COURSE AT A GLANCE TIME MANAGEMENT SUGGESTIONS

GRD 100-O—Overview of the Graphic Design Industry

Week	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Week 1	• *Read instructions for all open activities in Week 1* • *Begin Read and View activities* • *Plan for Week 1 assignments* • *Review projects due in later weeks so you are aware and can budget your time*		• *Discussion Board first post due*		• Have you completed the reading and watched the videos? • Have you responded to your peers on the Discussion Board? • Are you working on your project? • Have you taken the knowledge check quiz?		• *Discussion Board response post due* • *Project due* • *Knowledge Check due*
Week 2	• *Read instructions for all open activities in Week 2* • *Begin Read and View activities* • *Plan for Week 2 assignments* • *Review projects due in later weeks so you are aware and can budget your time*		• *Discussion Board first post due*		• Have you completed the reading and watched the videos? • Have you responded to your peers on the Discussion Board? • Are you working on your project? • Have you taken the knowledge check quiz?		• *Discussion Board response post due* • *Project due* • *Knowledge Check due*
Week 3	• *Read instructions for all open activities in Week 3* • *Begin Read and View activities* • *Plan for Week 3 assignments* • *Review projects due in later weeks so you are aware and can budget your time*		• *Discussion Board first post due*		• Have you completed the reading and watched the videos? • Have you responded to your peers on the Discussion Board? • Are you working on your project? • Have you taken the knowledge check quiz?		• *Discussion Board response post due* • *Project due* • *Knowledge Check due*
Week 4	• *Read instructions for all open activities in Week 4* • *Begin Read and View activities* • *Plan for Week 4 assignments* • *Review projects due in later weeks so you are aware and can budget your time*		• *Discussion Board first post due*		• Have you completed the reading and watched the videos? • Have you responded to your peers on the Discussion Board? • Are you working on your project? • Have you taken the knowledge check quiz?		• *Discussion Board response post due* • *Project due* • *Knowledge Check due*