

## **Assignment Guidelines**

Follow the instructions below regarding the structure of the assignment for submission on Moodle:

- All assignments should be “left-aligned”
- Type in “Arial” font using font size of 14.
- At the end of your paragraph just click “**ENTER**” once to start a new one.
- Five (5) Points will be deducted should your formatting not meet the criteria set above.
- Spacing should be 1.5
- Word count must be according to instructions on each assignment.