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| LESSON PLAN (Draft) |
| LESSON PLAN REF: | Lesson Plan #12 | Week #12 | Lecture & Lab |
| Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS |
| Topic: | Workplace Documents/Reading for Information |
| Lesson Title: | Safety Warnings, Instructions, Guidelines, Employee Memos, and Checklists |
| 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
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| Homework Assignments: | * Workplace Documents/Reading for Information Homework Assignment

Practice problems for week Twelve (12). Review Videos.  |