
Room 139

Phone: (903) 533-0330
Website: www.lcotyler.org
Email: info@lcotyler.org

COURSE RESOURCES

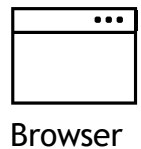
Textbooks are provided by LCOT upon eligibility.

Essential Education Access provided at no cost.

essentialed.com/start/lcotyler



REQUIRED TECH



COURSE FORMAT

Courses are Face to Face. Additional resources are available for students who wish to supplement their learning through an online learning platform. Our programs are designed to increase digital literacy skills through a blended learning approach.

In addition to our regular Adult Education course, we offer free Computer Literacy courses that focus on computer literacy, internet, Windows, email, social media, Microsoft Word and Microsoft Excel. We also offer free Financial Literacy courses that focuses on budgeting, loans, financial goals, and credit.

Students facing barriers and needing additional resources (i.e. transportation, childcare, housing, job information, goal-setting, etc.) are encouraged to ask any of our staff so they can make an appointment with an advisor.

COURSE POLICIES

ATTENDANCE

LCOT has a 75% Attendance Policy. This means that every student is responsible to attend 75% of class time. We are flexible, so let us know if you will absent. Should you fall below 75% without a valid excuse, you will receive an attendance warning letter. Two months below 75% in a semester will result in referral to Student Success.

BOOKS

LCOT will provide books when needed, access to free practice tests, and scholarships for tests upon participation in program for at least 40 hours unless otherwise stated by program director.

POST-TESTING

Every student is EXPECTED to complete a progress test as assigned by test proctor after 40 hours in the program. Students who leave program without Progress Testing will be banned from any of our other educational services that semester.

MATERIALS

Classes meet twice a week in the Morning and in the evening. Please arrive on time, restrict distractions, and come prepared to learn.

ESSENTIAL EDUCATION

Is an online learning platform available to students. See office staff for more information and eligibility requirements.

ETIQUETTE

Use appropriate language for a classroom setting whether in class, meetings, or any other LCOT sponsored activity. Treat your classmates with **respect and compassion**.

TESTING ACCOMMODATIONS

If you need any accessibility-based accommodations for the Official GED tests, please let us know so we can make appropriate arrangements through GED.com.

REMIND APP

All students are required to have access to Remind and are expected to be active on it while attending the program. All communication for classes will be handled through Remind and it will used as the primary point of contact between student and teacher.

LEVELS AND PLACING

EVERY student takes an Assessment at Enrollment. This assessment allows us to place you in the correct class based on your skills level. This chart can be used to see where you are now and is used to measure your progress after a post-test, which is taken after 40 hours in our program. If you don't know your test scores, you can request them from office staff.

ADDITIONAL INFORMATION



STRATEGIES FOR SUCCESS

Set aside specific time for class related work. Treat that time like you are in class.

Seek help with concepts during class meetings, or on the discussion board.

Take care of your emotional, physical, and mental health.

Take handwritten notes while watching lecture videos or completing readings.

STAFF DIRECTORY

Amy McBride, ABE Teacher & Learning Differences Coordinator
Anel Perez, GED Program Manager
Billie Canada, Distance Learning Coordinator
Cody Evans, Director of GED Services
Daniel Hays, ASE Teacher
Diana Turner, ASE Teacher
Leo Garcia, GED in Spanish Teacher
Marcela Mejia, GED in Spanish Teacher
Mary Springer, GED Navigator
Mike Gentry, ASE Teacher
Rich Roper, ASE/Zoom Teacher

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