**Student Laboratory**

**Job-Assignment Booklet**

**ACA 110**

***Workplace Applied Mathematics, Graphic Literacy, and Documentation***

**16-week format**

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**Introduction**

Dear student: Look before you leap—an old proverb. We should always prepare before taking any standardized examination or placement examination. Success takes effort. We trust that these practice assignments will help you along your pathway to success.

Significant research suggests that math skills are a precursor for job and life success. For example, what is more important than a person’s ability to manage their money? No matter how much you have, as we know from reports on rich athletes, musicians, lottery winners, and movie stars, if they cannot manage their own money, they soon end up with nothing.

Of course, possessing good mathematical skills is a necessary consideration to land employment and to retain one’s job.

Practice makes perfect. Complete the questions provided in the following pages and in your class textbooks. After a while, your skills will become second nature. Best Wishes!

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| Student Laboratory Assignment Sheet (Draft) | | | |
| Week #1 | | | |
| Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| ASSIGNMENT SHEET REF: | Assignment Sheet #1 | | |
| Topic: | Handout: | | |
| Lesson Title: | Example Applied Mathematic Problems | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: Two hour |
| Objectives: | The students will complete ~~and~~ hand-out Assignment #1: ~~My~~ Self-perception of my abilities and perceived challenges related to this class (e.g., for example, I struggle with fractions, but am generally good at math or I love graphs and charts!). | | |
| Required Tasks: | Complete and turn in Assignment Sheet #~~2~~1: Applied Mathematics - Basics example questions. | | |
| Handouts to be turned in by completion of laboratory period: | Assignment Sheet #1 | | |
| Supplemental materials, resources, and information: | Course textbook and study guide. | | |
| Addition Information to be developed… | | | |

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| Student Laboratory Assignment Sheet (Draft) | | | |
| Week #2 | | | |
| Course: ACA 110 | APPLIED MATHEMATICS, GRAPHIC LITERACY, AND WORKPLACE DOCUMENTS | | |
| ASSIGNMENT SHEET REF: | Assignment Sheet #2 | | |
| Topic: | Applied Mathematics - Basics | | |
| Lesson Title: | Example Applied Mathematic Problems | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: Two hour |
| Objectives: | The students will complete and hand-in Handout #2: Applied Mathematics - Basics example questions on Numbers and their Classifications by the completion of the laboratory period to the satisfaction of the instructor. | | |
| Required Tasks: | Complete and turn in Assignment Sheet #2: Applied Mathematics - Basics example questions. | | |
| Handouts to be turned in by completion of laboratory period: | Assignment Sheet #2 | | |
| Supplemental materials, resources, and information: | Course textbook and study guide. | | |
| Addition Information to be developed… | | | |

**To be continued…**