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| LESSON PLAN (Draft) | | | |
| LESSON PLAN REF: | Lesson Plan #10 | Week #10 | Lecture & Lab |
| Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| Topic: | Workplace Documents/Reading for Information | | |
| Lesson Title: | Introduction to Reading and Understanding Workplace Documents | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: One hour+ |
| Objectives: | Lecture:   * The instructor will review and demonstrate how to read and understand workplace document example problems.   Lab:  Popular Workplace Documents Worksheet | | |
| Materials/Handouts/Resources: | Popular Workplace Documents Worksheet | | |
| In Class Assignments: | * Popular Workplace Documents Worksheet | | |
| Homework Assignments: | * Workplace Documents/Reading for Information Homework Assignment   Reading assignment for week ten (10), Workplace Documents/Reading for Information, pages 76-78.  Practice problems for week Ten (10).  Review Videos. | | |