

Wayland Baptist University-Amarillo  
School of Education

**WBU's Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success and service to God and human kind.

**Course Name:** EXSS 2306 VC01- Health and Wellness

**Term:** Fall 1 2021

**Instructor:** Dr. J. B. Boren, PhD, CEP-C (ACSM)

**Phone:** (806) 352-5207

**Email:** [borenjb@wbu.edu](mailto:borenjb@wbu.edu)

**Office Hours:** by appointment, Amarillo Campus, Rm 204

**Class Time/Location:** varies (VC course)

**Course Description:** This course is an overview of personal health and wellness issues, including exercise, diet, social and family aspects, religious activities, medical considerations, and psychological factors as they relate to the non-traditional student. Emphasis will be placed on lifestyle behavioral changes that promote long-term well-being. The course includes inventories of lifestyles, planning for positive change, and the use of lifetime physical activities in the overall wellness scheme.

**Prerequisites:** None.

**Text/Materials:** Corbin, C. B., Welk, G. J., et al. (2016). *Concepts of fitness and wellness: A comprehensive lifestyle approach, 12<sup>th</sup> ed.* Boston: McGraw-Hill. ISBN 978-1-259-91246-7 (paper)

**We are scheduled to use Automatic Ebooks (built-in e-textbook) for this term.**

**Optional Materials:** None.

**Course Outcome Competencies:** This course is designed to provide an introduction and overview to personal health and wellness concepts and practices for the non-traditional college student. By the end of the course, each student will be able to -

- List the health-related and skill-related aspects of physical fitness
- Define the health-related aspects of physical fitness and relate their importance to activities of daily living
- Describe a set of lifetime physical activities appropriate for adult and family participation
- List important contraindicated exercises and give reasons why they are to be avoided
- Describe the Food Guide Pyramid and identify the components of a healthy diet
- Describe the aspects of fad diets and list reasons why they are health risks
- Identify stressors in their life, and make behavioral changes to reduce stress and its effects
- Describe the health risks of tobacco use, alcohol abuse, and the misuse of prescription and illegal drugs
- Identify common sexually transmitted diseases and their epidemiological rates in society
- Describe the signs, symptoms, and risk factors for various cancers
- List the risk factors for coronary heart disease and identify those that can be modified via lifestyle changes
- Identify the characteristics of quackery and fraud in health, fitness, and nutrition products and services
- Develop a comprehensive plan for a healthy lifestyle

**Attendance Requirements:** (Online Class)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner.

1. Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.
2. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
3. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
4. Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.

Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

**Important:** For this online version of EXSS 2306, 25% of the course translates to 6 quizzes or 5 labs. So if you fail to complete 6 or more quizzes, you will receive an F in the course. If you fail to complete 5 or more labs, you will receive an F in the course. These are not additive...either one will result in an F.

**Disability Statement:** Any student, who because of a disabling condition, may require some special arrangement in order to meet course requirements, should contact the instructor on the first day of class to make the necessary accommodations.

## Course Requirements and Grading Criteria:

### Grading:

#### ***Without Final Exam (waived for no missing quizzes)***

Discussion Board	100 pts.
Labs	400 pts.
Exercise Log	150 pts.
Quizzes	350 pts.
<b>Total</b>	<b>1000 pts.</b>

#### ***With Final Exam***

Discussion Board	100 pts.
Labs	400 pts.
Exercise Log	150 pts.
Quizzes	350 pts.
Final	100 pts.
<b>Total</b>	<b>1100 pts.</b>

<b>Grading Scale:</b>	A	900 and above	990 and above
	B	800-899	880-989
	C	700-799	770-879
	D	600-699	660-769
	F	599 and below	659 and below
	I	Incomplete (given only in special circumstances; and only in last two weeks of course)	
	W	Withdrawal (give to students who drop after the census date but before the deadline)	

A grade of incomplete is changed if the deficiency is made up by the middle of the next regular semester, otherwise it becomes an "F." This grade is given only if circumstances beyond the student's control prevented completion of work during the semester enrolled and attendance requirements have been met, and then only in the last two weeks of a class. For a student to be granted an "I" the instructor must file an incomplete report which details which work must be completed by the student and the deadline date for the completion. The incomplete report must be signed by the instructor and the student (exception for VC students in remote areas).

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

### Specific Requirements for the Online Student-

- **Compatible Computer and Access to Blackboard-** You CANNOT take this course unless you can do the following-
  - Have regular access to a computer
  - Have a stable internet connection
  - Be able to log in to Blackboard
  - Be able to navigate in Blackboard and find your assignments
  - Be able to complete the assignments within Blackboard
  - Be able to rectify any software issues related to using Blackboard

- Be able to communicate with the instructor via email
- Know how to check to see if assignments have posted to Blackboard
- Know how to convert your time to CENTRAL time, including daylight savings time

If you cannot do ALL of the above, for the duration of the course, you must do one of the following- Borrow a friend's computer, Find a public computer, or drop the course.

**\*\*Computer incompatibility, inability to understand how to use Blackboard, getting 'kicked out' of assignments, weather-related issues, or software issues are NOT excuses for non-completion of assignments!! \*\***

**\*\*Lack of access to a textbook is NOT an excuse for non-completion of assignments!!\*\***

- **Reading Assignments-** Students will need to read along in the supplied materials and web-based materials. The labs in the textbook should be completed in a timely manner. Assessment of student reading will come from student participation in posting materials in a timely manner, student performance on quizzes, and direct questioning from the instructor (if needed). **Missing pages in your book (if a paper copy) is not an excuse for not completing reading or lab assignments. It is your responsibility to check your book for completeness if you buy a used copy. If you find pages missing, your bookstore should exchange the book for you.**
- **Discussion Board-** Two discussion board assignments will be written in this course; one is an introduction and the other is a short (1-2 pages) summary of an assigned topic, including YOUR interpretation of the facts and circumstances of reality. These will be completed on the "Discussion Board" portion of BlackBoard. Assignments will time-out on the due date at midnight, central time (allow for daylight savings time). **Do Not Request Make-Ups!** This portion of the class will comprise 10% of final grade.

**DB #1** will be a *personal introduction and statement of goals* (tell the class who you are, where you live, what you do when you aren't doing online class work, at least one interesting fact about yourself, and state your goals for both this course and for your overall health as you move forward in life). You are not required to respond to others, but this is encouraged. This assignment is worth 50 points. Obviously, there are no wrong answers, but you could still lose points for non-college-level writing (see the 'Quality of Your Work' document for details.) Late submissions will be penalized 5 points per day.

**DB #2** will be to *write an update on your progress during the course, and your plan to continue your diet/exercise regimen after the course*. How have you improved so far? What will you do when the class is over? I'm interested in a general plan with some achievable goals to which you can refer, and to which you can have someone close to you hold you accountable. This can be in paragraph form or bullet points, and needs to be substantive enough to be clear to anyone who reads it.

Responses to other students is NOT required, but may be helpful to them. Be an encourager, and don't be afraid to point out goals that may be unachievable. This is NOT a research paper, but rather an exercise in critical thinking about one's own positions regarding plans for improvement. There is no need to use citations or references unless you cite data that is not commonly known (such as research results or government reports). Even though it's not a research paper, you need to support your statements with factual material, not heresay or emotionalism. Not everyone will agree on all issues, but everyone should be able to make an argument from principle and facts (as opposed to emotions) for each area.

- Quizzes/Examinations-** Quizzes are given for each concept and will cover material from each assigned chapter of the book. The purposes of the quizzes are to assure the instructor the reading material is being read as assigned and to determine the level of competence with each concept from the textbook. Be sure to carefully read each question, and answer in context. Don't insert unnecessary words and don't misspell words, or the computer will count your answer wrong. (I will correct occasional mistakes, but I won't abide carelessness or sloppy work.) Quizzes which are missed (i.e., timed out) may *not* be made up. The student's grade on the final exam will be substituted for each missing quiz grade. (If the quiz is worth 10 points, and you make a 93 on the final exam, you'll get 9.3 points for the quiz; if you make a 45, you'll get 4.5 points, etc.) The final examination is comprehensive. It may also be waived by students who have completed all quizzes. The final exam (100 questions, multiple choice and T/F, is worth an additional 10% of the final grade (if taken), and the quizzes are worth 35% of final grade. Start your quizzes early; don't wait until the last day. You may have computer trouble or get kicked off-line; if it is Friday evening or Saturday, I almost certainly won't be available for your one free reset. **Do Not Request Make-Ups!** (The reason that makeups are not allowed isn't because I'm overly structured, it is because timed-out items in Blackboard cannot be turned back on for single students...it is the whole class or none at all. Since I can't turn it back on for everyone, I can't turn it back on for you.) **[Note: Using the Final for missing quizzes is not an optional strategy. If you miss six (6) or more quizzes, you will automatically receive an F for the course.]**
- Labs-** There will be a set of "labs" to complete on your own. Not all labs in the textbook will be assigned; use the chart below to identify the required labs. Labs not assigned may be done on an as-interested basis. Labs assigned from the textbook may require physical activity outside of class; others may only require a survey of personal information. In no case will labs be shared with the class as the information is personal and private. All labs will be verified by completing assignments on BlackBoard (35% of final grade). Labs are not locked like quizzes...you may re-enter the lab as many times as necessary to correct errors. **Do Not Request Make-Ups!** (The reason that makeups are not allowed isn't because I'm overly structured, it is because timed-out items in Blackboard cannot be turned back on for single students...it is the whole class or none at all. Since I can't turn it back on for everyone, I can't turn it back on for you.) **[Note: Remember, if you miss five (5) or more labs, you will automatically receive an F for the course.]**
- Exercise Log-** Each student will begin a regular exercise program and will keep an updated log of exercise activity during the term. This log will be turned in during the last week of the course via the Journal area in Blackboard. **Do not attempt to turn in the Exercise Log early, and do not email the log!!** (If you email it and fail to post it in Blackboard, there will be a 50-point deduction. Late submissions will also incur a 50-point deduction. Submissions after the end of the term are not accepted by University policy.) There is no specified format for these logs...you may keep them in any format that is useful to you. However, they will be posted in a Journal at the end of the course, so they must be converted into electronic format in order to accomplish this. Make sure your lab is an attachment and not simply the body of the journal. Acceptable file types include the following-

-Microsoft Excel	-PNG
-Microsoft Word	-PDF (scanned written log is OK)
-Text files	-GIF or TIF (as long as I can open it)

These exercise sessions should be comprised of an activity fitting with the student's abilities, physical condition, and interests. Regularly scheduled PT and work-related activities are allowed to be used to complete the log. All students who need physician permission to begin an exercise program should obtain such before starting the log (see Lab 3A and complete the PAR-Q there). (15% of final grade)

**Time Zone:** Please note that all listed due date times are based on Central Time (or Central Daylight Savings Time when it applies...TX \*does\* observe daylight savings time). Make adjustments for your location if you are not in the Central Time zone.

**Course Outline:** (For details, see attachments at the end of the syllabus.)

**Email Account:** As part of the basic requirements of this class, it is expected that every student will use their WBU email account. Important- You must set up your WBU email account and log into it on a regular basis. Otherwise, your emails to me from Blackboard will bounce when I try to return them to you, and you won't get a response. Email will be used by the instructor to disseminate information to students in such areas as general information, quizzes, and assignments. I prefer the email contact to phone contact, especially if you are notifying me of an absence. Whenever you contact the instructor by email, please put the assignment title (if applicable) **and section number** in the subject line of the email. If your email address does not contain your name, please add your name to the subject line as well. I can't help you if I don't know who you are or what class you are in.

**Blackboard page:** You will need your PowerCampus ID number to login to this account. Homework, assignments, quizzes, the final exam, the syllabus, and schedules will be available on the Blackboard page, along with supplementary materials and information.

**ACADEMIC HONESTY:** The following is adapted from the School of Language and Literature's Policy on plagiarism and academic dishonesty:

Writing is a collaborative art. Discussion and collaborative brainstorming are good. However, passing off another's **writing or ideas** as your own is plagiarism. It is unethical, it constitutes Academic Dishonesty (cheating), and it is sufficient grounds both for failure of a course and suspension from the university. Plagiarism does not have to be intentional. One can commit plagiarism by accident.

Common examples of plagiarism or academic dishonesty include the following:

- Copying any amount of text directly from an internet website, book, or other document without **appropriate citation** and synthesis into one's own discussion.
- Paraphrasing the ideas presented in any source or oral discussion without appropriate citation.
- Using the evidence and conclusions of any source as the controlling framework for one's own paper.
- *Recycling work from a previous or concurrent course*, even if it is your own work.
- Purchasing or otherwise downloading a paper from an internet website or other source.

In some writing assignments, you will be expected to incorporate scholarly sources into your document. ALL OF THE FOLLOWING must be met to constitute **appropriate citation** of any source:

- Including MLA, Chicago, or APA parenthetical or note-style citation format as required by the instructor.
- Placing borrowed text directly from another source within "quotation marks."
- Introducing clearly another author's voice into the document by means of a signal phrase (an introduction of that author).
- Offering, in short, a clear distinction between one's own voice or ideas and those of any outside authors brought into the discussion.

Any suspected instance of academic dishonesty, including plagiarism, will first be evaluated by the instructor and discussed individually with the student.

If the instructor determines that a student's actions constitute Academic Dishonesty, the case will be reported to the university executive vice president/provost, as per university policy. Per university policy, second offenses RESULT IN SUSPENSION FROM THE UNIVERSITY.

In this course, the first instance of Academic Dishonesty may also result in a zero on the assignment.

**Disclaimer:** The instructor reserves the right to cancel, change, modify, rearrange or otherwise divert from this document, to make changes as I deem appropriate, or to change, without notice, any of the information or

requirements if I deem such change to be appropriate, in the best interest of the class as a whole, or when necessary due to unforeseen circumstances. This syllabus is not a contract, but a set of guidelines by which the class will operate. No extra credit will be assigned or made available for this course.

**Make-ups Policy-** Since this course is asynchronous (not minute-by-minute live contact), and the units are open for at least two weeks (including labs and quizzes), **there will be NO make-ups allowed**. If your work schedule has you away from the internet for more than two weeks, contact me beforehand and we'll work something out. Missed quizzes will be replaced with the final exam grade (and please note that if you don't miss any quizzes, you won't have to take the final exam). Missed labs are missed points...they will count as a zero on your final grade. [Note: Using the Final for missing quizzes is not an optional strategy. **If you miss six (6) or more quizzes (or five (5) or more labs), you will automatically receive an F for the course.**]

**Bibliography:** TBA

## Labs Checklist

Labs are done using the textbook materials. Answers are then input into Blackboard. Labs will normally be open from midnight **Central Time** on the available date to 11:59 PM CT on the due date (TX observes daylight savings time...these are local times for TX so keep that in mind...adjust to your time zone as needed). Labs will normally open on a Monday morning and close on a Sunday night.

Labs WILL NOT be available for make-up after they close. You MUST complete the lab in the period of time in which it is available. **Do not request make-ups.** (The reason they can't be given is, once the item closes on BB, it can't be re-opened for a single student...it's the whole class or none at all.) You may start a lab, leave it, and come back to it as often as desired. **You may (and should!) re-enter labs to correct errors, as often as necessary.** If you miss five (5) or more labs, you will automatically receive an F in the course.

**IMPORTANT!** – Do not wait until the last few hours...if your computer crashes, or BB is down, etc., you won't be able to complete the lab(s) and will lose those points. The windows in which these are available are long...use the time wisely and finish a day or two early. The instructor won't be available on Friday evenings or Saturdays for resets or assistance. Start early!

Labs which are NOT COMPLETED before they time out on Blackboard CANNOT be made up!

Unit	✓	Chap	Assignment	Pts	Method of Completion	Available	Due Date
1		1	1A	30	Do the labs in the textbook, then input the answers in Course Content, Unit 1	Aug 9	Aug 22
		2	2A	40			
		3	3A	25			
		4	4A	20			
		5	5A	30			
2		6	6B	30	Do the labs in the textbook, then input the answers in Course Content, Unit 2	Aug 23	Aug 29
		7	(No lab for C7)				
		8	8B (mile walk only)	20			
3		9	9A	20	Do the labs in the textbook, then input the answers in Course Content, Unit 3	Aug 30	Sep 5
		10	(No lab for C10)				
		11	11A	20			
4		12	Read Ch. 12 (no lab)		Do the labs in the textbook, then input the answers in Course Content, Unit 4	Sep 6	Sep 12
		13	Skip Chapter 13				
		14	14C	20			
		15	15A	20			
		16	16B Do lab 16A, but you do not need to turn anything in on BB	20			
5		17	17A	20	Do the labs in the textbook, then input the answers in Course Content, Unit 5	Sep 13	Sep 26
		18	18C	25			
		19	Read ch. 19 (no lab)				
		20	20B	20			
		21	(No lab for C21)				
		22	(No lab for C22)				
		23	23A	20			
		24	(No lab for C24)				
		25	25A	20			



## Quiz Checklist

All quizzes must be completed on Blackboard by the due date. Quizzes will be unavailable after the due date, and cannot be made up. Do not request make-ups. If you cannot take the quiz on the due date, make sure to take it early. **\*\*If you do not miss any quizzes, you may waive the final exam.\*\*** If you miss six (6) or more quizzes, you will automatically receive an F in the course. The quizzes are open-book. They are also timed. The time allowed is based on the length of the quiz. Most are ten to fifteen minutes. If you have not read the chapter as assigned, you will have difficulty completing the quiz in the allotted time using the book. Once you start a quiz, you may not go back to it later. Finish it at that time.

**IMPORTANT!** - Students who wait until the last day/night before attempting a quiz are asking for trouble. If BlackBoard is down, or your computer crashes, or there's a snowstorm and the power goes out, you will miss that quiz, and will then have to take the final! The instructor won't be available on Friday evenings or Saturdays for resets or assistance. Start a day or two early!!

**The quizzes become available at midnight Central Time and will time out (vanish) at around 11:59 pm Central Time.** These times are local time in Texas (and may include daylight savings time adjustments). Please adjust your times if you are out-of-state.

### Quiz Schedule

Unit	Chapter	Pts	Time Allowed	Quiz Available	Quiz Due By	Comments
1	Pre-quiz	30	20	Aug 9	Aug 22	The <u>Pre-quiz</u> may be taken up to 3 times. All the rest are one-shot quizzes. Don't wait until the last day. If you have a computer crash, you are out of luck!!
	1	10	10			
	2	10	10			
	3	10	10			
	4	10	10			
	5	10	15			
2	6	20	10	Aug 23	Aug 29	
	7	20	15			
	8	20	10			
3	9	20	10	Aug 30	Sep 5	
	10	20	15			
	11	20	15			
4	12		No quiz	Sep 6	Sep 12	Remember, if you miss 6 or more quizzes, you get an F in the course!  Do not complete Ch. 13 (except for your own benefit).
	13		Skip Ch. 13			
	14	20	15			
	15	20	10			
	16	20	10			
5	17	20	10	Sep 13	Sep 26	No Quiz for Chapters 19, 21, 22, or 25 but read the chapters. They are very beneficial.
	18	20	10			
	19		No quiz			
	20	20	10			
	21		No quiz			
	22		No quiz			
	23	15	10			
	24	15	10			
	25		No quiz			
Final		100		Sep 27	Oct 1	Final Exam- required only if you missed one or more quizzes

## Discussion Board Instructions

- Write your DB entry by adding a new thread to each of the topical sections. Do not attempt to attach files. If you 'pre-write' your paper in other software, copy-and-paste it into the Blackboard window.
- Reply to previous postings by other students to add your comments to their posts as required. PLEASE be aware that body language isn't possible in an online forum, so you can't 'read' things like sarcasm, dry humor, or other non-verbal cues, so BE CAREFUL how you word your comments and BE AWARE that even if it sounds like someone is being insulting or rude, that is likely not the case.
- This is the place to put your opinions on these controversial subjects, but BE PREPARED to defend your opinions with facts. The instructor WILL CHALLENGE you if you post hearsay, myths, or other undocumented fallacies masquerading as facts. If you say "studies show" or "science has proven", I will insist on supporting research...I'll ask you to name those studies. Be prepared. One of my favorite quotes- "It ain't what we don't know that will hurt us...it's what we know that ain't so!" - Will Rogers
- Write your post with the same care you would write a hard-copy paper to turn in for a grade. **Do not use emoticons or other 'chatroom' slang...these will receive deductions in points.**
- Answer with complete thoughts and address your opinions in a thoughtful and complete way. Points will be deducted for laziness in your responses. This is not a research paper, it is you posting your opinions in a supported, well-thought-out way. If you haven't ever thought through your opinions, it's time you do so. Make sure you analyze your thought before writing them down, because I will (and so will the other students).
- The assignment will time out at midnight on the due date (Central Time...adjust to your time zone!).
- And finally, have some fun with it!!

Assignment	Topic	Pts	Due Date
Discussion Board #1	<p>Write a <i>personal introduction and statement of goals</i> (tell the class who you are, where you live, what you do when you aren't doing online class work, at least one interesting fact about yourself, and state your goals for both this course and for your overall health as you move forward in life). Late submissions are penalized five points per day.</p> <p style="text-align: center; color: red;">Required Responses to Others' Posts: none required, but are encouraged</p>	50	Aug 18 (Wed)
Discussion Board #2	<p style="text-align: center;"><i>Progress and Plan</i></p> <p style="text-align: center; color: red;">Required Responses to Other' Posts: none required</p> <p style="text-align: center; color: red;">Please post directly to Blackboard.</p>	50	Sep 23 (Thur)

## Exercise Log Instructions

Each student shall begin a regular exercise program (if not already involved in one) and will keep an updated log of exercise activity during the term. If the student already has a regular exercise program, he or she simply needs to log this program for the purposes of the class. No additional program is required; of course, additional exercise can be added if desired by the student.

This log will be turned in during the last week of the course.

### **Do Not attempt to turn in the Exercise Log early!!**

There is no specified format for these logs...you may keep them in any format that is useful to you. However, they will be attached to a Journal in Blackboard at the end of the course, so they must be converted into electronic format in order to accomplish this. Make sure your log is an attachment and not simply the body of the Journal entry. Acceptable file types include the following-

- Microsoft Excel
- Microsoft Word
- Text files
- Handwritten log scanned in PDF or TIF/GIF format

These exercise sessions should be comprised of activities fitting with the student's abilities, physical condition, and interests. Regularly scheduled PT and work-related activities are allowed to be used to complete the log. All students who need physician permission to begin an exercise program should obtain such before starting the log (see Lab 3A and complete the PAR-Q there).

If the Exercise Log is not submitted via the Journal by the due date, but you email it to me before the end of the course, there will be a 50-point deduction. If you do not email it before the end of the class, you will get no points for the log.

Item	How to Turn it In	Points	Due Date
Exercise Log	Attach to the Journal in the 'Exercise Log' Link	150 Pts	May be turned in anytime from Sep 27—30 (Mon-Thur)

## Finding Assignments in Blackboard

Here is a typical Blackboard control panel. (Yours may look slightly different...there may be a few more tools visible.) The tools may be in a different order, but each will function as described here.

1. **Announcements**- Course announcements appear here.
2. **Instructor information**, bio, contact info here
3. **Course information**- This is where you can find the syllabus to download, along with the other documents necessary to complete the course correctly. Download these by the first day of class.
4. **Course Content**- All the labs and quizzes assigned in the syllabus can be found here. They time in and out according to the schedule in the syllabus.
5. **Discussion Board**- Your two DB assignments will be completed here.
6. **Exercise Log**- The Journal where you will attach your exercise log is found here.
7. **Final Exam**- If you are not exempt from the Final Exam, it can be found here during the week in which it is open. See the syllabus for dates.
8. Course tools can be accessed here.

