**TIME LOG**

Full-credit courses are scheduled for a minimum of 110 hours and half-credit courses are scheduled for a minimum of 55 hours as documented on the school’s timetable and hours are to be verifiable through teacher planning, assessment, and attendance records. All students are expected to log actual hours/times for each online course.

**Instructions**: Carefully log the time it takes to complete each lesson. Submit this completed document once you have completed the unit. This will help you to monitor your time management throughout the course

**Unit 3: News Reports**

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity**  | **Time Taken to Complete the Activity** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |