



## Course Policies and Syllabus

### ABX/GED

#### Instructor Information

**Instructor:** Jade Meqdad  
**Class meets:** Monday - Thursday 8:30am-12:30pm  
NSB Campus 940 10th St,  
New Smyrna Beach, FL 32168  
Building 1, Room 139A  
**Email:** Jade.Meqdad@daytonastate.edu  
**DepartmentHomepage:** <http://daytonastate.edu/adulted/>

**Spring A 2022**  
**Classes Begin** Jan. 18  
**Classes End** Mar. 11

#### Course Description

This course prepares students to take the CASAS and General Educational Development (GED) tests. The CASAS will check your current academic levels and place you into the proper course. Once you achieve a passing score on the CASAS you will move to GED level content. Passing the four-part GED® exam (reasoning through language arts, mathematical reasoning, social studies, and science) will provide the student with a State of Florida High School Diploma which allows the opportunity to get a better job and/ or go to college.

#### Minimum Technical Requirements

Students enrolled in this course must be able to:

- Use all required features of Falcon Online and Essential Ed such as downloading online documents and completing quizzes
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing or Excel spreadsheet programs

## Student Learning Outcomes

Upon completion of this course, the student will be able to demonstrate competency in the Math, Social Studies, Reading Language Arts and Science portions of the GED® exam.

## Class Format

This course is a self-paced, competency-based study that allows the maximum amount of material to be covered within a specific time frame. Testing materials and courseware serve as a guide for the instructor and student to determine readiness for the GED® exam. Assignments, supplemental information, course activities, discussion topics, class e-mail and quizzes will be found in [Falcon Online](https://class.daytonastate.edu) (https://class.daytonastate.edu) and the CASAS or [GED Academy](https://www.essentiald.com/start/daytonastate). (https://www.essentiald.com/start/daytonastate).

### Sign in information

**\* Use your daytonastae.edu email for the username on all accounts to maintain consistency across the various platforms.**

### Signing into the lab computers

User: first\_lastname (some may also have numbers) – no caps, no spaces, Followed by @daytonastate.edu

Password: Dscmmdyy (some may have to add last 5 digits of SS#)

## Optional Materials

Students may wish to purchase their own calculator. The TI – 30XS is used on the GED exam and would be the one recommended.

## Classroom Policies

### Disclaimer

This syllabus has been constructed to be as complete as possible, but I reserve the right to alter policies, procedures, and the syllabus as needed with notification to students.

### How to proceed through the course

Essential Ed is your primary courseware. The course is organized in modules based on topics mandated by the State. This course has multiple levels of difficulty and students will be exposed to each level within each module in order to progress as quickly as possible. The modules are based upon the Kaplan GED and Steck-Vaughn books.

## **Communication**

Students may contact the instructor through their college e-mail. Responses to e-mail are **usually** within 24 hours or less, but in some instances may take up to 3 business days. College email is the official and primary internal communication method of Daytona State College. Employees and admitted students are assigned a Daytona State College email account which serves as the primary mechanism for official communication between College employees and registered students.

## **Attendance and Lateness Policy**

Students are expected to attend each class. In the case of a student becoming too ill to complete work or equipment failures, they should notify the instructor of the issue. If 6 consecutive classes are missed, the student may be dropped from the program and must reregister for the upcoming term. Keeping in communication with your instructor will help prevent you from being dropped.

## **Attendance**

Students who stop attending this class will be withdrawn from the class and receive a final grade of W (Withdrawn) or NG (No Grade) depending upon the last date of attendance. Attendance includes participating in the online environment as required.

## **Grading Policy**

There is no final course grade issued for this class. Upon successful completion of all four sections on the GED® exam a State of Florida High School Diploma will be issued by the State.

## **Class Withdrawal Process**

Students can withdraw from this class at any time without approval from the instructor, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. To withdraw, you should email one of the Adult Education Coordinators/Managers listed below. There are no refunds of tuition fees.

Michelle Timperio at [Michelle.Timperio@daytonastate.edu](mailto:Michelle.Timperio@daytonastate.edu)

Gina Clark at [Gina.Clark@daytonastate.edu](mailto:Gina.Clark@daytonastate.edu)

## **Sensitive Materials**

Course content aims to enable students to reach course goals and objectives. As such, students may be introduced to a wide range of topics and ideas that differ from familiar understandings and beliefs. Some content may be considered sensitive or offensive or disturbing (or all of the above) by some students.

## **Student Rights & Responsibilities**

Students are responsible for reading and following all college policies outlined in the current Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at the [DSC Academics page](http://www.daytonastate.edu/academics.html) (<http://www.daytonastate.edu/academics.html>) under "Student Resources."

## **Academic Integrity**

In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including,

but not limited to, cheating and plagiarism. The grades you earn must be based upon your own work and must accurately reflect your own knowledge and skills.

An instructor who finds that a student has violated Academic Integrity may apply an academic consequence ranging from a zero percent for the assignment, up to and including failure for the entire course. Violations may be reported to the academic department chair for review and/or referred to the student disciplinary process for appropriate disciplinary resolution. Visit the <https://library.daytonastate.edu/falcononline/integrity> for more information about Academic Integrity and the appeal process.

## Honor Pledge

I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another's work as my own, nor will I tolerate anyone who does. View the [Honor Code](http://www.daytonastate.edu/academicintegrity/honorcode.html) (<http://www.daytonastate.edu/academicintegrity/honorcode.html>) for more information.

**Forms of Academic Dishonesty** are clearly defined on the [Academic Integrity](#) webpage.

## Support Services

### Counseling and Accessibility Services

Counseling and Accessibility Services (CAS) provides tools and resources to students with documented disabilities. Students who self-disclose a disability and provide the required documentation to the CAS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the CAS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). **Counseling Services** are available on campus to help students by providing confidential short-term counseling and linking them to local community mental health professionals for long-term assistance when needed. Please call (386) 506-3038 for more information. Visit the [Counseling and Accessibility Services web site](https://www.daytonastate.edu/cas/) (<https://www.daytonastate.edu/cas/>) for more information.

### Veterans

If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Administration Building (Bldg. 7) for any assistance or phone 386.506.3065. Please visit the [Veterans Information page](https://www.daytonastate.edu/admsvet/) (<https://www.daytonastate.edu/admsvet/>) for more information. **Please call first while everyone is still under the Corona Virus self-isolation restrictions as people may be working remotely.**

### Academic Support Center

The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. Visit the [ACS web page](http://www.daytonastate.edu/asc/) (<http://www.daytonastate.edu/asc/>) for more information or email [ASC@DaytonaState.edu](mailto:ASC@DaytonaState.edu). **Many of these staff will be working remotely under the Corona Virus self-isolation restrictions.**

### Writing Center

For assistance with all stages of the writing process please visit the [Writing Center](#) (appointments recommended) [www.daytonastate.edu/cwc](http://www.daytonastate.edu/cwc) **Many of these staff will be working remotely under the Corona Virus self-isolation restrictions.**

## Library and Research Services

The Daytona State Library offers a variety of services and resources to support your academic success. Visit the [library website](http://library.daytonastate.edu/) (<http://library.daytonastate.edu/>) **Many of these staff will be working remotely under the Corona Virus self-isolation restrictions.**

## Technical Support

Tech support is available for FalconMail, printing, web usage, Falcon Online, and more. Students may call 386-506-3950 or e-mail [Helpdesk@daytonastate.edu](mailto:Helpdesk@daytonastate.edu). Information can be found on the [Student Self-Service Help page](http://daytonastate.edu/help/) (<http://daytonastate.edu/help/>) under Tech Support.

For Falcon Online 24/7 support of course tools, view the Help/Resources on the Falcon Online navbar or call the Helpdesk at 386-506-3950, option 2. General Help information for Falcon Online can be found on the [Student Self-Service Help page](http://daytonastate.edu/help/) (<http://daytonastate.edu/help/>) under Falcon Online Technical Help.

## Safety on Campus

Daytona State College has a mass notification system, DSC Alert. It's a multi-modal mass notification system that enables DSC to quickly send critical information to the College community via text, phone, and email during an emergency. Students also may receive non-emergency (outreach) communication including information on Registration, Financial Aid, College events, and other messages intended to make the enrollment process easier and improve your DSC experience. All DSC students are automatically opted into DSC Alert when they begin classes and will receive this service at no charge.

After enrolling at DSC, you will receive an email at your DSC email address letting you know that the system has been activated and providing the link to the page where you can set up your account and select which types of outreach communications you would like to receive. The link is <https://dsc.bbcportal.com>.

Once on the page, click the Sign Me Up! link and follow instructions to set up your account. Please use your DSC email address with the first\_last@daytonastate.edu format. If you don't do anything, you are automatically opted in, but we encourage you visit the webpage to ensure that your account is set up to your preferences.

## The Center for Men and Women

**CCAMPIS-(Child Care Access Means Parents In School)** assists eligible students with child care; **New Directions:** Access to financial assistance for tuition, books, uniforms, and/or equipment for single parents, displaced homemakers, single pregnant women, or those considering a non-traditional career; **Lending Library:** A limited library of textbooks available for loan; **Clothes Closet:** Students can achieve a professional image for job interviews and employment; **Falcon Fuel:** Free light snacks for students to fuel up and go! **Homeless Student Services:** College and community resources and referrals to help students stay in school. **Health Services:** Connections to local Health Care providers for DSC students and their children.

Visit the [Center for Women and Men web site](http://www.daytonastate.edu/centerforwomenandmen) ([www.daytonastate.edu/centerforwomenandmen](http://www.daytonastate.edu/centerforwomenandmen)) or call (386) 506-3068. **Many of these staff will be working remotely under the Corona Virus self-isolation restrictions and services will be limited.**