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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: | Course Objectives 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, expectations and will identify his/her office hours, and methods of communication.
* Student resources, and National Career Readiness Certification © information will be reviewed.
* Review *Learning Strategies-KSAs.pdf*

Lab: * Introduce Mometrix textbook. Review pages i-iii, and 1-3 in Mometrix Study Guide.
* Identify course Knowledge Skills & Abilities targets.
* Math Pre-Assessment
	+ Answer sheet for Math Pre-Assessment
* Student Self-Assessment (SWOT) handout
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| Materials/Handouts/Resources: | * Syllabus, textbooks, *Learning Strategies-KSAs.pdf* , Math Pre-Assessment, Learning Style self-assessment <http://www.educationplanner.org/students/self-assessments/learning-styles.shtml>
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| In Class Assignments: | * Math Pre-Assessment.
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| Homework Assignments: | * Student self-assessment of abilities and challenges related to this class (SWOT), include information from Learning Style self-assessment assignment.
* Reading assignment for week two (2), Math Basics-pages 4-12 with Review Videos.
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