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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: | Syllabus Review | | |
| Lecture/Lab Duration: | Lecture: One hour | Lab: Two hours | Assignment: One hour |
| Objectives: | Instructor and students will have an opportunity to introduce themselves.  The instructor will cover the course syllabus, course requirements and expectations, classroom and laboratory activities, grading criteria, textbook requirements, instructor office hours, additional student resources, and National Career Readiness Certification ©. | | |
| Required Tasks: | 1.Review Syllabus including Course Assignments and Course Outline.  2.Introduce Textbooks and Lab Assignments.  3. Cover attendance and College Policies.  4. Cover course grading and late/missing assignments.  5. Explain course objectives.  Cover pages 1-2 in Mometrix Study Guide.  6. etc. | | |
| Materials/Handouts: | Syllabus, textbooks, etc. | | |
| Supplemental materials, resources, and information. | Discuss what resources are available to students to assist them achieve the best possible course outcome. | | |
| Material to be handed in: | Handout: My self-perception of my abilities and challenges related to this class. | | |
| Required student assignment: | Reading assignment for week two (2). | | |
| Addition Information to be developed… | | | |