

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<h1>August 2005</h1>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22 Classes Begin	23	24 R: C1 OLM; R: P1	25	26 R: Protocols for Creating a Home Page; L: Sample Home Page	27	28
29 R: C2 OLM; UCS Must Be Ready; WS: Basic Home Page	30	31 R: C3 OLM; WS: Basic Home Page				

Key: R:= Read C=Chapter CP=Checkpoint OLM=Online Manual P=Project L:=Look At WS:=Workshop OWIP=Other Works in Progress

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<h1>September 2005</h1>						
			1	2 R: C4 OLM	3	4
5 Labor Day	6	7 WS: The Basics of Technical Writing and OWIP	8	9 CP: Basic Home Page (no grade); R: C5 and C6 OLM	10	11
12 R: C7 OLM; R: P2; WS: The Basics of Technical Writing and OWIP	13	14 R: A1 OLM; R: English 365: Document Submission Requirements	15	16 R: C8 OLM; R: P3; WS: Writing Instructions and OWIP	17	18
19 CP: Application & Résumé; WS: Writing Instructions and OWIP	20	21 R: C9 OLM; R: P6; WS: Writing Memos, E-mail, and OWIP	22	23 WS: Writing Proposals and OWIP	24	25
26 CP: Instructions	27	28 R: P4; WS: Writing a Process Analysis and OWIP	29	30 CP: Proposal Memo (no grade); WS: Writing a Process Analysis and OWIP		

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
<h1>October 2005</h1>						1	2
3 WS: Writing Reports and OWIP	4	5 R: P5; WS: Writing Reports and OWIP	6	7 WS: Writing Reports and OWIP	8	9	
10 CP: Process Analysis	11	12 WS: Tables & Charts and OWIP	13	14 Fall Holiday	15	16	
17 R: C12 and C14 OLM; R: P7	18	19 CP: Table & Chart ; WS: PowerPoint and OWIP	20	21 R: P8	22	23	
24 R: C13 OLM R: P9; WS: Brochures	25	26 CP: Proposal; WS: Progress Reports	27	28 WS: Collaborative Writing; 1 st Group Meeting	29	30	
31 CP: PowerPoint (1)							

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<h1>November 2005</h1>						
	1	2 CP: PowerPoint (2)	3	4 CP: PowerPoint (3)	5	6
7 CP: Progress Report; R: C11 OLM; R: P10; WS: Collaborative Writing; 2 nd Group Meeting	8	9 WS: Collaborative Writing; 3 rd Group Meeting	10	11 WS: Collaborative Writing; 4 th Group Meeting	12	13
14 CP: Brochure;	15	16 WS: Collaborative Writing; Last Group Meeting	17	18 R: Section of Policy sheet dealing with the Course Portfolio;	19	20
21 WS: Course Portfolio and OWIP	22	23 CP: Critical Report; WS: Course Portfolio and OWIP	24	25 Thanksgiving Holiday	26	27
28 WS: OWIP	29	30 WS: OWIP				

Key: R:= Read C=Chapter CP=Checkpoint OLM=Online Manual P=Project L:=Look At W:=Workshop OWIP=Other Works in Progress

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

December 2005

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Final CP: Home
Page;
Due Date: Course
Portfolio and Final
Examination

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Pickup
Portfolios and
Final Exams
7:30-10:00 AM

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