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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: | Lecture:   * Instructor and students will have an opportunity to introduce themselves. * The instructor will cover the course syllabus, policies and expectations. * The instructor will identify his/her office hours, and methods of communication. * Student resources, and National Career Readiness Certification © information will be reviewed. * Provide students with success strategies.   Lab:   * Introduce Mometrix textbook. * Identify course Knowledge Skills & Abilities targets. * Math Pre-Assessment   + Answer sheet for Math Pre-Assessment * Student Self Assessment (SWOT) handout | | |
| Required Tasks: | * Review all Syllabus material including Course Assignments and Course Outline. * Cover attendance and College Policies. * Review course grading and late/missing assignment policy. * Discuss course objectives and NCRC preparation. * Review *Learning Strategies-KSAs.pdf* * Review pages i-iii, and 1-3 in Mometrix Study Guide. * Lesson connecting KSAs with associated workplace value. * Take Math Pre-Assessment | | |
| Materials/Handouts: | Syllabus, textbooks, | | |
| Supplemental materials, resources, and information. | * *Learning Strategies-KSAs.pdf* , Math Pre-Assessment, Learning Style self-assessment <http://www.educationplanner.org/students/self-assessments/learning-styles.shtml> | | |
| Material to be handed in: | * By the end of class. Math Pre-Assessment. * At the beginning of the next class. Student self-assessment of abilities and challenges related to this class (SWOT), include information from Learning Style self-assessment assignment. | | |
| Required student assignment: | * Complete the student self-assessment of abilities and challenges related to this class (SWOT) * Reading assignment for week two (2), Math Basics-pages 4-12 with Review Videos. | | |
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