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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 | | |
| Homework Assignments: | * Workplace Documents/Reading for Information Homework Assignment   Practice problems for week Twelve (12).  Review Videos. | | |