**Instructional Lesson Plans**

**ACA 110**

***Workplace Applied Mathematics, Graphic Literacy, and Documentation***

**16-week format**

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| LESSON PLAN (Draft) | | | |
| LESSON PLAN REF: | Lesson Plan #1 | Week #1 | Lecture & Lab |
| 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… | | | |

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| LESSON PLAN (Draft) | | | |
| LESSON PLAN REF: | Lesson Plan #2 | Week #2 | Lecture & Lab |
| Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| Topic: | Applied Mathematics | | |
| Lesson Title: | Basic Mathematical Functions | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: One hour |
| Objectives: | Lecture: The instructor will demonstrate how to solve several basic math problem examples.  Laboratory: Students will complete and hand in Activity Sheet Two. Instructor will facilitate activities. | | |
| Required Tasks: | TBD | | |
| Materials/Handouts: | Syllabus, textbooks, etc. | | |
| Supplemental materials, resources, and information. | TBD | | |
| Material to be handed in: | Activity Worksheet #2. | | |
| Required student assignment: | Reading assignment for week three (3). | | |
| Addition Information to be developed… | | | |

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| LESSON PLAN (Draft) | | | |
| LESSON PLAN REF: | Lesson Plan #3 | Week #3 | Lecture & Lab |
| Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| Topic: | TBD | | |
| Lesson Title: | TBD | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: One hour |
| Objectives: | TBD | | |
| Required Tasks: | TBD | | |
| Materials/Handouts: | Syllabus, textbooks, etc. | | |
| Supplemental materials, resources, and information. | TBD | | |
| Material to be handed in: | Activity Worksheet #3. | | |
| Required student assignment: | Reading assignment for week four (4). | | |
| Addition Information to be developed… | | | |

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| LESSON PLAN (Draft) | | | |
| LESSON PLAN REF: | Lesson Plan #4 | Week #4 | Lecture & Lab |
| Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| Topic: | TBD | | |
| Lesson Title: | TBD | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: One hour |
| Objectives: | TBD | | |
| Required Tasks: | TBD | | |
| Materials/Handouts: | Syllabus, textbooks, etc. | | |
| Supplemental materials, resources, and information. | TBD | | |
| Material to be handed in: | Activity Worksheet #4. | | |
| Required student assignment: | Reading assignment for week five (5). | | |
| Addition Information to be developed… | | | |

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| LESSON PLAN (Draft) | | | |
| LESSON PLAN REF: | Lesson Plan #5 | Week #5 | Lecture & Lab |
| Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| Topic: | TBD | | |
| Lesson Title: | TBD | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: One hour |
| Objectives: | TBD | | |
| Required Tasks: | TBD | | |
| Materials/Handouts: | Syllabus, textbooks, etc. | | |
| Supplemental materials, resources, and information. | TBD | | |
| Material to be handed in: | Activity Worksheet #5. | | |
| Required student assignment: | Reading assignment for week six (6). | | |
| Addition Information to be developed… | | | |

**To be continued…**