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| --- | --- | --- | --- | --- | --- |
| **Sixth week** | **Fifth week** | **Fourth week** | **Third week** | **Second week** | **First week** |
| Reports | Correspondence | Correspondence | Skill Refinement | Skill Refinement | Introcuction to  Keyboarding & document processing |
| **12th week** | **11th week** | **10th week** | **9th week** | **8th week** | **7th week** |
| Formal Report Project  +  Mid 2 | Formal Report Project | Formal Report Project | International Formatting  +  Mid 1 | International Formatting | Tables |
| **18th week** | **17th week** | **16th week** | **15th week** | **14th week** | **13th week** |
| Finals | Finals | Finals | Final Lab Exam | Revision | Revision |