

## Textbook Chapter Assignments

- Read or review the chapter to be discussed in lecture per the Course Calendar
- Complete or review the Hands-On Practice exercises contained within the chapters (files provided at link at instructor web site <http://vtc.edu/users/jap08080> ) (some chapters do not have these)

## Lab Assignment Details

### 1. Individual Lab Time

- a. Ensure your chapter Hands-On-Practice files are complete; ensure they are in your W drive lab chapter folder.  
**You must include comments** that confirm your review **Effective 9-16-2013 I will not be checking these – so, no comments required. You will still need to use this information and files to complete some of the end-of-chapter Hands-On Exercises.**
- b. Perform the Hands-On Exercises found at the end of each chapter. **These are NOT optional!**  
nb: the first 6 or 7 steps of usually can be combined into a single file. Name that file HOEChapterxx.htm. Use file names as specified in the exercise for the remainder. Ensure all files are in your W drive lab chapter folder. **You must include comments** to document your authorship and/or attribution.

### 2. Team Lab Time

- a. Perform Hands-On Practice case as assigned with your team.  
**You must include comments** to document your authorship and/or attribution.
- b. Team leader must **email a link** to instructor ([jpivovar@vtc.edu](mailto:jpivovar@vtc.edu)) to the completed case assignment for completion credit as each chapter assignment is complete

You may require more time to complete all your individual labs. You will have until the next lab session to complete this work. Work not complete by **the dates specified in the course calendar is not eligible for credit.**

## Final Project

- See Final Project Guidelines for specific activities
- Project checkpoint dates as specified in the course calendar
- Late work will be only eligible for 50% of the credit for that checkpoint
- Work more than 48 hours late will not get credit for that checkpoint
- Distribution of project credit contained in Final Project Guidelines