

Homework Assignments

This is a paperless course. To reduce the amount of wasted paper at Mid-State Technical College, all your assignments will be submitted via Email or the Submitted Assignments folder on the server. **Change any requests in the text to print to SAVE.** Label your submittals clearly with the tutorial number so I know which assignment I am grading.

I recommend that you save your files with your last name before the book assignment name. For example, Gallatin Letter would be save as **Huibregtse Gallatin Letter.docx** for me.

Tutorial 1

Read and Follow Pages WD 1 – WD 37

Review Tutorial 1 Instructors Notes (web page)

Review Tutorial 1 Book Videos (see Instructor' Notes) (optional)

Assignments

Review Assignments 1-18

Pages WD 38 – WD 39

Case Problem 1

Pages WD 39 – WD 40

Case Problem 3

Pages WD 41 – WD 42

Extra Credit (2 points) (optional)

Case Problem 4

Pages WD 42 – WD 43

Submit:

- | | |
|-------------------------|---------------------|
| ❖ Gallatin Letter | (Review Assignment) |
| ❖ Lecture Series Letter | (Case Problem 1) |
| ❖ Melissa | (Case Problem 3) |
| ❖ Mason Fax (optional) | (Case Problem 4) |