Nine key Chapters I have found are most helpful for completing the course task are Chapters 1, 2, 3, 7, 10, 12, 13, 14, and 15. This coupled with guidance within the **task guidance spreadsheet**, **the walkthrough videos**, and the **templates** make for a focused and efficient approach to ensure you complete the course. Work through the steps for each task, using the Chapter readings as needed to fill knowledge gaps. Fit the steps into your completion timeline and hold yourself accountable for completing steps on time.

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|  | **Four-Week Pacing Plan** |
|  | **Task 1** |
| **Day 1-7** | (1) View Task 1 Walkthrough video (2) Read Chapters 1, 2, 12, 15 > Leverage the task guidance spreadsheet to complete Task Section A1, and ECPA&CFAA portion of Task Section A2 within the PPT template |
| **Day 8-11** | (3) Review Negligence Torts section of Chapter 12 > Leverage the task guidance spreadsheet to complete Task Section A3 within the PPT template Complete  (4) Read Chapters 7 and 14 > Leverage the task guidance spreadsheet to complete Task Section A4 and the SOX portion of Task Section A2 within the PPT template |
| **Day 12-14** | (5) Revisit Chapters 2, 7, 12, 15 as needed > complete Task Sections B1a within the PPT template. Leverage Task Guidance Spreadsheet. (6) Read Chapter 13 > Leverage the task guidance spreadsheet to complete Task Section B1b within the PPT template |
| **Day 15-16** | (7) Review Negligence Torts section of Chapter 12 > Leverage the task guidance spreadsheet to complete Task Section B2a within the PPT template Complete  (8) Revisit Chapter 13 as needed > Leverage the task guidance spreadsheet to complete Task Section B2b within the PPT template |
| **Day 17-20** | (9) Read Chapter 3 > Leverage the task guidance spreadsheet to complete Task Section C within the PPT template Submission: Cross check each section using questions in the right column of the Task Guidance spreadsheet, view similarity check video and adjust similarity > Submit! |
|  | **Task 2** |
| **Day 21-22** | (1) View Task 2 Walkthrough video (2) Review Chapters 13 if/as needed. > Leverage the task guidance spreadsheet to complete Task Section A1a within the PPT template |
| **Day 23-24** | (3) Leverage the task guidance spreadsheet to complete Task Section A2 within the PPT template Complete  (4) Leverage the task guidance spreadsheet to complete Task Section A3 within the PPT template |
| **Day 25-26** | (5) Read Chapter 11. Review Chapter 13 if/as needed. > Leverage the task guidance spreadsheet to complete Task Section B1 within the PPT template |
| **Day 27-28** | (6) Review Chapter 13 if/as needed. > Leverage the task guidance spreadsheet to complete Task Section B2, B2a, and B2b within the PPT template |
| **Day 29-30** | (7) Review Chapter 3 if/as needed> Leverage the task guidance spreadsheet to complete Task Section C within the PPT template Submission: Cross check each section using questions in the right column of the Task Guidance spreadsheet, view similarity check video and adjust similarity > Submit! |