**To Be Accomplished:**

1. Create a basic, Moodle course on ncperkins.org site that includes: course syllabus, course assignments and outline schedule, lab assignment sheets, practice exams, and final examination. See examples provided on the following pages.
2. Using the currently developed draft syllabus, develop a completed course syllabus including evaluation method, course and performance objectives, and course outline and assignment schedule.
3. Create instructional lesson plans and student lab assignment sheets for each course session. Practice examinations and activities may simply be referenced from existing materials and resources.
4. Chapters should be written to Levels 3 and 4.
5. Determine whether the NCRC should be an end-of-course requirement.
6. Provide other interested colleges (besides WTCC) with access to the developed course while submitting the completed ACA 110 course to the VLC for additional development that would include full online implementation.

**Xxx Community College**

**School of Technology**

**Xxx, North Carolina**

**COURSE SYLLABUS**

**Fall Semester, 2018**

**COURSE SHORT TITLE**: Work Math/Literacy/Documents **COURSE NO.:** ACA 110

**COURSE LONG TITLE:** Workplace Applied Mathematics, Graphic Literacy, and Documentation

**CREDITS/CONTACTS:** Credit hours 2

Lecture hours/week: 1

Laboratory hours/week: 2

**INSTRUCTOR:** Ms./Mr./Dr. Community College Instructor

Office Hours: To be announced

Phone: (919-807-7xxx)

**PREREQUISITES:** None

**COURSE DESCRIPTION:** This course is designed to familiarize individuals with fundamental core skill sets that are critical for successful employment. Topics include locating and using workplace information, interpreting workplace graphic information, and applying mathematics to sources common to the workplace. Upon completion, students should be able to demonstrate the ability to locate and use information, interpret graphic information, and apply mathematics to work-related scenarios.

**CORE CURRICULUM**: **Apprenticeship Preparatory Fundamentals (APF).** Apprenticeship Core – Various CTE programs.

**TEXTBOOKS**: REQUIRED: *WorkKeys Secrets Study Guide: WorkKeys Practice Questions & Review for the ACT's WorkKeys Assessments* (Mometrix Secrets Study Guides) Paperback. ISBN: 9781627339537

OPTIONAL: Sample questions, available for each WorkKeys® skills assessment. <https://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/test-preparation.html>

OPTIONAL: McGraw Hill

Workplace Skills: Applied Mathematics, Student Workbook

Workplace Skills: Reading for Information, Student Workbook

Workplace Skills: Locating Information, Student Workbook

OPTIONAL: WorkKeys Prep Package <http://www.act.org/workkeys/practice/>

# ADDITIONAL RESOURCES: N/A

**NOTICE**: Information in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. The instructor, however, reserves the right, acting within the policies and procedures of Xxx Community College, to make changes in course content or instructional techniques without notice or obligation.

HONESTY POLICY

Cheating or plagiarizing will absolutely NOT be tolerated at Xxx Community College. Any student found cheating or plagiarizing material in any manner may be assigned a failing semester / session grade in this course. A second such incident while at Xxx could result in suspension or expulsion from the institution. A student found in violation of this section of the syllabus will NOT be allowed to drop this course

**METHOD OF**

**INSTRUCTION**: Instruction may consist of lecture, lab, hybrid, online, collaborative or team learning, individual or team instruction, or a combination of each.

**EVALUATION:** Upon completion of this course, the student will demonstrate achievement of course objectives by obtaining a minimum final grade of 60%, as measured by examinations, lab work, homework, classwork, and attendance.

**EVALUATION METHOD:** The final grade for this course will be based on the following:

Classroom Assignments 10%

Lab Sheets 50%

Attendance 10%

Examinations/Quizzes 20%

Final Examination 10%

Total 100%

# ATTENDANCE: Attendance will be recorded for each class period as per college policy. Attendance will count as 10% of your final grade percentage. There is no differentiation between excused and unexcused absence, however you are encouraged to contact your instructor promptly to obtain any assignments that can be made up.

**TESTING POLICY:** A combination of written tests and quizzes will be given. The schedule of test dates is shown in the attached course outline, but is subject to change. You may re-take any written test that you wish to, except the pre-test. One re-test will be allowed per test. The highest score you earn will be your score on that test. Retest will be taken at the testing center, and must be arranged in advance with the instructor. Test dates will be announced in advance by the instructor.

QUIZZES: There is no make-up available for quizzes. These are given in class and must be completed in class. A quiz will be offered at the end of one lab session per week. There will be no make up available for the quiz.

**OTHER COURSE Classroom/lab policies:**

**EXPECTATIONS:** All classroom/labpolicies must be followed, using safe work practice rules. These include, but are not limited to:

1. Respect fellow classmates, equipment, facilities, and instructor.
2. Personal devices: May be sparingly used unless they become a distraction or nuisance.
3. Neat dress and appearance is required at all times. No frayed or torn clothing is permitted.

## General:

## Profanity, ethnic or gender specific comments or jokes have no place in the lab or classroom. Lack of respect for other students or personal or school property will be dealt with in an appropriate manner.

**Prerequisite Knowledge:**

Course objectives are written at a minimum WorkKeys® Levels 3-4, therefore, students are expected to perform mathematical operations, read, and locate information at those levels. An inability to perform at those levels suggests the need for additional preparatory coursework.

# COURSE OBJECTIVES: This course is primarily intended for students in interdisciplinary career and technical education programs. Considerable emphasis will be placed on application of basic theory from various tech disciplines as they inter-relate to reading for information, locating information, and apply mathematics to the workplace. At the conclusion of this course, the student will be able to perform the objectives below as demonstrated through successful completion of the assignments and acceptable performance on the examinations given in this course.

**COURSE OUTLINE:** Proposed outline is attached, with assignments. This outline is subject to change as announced by the instructor.

**PERFORMANCE**

**OBJECTIVES:** At the conclusion of this course the student will be able to demonstrate competency\* in the following skills:

|  |
| --- |
| Students will solve problems that require a single type of mathematics  operation (addition, subtraction, multiplication, and division) using whole numbers. |
| Students will add or subtract negative numbers. |
| Students will change numbers from one form to another using whole numbers, fractions, decimals, or percentages. |
| Students will convert simple money and time units (e.g., hours to minutes). |
| Students will perform basic geometry operations. |
| Students will demonstrate how to locate information. |
| Students will demonstrate how to read for information. |
| Students will create a “cheat sheet” outlining the most important concepts and principles gained from the course. |
| Level 4 Math competencies? |
| Students will read and decipher workplace business letters, memos, directions, bulletins, regulations, and policies. |
| Students will locate and decipher information within graphic sources, such as diagrams, instrument readings, and flow charts. |
| Level 4 Locating Information Competencies? |
| Students will use mathematical reasoning, critical-thinking, and problem-solving skills. |
| Students will demonstrate an understanding of test-taking skills that are required to achieve success on the National Career Readiness Certificate. |

**\*Note:** Minimum course objectives should be demonstrated at WorkKeys® Level 3-4.

**COURSE ASSIGNMENTS AND OUTLINE**

**(Readings/Practice Tests from Mometrix Test Prep)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WEEK** | **READING** | **TOPICS** | **LAB ASSIGNMENT** | **CHAPTER QUIZ** |
| 1 | Page 1 | Course introduction, syllabus review, course expectations, popular terminology & Top 20 Test Taking Tips | Course Workbooks |  |
| 2 | Pgs.2-13 | Applied Mathematics - Basics | Example Problems | Lab Sheet |
| 3 | Pgs.14-18 | Applied Mathematics - Geometry | Example Problems | Lab Sheet |
| 4 | Pgs.18-36 | Applied Mathematics – Example Problems | Example Problems | Lab Sheet |
| 5 | Pgs.2-36 | Applied Math Review | Practice Test | Math Practice Test |
| 6 | Pgs.37-44 | Locating Information | Example Problems | Lab Sheet |
| 7 | Pgs.45-60 | Locating Information – Practice Test | Example Problems | Lab Sheet |
| 8 | Pgs.61-75 | Locating Information – Practice Test | Example Problems | Lab Sheet |
| 9 | Pgs.37-44 | Locating Information Review | Practice Test | Locating Info Practice Test |
| 10 | Pgs.76-89 | Reading for Information | Example Problems | Lab Sheet |
| 11 | Pgs.89-91 | Reading for Information – Practice Test | Example Problems | Lab Sheet |
| 12 | Pgs.92-102 | Reading for Information – Practice Test | Example Problems | Lab Sheet |
| 13 | Pgs.76-102 | Reading for Information Review | Practice Test | Reading for Information Practice Test |
| 14 | Pgs.107-145 | General Strategies and Secret Keys | Create “Cheat Sheet”. 3 sheets color pages (provided) | Cheat Sheet |
| 15 | All Chapters | Review. Create a 3-page “cheat sheet” outlining the most important concepts and principles gained from  the course. This document can be used for the final exam. | Create “Cheat Sheet”. 3 sheets color pages (provided) | Completed Cheat Sheet |
| 16 | Final Exam | COMPREHENSIVE FINAL *or* CRC Examination |  | Final Examination |

|  |  |  |  |
| --- | --- | --- | --- |
| LESSON PLAN (Draft) | | | |
|  | | | |
| LESSON PLAN REF: | Lesson Plan #1 | Week #1 | Lecture & Lab |
| Subject/Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| Topic: | Course Introduction | | |
| Lesson Title: | Syllabus Review | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: One hour |
| Objectives: | Instructor and students will have an opportunity to introduce themselves.  The instructor will cover the course syllabus, course requirements and expectations, classroom and laboratory activities, grading criteria, textbook requirements, instructor office hours, additional student resources, and National Career Readiness Certification ©. | | |
| Required Tasks: | 1.Review Syllabus including Course Assignments and Course Outline.  2.Introduce Textbooks and Lab Assignments.  3. Cover attendance and College Policies.  4. Cover course grading and late/missing assignments.  5. Explain course objectives.  Cover pages 1-2 in Mometrix Study Guide.  6. etc. | | |
| Materials/Handouts: | Syllabus, textbooks, etc. | | |
| Supplemental materials, resources, and information. | Discuss what resources are available to students to assist them achieve the best possible course outcome. | | |
| Material to be handed in: | Handout: My self-perception of my abilities and challenges related to this class. | | |
| Required student assignment: | Reading assignment for week two (2). | | |
| Addition Information to be developed… | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Laboratory Assignment Sheet (Draft) | | | |
|  | | | |
| Subject/Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| ASSIGNMENT SHEET REF: | Assignment Sheet #2 | | |
| Topic: | Applied Mathematics - Basics | | |
| Lesson Title: | Example Applied Mathematic Problems | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: Two hour |
| Objectives: | The students will complete and hand-in Handout #2: Applied Mathematics - Basics example questions on Numbers and their Classifications by the completion of the laboratory period to the satisfaction of the instructor. | | |
| Required Tasks: | Complete and turn in Assignment Sheet #2: Applied Mathematics - Basics example questions. | | |
| Handouts to be turned in by completion of laboratory period: | Assignment Sheet #2 | | |
| Supplemental materials, resources, and information. | Course textbook and study guide. | | |
| Addition Information to be developed… | | | |