I. COURSE INFORMATION

Term and Year: Spring 2015

Course Prefix, Number, and Title: CTCM 4/7000, Introduction to Traditional Chinese Medicine

Contact Hours (Lecture/Lab): 55 minutes of lecture once a week for 15 weeks

Number of Credit Hours: 1 credit hour

Course Description: Traditional Chinese Medicine (TCM) is one of the most famous traditional medicines in the world. Its glorious history, special theories, effective treatment methods, such as acupuncture, Chinese herbs, Tuina Therapy and physical exercises will be introduced in this course to arise your interest by professionals from China through the Confucius Institute.

Course-Level Goals:

The following course goals articulate the general objectives and purpose of this course:

1. Students will gain foundational knowledge of Traditional Chinese Medicine.

Course-Level Student Learning Outcomes:

The following student learning outcomes indicate competencies and measurable skills that students develop as a result of completing this course:

1. Discuss the history of TCM.
2. Gain knowledge about TCM including TCM theory, acupuncture, Chinese herbs, Tuina Therapy and physical exercises for healthcare.
3. Discuss the role and benefits of TCM.
4. Compare and contrast TCM and WM (Western Medicine).*

* Applicable to graduate students only.
Professionalism (Affective) Objectives:

Through this course, students will:

1. Demonstrate a positive attitude in class and in all school and professional activities by having compassion/empathy, by accepting constructive criticism, by showing respect, by being conscientiousness, and showing sincerity/genuineness.
2. Demonstrate integrity in class and in all school and professional activities by being dependable/reliable, accountable, responsible, by exercising sound judgment, by workload sharing/teamwork, by performing high quality work, by admitting mistakes, and by maintaining a Professional Code of Ethics.
3. Demonstrate appropriate communication in class and in all school and professional activities by maintaining patient confidentiality at all times, by exhibiting quality communication, by following the communication process, by perceiving others’ needs, by participating in relevant communication, by being polite, by having emotional control, by observing others, by displaying cultural sensitivity and diplomacy.
4. Demonstrate motivation in class and in all school and professional activities by being prepared for assignments and by being early or on time for all classes.
5. Demonstrate independence/leadership in class and in all school and professional activities by having respect for authority, by being adaptable, and by understand their limitations.
6. Demonstrate self-worth/assessment/altruism in class and in all school and professional activities by maintaining professional dress and grooming, by recognizing their strengths and weaknesses, and by having a desire to help others.

Instructional Methods:

The method of instruction is classroom lecture. All students are encouraged to ask questions and participate in classroom discussions.

Prerequisite(s): None.

• Note: This course is designed for health-professions students; non-health professions students interested in taking this course need instructor approval to register. For information about auditing, please see policy 3. Auditing Policy.

Department Name: Physical Therapy

College: College of Allied Health Sciences

University Mission: Our mission is to provide leadership and excellence in teaching, discovery, clinical care, and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.

II. GRADING

Your final course grade stems from the following grading opportunities:

*Applicable for undergraduate students only:

<table>
<thead>
<tr>
<th>CTCM 4000 Grading Opportunities</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Professionalism</td>
<td>5% (P/F)</td>
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<tr>
<td>Attendance</td>
<td>5%</td>
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<tr>
<td>Midterm Examination*</td>
<td>30%</td>
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<tr>
<td>Quiz (x2 Quizzes)</td>
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<td></td>
<td>Quiz 1: Covers Weeks 2 to 3 10%</td>
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<td>Quiz 2: Covers Weeks 7 to 11 10%</td>
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<tr>
<td>Final Examination*</td>
<td>40%</td>
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<td>TOTAL</td>
<td>100%</td>
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*Applicable for *graduate* students only:

<table>
<thead>
<tr>
<th>CTCM 7000 Grading Opportunities</th>
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<tr>
<td>Professionalism</td>
<td>5% (P/F)</td>
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<tr>
<td>Attendance</td>
<td>5%</td>
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<tr>
<td>Midterm Examination* (Covers Weeks 1 – 6)</td>
<td>20%</td>
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<tr>
<td>Quiz (x2 Quizzes)</td>
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<tr>
<td>Quiz 1: Covers Weeks 2 to 3</td>
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<tr>
<td>Quiz 2: Covers Weeks 7 to 11</td>
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<tr>
<td>Written Assignment*</td>
<td>20%</td>
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<tr>
<td>Final Examination* (Covers Weeks 7 – 15)</td>
<td>30%</td>
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<tr>
<td>TOTAL</td>
<td>100%</td>
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**GRADING SCALE**

Course grades will be assigned as follows:

- **A** = 90 – 100%
- **B** = 80 – 89%
- **C** = 70 – 79%
- **D** = 60 – 69%
- **F** = <60%

**III. MUST HAVES FOR THIS COURSE**

**REQUIRED COURSEPACK**

This course requires selected readings from several sources. Instead of asking you to buy each text individually, we’ve cleared copyright just for those selected readings and compiled them in a convenient and cost-effective digital coursepack. To purchase the Xan Edu course pack, please follow these instructions:

1. Open the XanEdu "Login/Register" page at: [http://coursepacks.xanedu.com/?PackId=488931](http://coursepacks.xanedu.com/?PackId=488931)
2. Click the Student Registration link.
   - Note: If you have previously registered with XanEdu, you'd just need to log in.
3. Complete the registration page and click Submit.
4. Confirm your course pack Selection
   - You are looking for course pack ID 488931, with the title "CTCM 47000: Introduction to Traditional Chinese Medicine, Li, Spring 2015."
5. Complete the purchase form.
6. You have the option to order a digital-only copy or a digital and print copy (plus shipping and handling). In either case, you will have immediate access to your digital course pack.
7. After completing the purchase, you will be taken directly to "My XanEdu" where you can access your digital course pack.

**REQUIRED SUPPLIES**

To successfully complete the D2L portion of this course, you will need the following:

- Access to a computer that:
  - meets the [GRU minimum hardware and software specifications](https://gru.service-now.com/kb_view.do?sysparm_article=KB0010680)
  - is connected to the Internet.
- The latest version of Adobe Reader, which is available for free at [http://get.adobe.com/reader/](http://get.adobe.com/reader/)
- The latest version of Microsoft Office Word or Office 365, which is available for free to GRU students via [https://gru.service-now.com/kb_view.do?sysparm_article=KB0010680](https://gru.service-now.com/kb_view.do?sysparm_article=KB0010680)
The latest version of QuickTime, which is available for free at http://support.apple.com/kb/DL837
The latest version of Java, which is available for free at http://java.com/en/download/index.jsp
The latest version of Symantec Anti Virus, which is available for free to GRU students via https://gru.service-now.com/ess/kb_view.do?sysparm_article=KB0010407

PREREQUISITE KNOWLEDGE/SKILLS

In order to be successful in this course, you need to already have the following competencies:
• basic computing skills
• basic emailing skills
• basic word-processing skills
• basic D2L skills.

Please contact your instructor (and advisor) if you feel you are not meeting some of these competencies.

IV. SCHEDULE

The following schedule indicates:
• what you'll be able to do (i.e., learning outcomes)
• how you'll gain those abilities (i.e., learning activities)
• what you will learn to be able to gain those abilities (i.e., instructional topics)

Note: For ease of expression in the schedule, we've used the following abbreviations to indicate the source of the required readings from the course pack:

Week 1: Intro to TCM | Prof. Wenxin Zhou
January 12, 2015

Learning Outcomes
By the end of this week, you will:
• understand the purpose of this course, how to succeed in the course, and how to use the D2L part of the course
• the history of TCM
• the characteristics of TCM.

Learning Activities
• Course Pack Reading:
  o CAM: Chapter 1, A Brief History of Chinese Acupuncture and Moxibustion

Instructional Topics
• Course Introduction
• History of TCM
• Introduction to TCM

Week 2: Yin-Yang Theory Overview | Dr. Heng Li
January 19 - 23, 2015 Fully Online

Important Note
• Due to the MLK holiday, we will not meet in class for Week 2 and office hours will not be held on 1/19. Instead, we'll have a fully online, asynchronous class the week of January 19 – 23, 2015. Complete this class at your pace by 1/23. Please note that mastery of this class’s material is essential for your success taking Quiz 1. Take full advantage of the Questions and Answers forum and/or come see Dr. Li during office hours on January 26, 2015.
Learning Outcomes

By the end of this week, you will:
- understand the concept of Yin-Yang
- apply Yin-Yang in daily life
- apply Yin-Yang in TCM.

Learning Activities
- Course Pack Reading:
  - CAM: Chapter 2, Yin-Yang and the Five Elements
    - I. Yin-Yang
  - Online Discussion: Yin-Yang Applications

Instructional Topics
- Online Lecture: Yin-Yang Theory

Week 3: Five Elements Theory Overview | Dr. Heng Li  January 26, 2015

Learning Outcomes

By the end of this week, you will:
- understand the concept of five elements
- apply five elements in daily life
- apply five elements in TCM.

Learning Activities
- Course Pack Reading:
  - CAM: Chapter 2, Yin-Yang and the Five Elements
    - II. The Five Elements
  - Quiz 1: Covers Weeks 2 – 3 (In Class Activity)

Instructional Topics
- The Five Elements Theory

Week 4: Qi and Blood Theories Overview | Dr. Heng Li  February 2, 2015

Learning Outcomes

By the end of this week, you will:
- understand the concepts and physiological functions of qi and blood in TCM
- apply qi and blood theory in TCM.

Learning Activities
- Course Pack Reading:
  - CAM: Chapter 4, Qi, Blood, and Body Fluid
    - I, Qi
    - II, Blood

Instructional Topics
- Qi
- Blood

Week 5: Zang-Fu Organs Overview, Part I | Dr. Heng Li  February 9, 2015

Learning Outcomes

By the end of this week, you will:
• understand the physiological functions of zang organs
• have a brief understanding of fu organs.

Learning Activities
• Course Pack Reading:
  • CAM: Chapter 3, The Zang-Fu Organs
    o I, The Five Zang Organs
    o II, The Six Fu Organs

Instructional Topics
• Zang Organs
• Fu Organs

**Week 6: Zang-Fu Organs Overview, Part II | Dr. Heng Li**

February 16, 2015

**Learning Outcomes**

By the end of this week, you will:
• understand the relationship between zhang-fu organs and yin-yang and five-elements theories
• compare and contrast internal organs in TCM and WM (Western Medicine).

**Learning Activities**

• Course Pack Reading:
  • Review CAM: Chapter 3, The Zang-Fu Organs
    o I, The Five Zang Organs
    o II, The Six Fu Organs

**Instructional Topics**

• Zang-Fu Organs and Yin-Yang/Five-Element Theories
• Internal Organs in TCM and WM

**Week 7: Causes of Disease Overview | Dr. Heng Li**

February 23, 2015

**Computer Lab**

**Important Note**

• This week's class will meet in the EC 2204 computer lab to have the lecture and take the midterm exam.

**Learning Outcomes**

By the end of this week, you will:
• understand the causes of diseases in TCM
• compare and contrast courses of diseases in TCM and WM.

**Learning Activities**

• Course Pack Reading:
  • CAM: Chapter 11, Aetiology and Pathogenesis
  • Midterm Examination (Covers Weeks 1 – 6)

**Instructional Topics**

• Causes of Disease in TCM

**Week 8: Diagnostic Methods Overview, Part I | Dr. Heng Li**

March 2, 2015

**Learning Outcomes**

By the end of this week, you will:
• understand the four diagnostic methods in TCM.
### Week 9: Diagnostic Methods Overview, Part II | Dr. Heng Li  March 9, 2015

**Learning Outcomes**

By the end of this week, you will:
- compare and contrast diagnosis approaches in TCM and WM.

**Learning Activities**

- Course Pack Reading:
  - Review CAM: Chapter 12, Diagnostic Methods

**Instructional Topics**

- The Four TCM Diagnostic Methods

### Week 10: Meridians and Acupoints Overview | Prof. Wenxin Zhou  March 16, 2015

**Learning Outcomes**

By the end of this week, you will:
- understand the classification of meridians
- understand the classification of acupoints
- locate 2+ commonly used acupoints.

**Learning Activities**

- Course Pack Reading:
  - CAM: Chapter 5, The Meridians and Collaterals
    - I, The Basic Concept of the Meridians and Collaterals:
    - II, The Twelve Regular Meridians

**Instructional Topics**

- Meridians
- Acupoints

### Week 11: Acupuncture, Moxibustion, and Cupping Overview | Prof. Wenxin Zhou  March 23, 2015

**Learning Outcomes**

By the end of this week, you will:
- understand common acupuncture techniques such as filiform needling, moxibustion, and cupping therapy.

**Learning Activities**

- Course Pack Reading:
  - Chapter 14, Acupuncture Techniques
    - I, Filiform Needle Therapy
    - II, Needling Methods
    - III, Precautions, Contraindications and Management of Possible Accidents in Acupuncture Treatment
  - Chapter 15, Moxibustion and Cupping Method
  - Chapter 16, A General Introduction to Acupuncture Treatment
    - I, General Principles of Treatment
Instructional Topics
- Common Acupuncture Techniques and Applications
- Moxibustion Therapy
- Cupping Therapy

Week 12: Tuina Overview | Prof. Wenxin Zhou  March 30, 2015

Learning Outcomes
By the end of this week, you will:
- understand the concept and indications of Tuina therapy.

Learning Activities
- Course Pack Reading:
  - Tuina: Chapter 1, Basic Knowledge:
    - 1.1, An Outline
    - 1.2, Acting Principles of Tuina
  - Quiz 2: Covers Weeks 7 – 11 (In Class Activity)

Instructional Topics
- Tuina Overview

Week 13: Herbal Medicine Overview | Dr. Heng Li  April 13, 2015

Learning Outcomes
By the end of this week, you will:
- understand the TCM concept of herbs
- understand the nature and flavor of herbs
- understand the application of Chinese herbs.

Learning Activities
- Course Pack Reading:
  - Herbs: General Introduction
    - 1, Properties and Actions of Chinese Medicinal Herbs
  - A Visit to the Confucius Institute Museum (In Class Activity)

Instructional Topics
- Herbal Medicine Overview
- The Nature, Flavor, and Application of Herbs

Important Note
- There is no class on 4/6 (spring break)

Week 14: Health Cultivation Overview | Dr. Heng Li  April 20, 2015

Learning Outcomes
By the end of this week, you will:
- understand the concept and basic principles of TCM health cultivation
- compare and contrast TCM and WM.

Learning Activities
- Written Assignment (To Be Submitted via D2L Dropbox)
Week 15: Qi Gong and Taiji Overview | Dr. Heng Li

April 27, 2015

Learning Outcomes
By the end of this week, you will:
• understand the concept and basic principles of practicing qi gong and taiji
• compare yoga with qi gong and taiji.

Learning Activities
• no readings this week ^__^

Instructional Topics
• Qi Gong
• Taiji

Final Examination (Covers Weeks 1 – 15) | Dr. Heng Li
February May 4, 2015 Computer Lab

Important Note
• The final examination will take place Monday, May 4th between 4 and 5 pm, in the EC 2204 computer lab.

V. POLICIES

Instructor, department, college, and university policies governing this course are listed below.

1. ATTENDANCE POLICY

The GRU Attendance Policy (available at http://policy.gru.edu/3-7-2-attendance-policy/) essentially states that:
• you are expected to punctually attend all classes from the first to the last day of the term
• your instructor will monitor both your attendance and participation
• there are academic penalties for excessive absenteeism.

2. POLICY FOR INCLEMENT WEATHER OR OTHER EMERGENCIES

To determine whether or not to attend classes during severe weather conditions or other emergencies, proceed according to the following guidelines:
• Go to http://news.gru.edu/alert and check announcements.
  o Do not attend classes beginning within 30 minutes of the emergencies announced.
  o If applicable, notify your practicum sites if your classes have been suspended.
• Be prepared; learn more from the GRU Critical Event Preparedness and Response (CEPaR) at http://gru.edu/cepar/.
  o Classes are cancelled and/or suspended to reduce the loss of life and/or property during critical events; do not take unnecessary risks.

3. AUDITING POLICY

The GRU Auditing Policy (available at http://policy.gru.edu/3-3-5-auditing-classes-policy/) states that:
"Regularly enrolled students at Georgia Regents University may register for courses as auditors. No academic credit shall be awarded to students enrolled on this basis. No changes from audit to credit or credit to audit will be permitted after the last day of the schedule adjustment period. Students auditing courses will be required to pay regular fees for enrollment. Courses taken as audits do not count toward financial aid eligibility. A student enrolled as an auditor is expected to attend class regularly and perform such other tasks as may be assigned by the instructor. An auditor who does not attend class regularly may be dropped from the class with a grade of W."

Auditing students are welcome to join the class for maximum a third of the semester (i.e., 5 classes).
4. COMMUNICATION POLICY

4.1 POLICY ON POSTING OF GRADES

Barring any unforeseen difficulties (e.g., illness), examinations and quizzes will be graded within a week of the due date. Grades are available via the D2L Gradebook. Please check your grades regularly and contact your instructor should you have any questions about your grades or feedback.

4.2 EMAIL

• Email personal questions to your course instructor (rather than sharing them in public D2L discussion forums).
• Give each email a descriptive subject line using the following naming convention: "Course Prefix and Number, Your Name, and the Subject." For instance, if Jane Doe wanted to email her instructor about her Quiz 2 grade in the CTCM 4000 class, she would use the following subject line: "CTCM 4000, Jane Doe, Quiz 2 Grade."
• Any emails sent to the course instructor will get answered within 48 hours, usually much sooner.
• Please check your email regularly.

5. CLASSROOM ETIQUETTE POLICIES

Kindly turn off electronic devices in class, to avoid disturbing the class.

6. D2L POLICY

This course uses D2L to distribute course information, have discussions, submit papers, and post grades.

7. GRADING POLICY

7.1 MAKE-UP POLICY

If you have a documented, legitimate reason for missing an assignment deadline and that reason was communicated to the course instructor in a timely fashion, you may make up the respective assignment up to a week after the original deadline, and no later than the last day of class. Please allow 7 business days for the course instructor to grade and provide feedback to the respective make-up assignment.

7.2 GRADING SYSTEM POLICY

The GRU Grading System Policy (available at http://policy.gru.edu/3-4-2-grading-system-policy/) states that: "Georgia Regents University uses the 4.00 grade point average system as required by the University System of Georgia. Grades are calculated and truncated at two significant digits. This policy relates grade points to grade letters and defines symbols and terms approved for use in grading at Georgia Regents University."

7.3 GRADE CHANGE POLICY

The GRU Grade Change Policy (available at http://policy.gru.edu/3-3-6-grade-change-policy/) "provides the guidelines for processing a grade change for a final grade. Incomplete grades are not considered final and are governed by the Incomplete Grade Policy."

7.4 INCOMPLETE GRADE POLICY

The GRU Incomplete Grade Policy (available at http://policy.gru.edu/3-4-3-incomplete-grade-policy/) states that: "A student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete ("I") grade. A form must be completed to assign the incomplete grade and must include justification. A student who has received an "I" grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an "F" grade."

8. STUDENT ACADEMIC APPEALS POLICY

The GRU Academic Appeals Policy (available at http://policy.gru.edu/3-1-5-student-academic-appeals-policy/) provides a means to appeal in cases where administrative decisions have been made which may negatively impact your academic career.
9. STUDENT GRIEVANCE POLICY

The GRU Student Grievance Policy (available at http://policy.gru.edu/3-1-3-student-grievances-policy/) aims to resolve student academic grievances resulted from faculty actions.

10. ACADEMIC CONDUCT POLICY

The GRU Academic Conduct Policy (available at http://policy.gru.edu/3-1-4-academic-conduct-policy/) states that: "The University recognizes that honesty and integrity are necessary to its academic function. The following regulations protect the equity and validity of the university’s grades and degrees, and help students develop ethical standards and attitudes appropriate to academic and professional life. Violations of academic honesty include cheating of all kinds, plagiarism, fraudulent research activity and/or scholarship, collusion, and false statements made to avoid negative academic consequences. [...]"

All students are asked to digitally sign a pledge to uphold the Honor Code prior to submitting any graded academic assessment. The pledge states:

“I am the student whose name is shown on top of this examination and I am the person who completed this examination. I neither received from, nor gave assistance or supportive resource to any other person to answer the questions on this examination. The questions on this examination were answered by me without help of textbooks, notes, digital or Web media of any kind, or any other individual. I pledge, to the best of my knowledge that I observed or know of no violation of GRU Honor Code having taken place involving myself or other students.”

The course faculty regularly monitor student activities for evidence of academic dishonesty during all academic activities both on- and off-campus. Please be aware that any student found giving or receiving unauthorized assistance in the preparation of any quiz, assignment, or examination to be submitted as a requirement for a course or exhibiting any type of dishonesty will be evaluated by the course faculty and may be brought before the Student Judiciary Committee for due process and action.

Note that lying, attempted cheating, stealing, or attempted stealing, failure to report the knowledge of an Honor Code violation, and failure to protect the confidential nature of the patient-professional relationship as required by the Health Insurance Portability and Accountability Act (HIPAA) are treated as an act of academic dishonesty.

11. USE OF COPYRIGHTED MATERIALS POLICY

The GRU Policy for the Use of Copyrighted Materials (available at http://policy.gru.edu/16-4-1-policy-for-the-use-of-copyrighted-materials/) states that you are responsible for obtaining appropriate permission for use of all copyrighted materials submitted in your endeavors at the University.

12. POLICY ON ACCOMODATING STUDENTS WITH DISABILITIES

The GRU Accommodating Students with Disabilities Policy (available at http://policy.gru.edu/4-1-1-accommodating-students-with-learning-disabilities/) "ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Georgia Regents University." For information on how you can obtain accommodations, please refer to section IV. Support Services of this syllabus.

VI. SUPPORT SERVICES

TECHNICAL SUPPORT

If you need technical assistance at any time, contact the 24-hour GRU Service Desk at (706) 721-4000 or at http://gru.edu/its/help. Additionally, Monday through Friday from 8 am to 5 pm EST/EDT (excluding University holidays), you can also chat with a technician at http://support.gru.edu/.

RESEARCH SUPPORT

For support with your research needs, please contact the College of Allied Health Sciences librarian, Ms. Maryska Connolly-Brown, MAT, MLIS at (706) 721-9906 or mconnollybrown@gru.edu. You can stop by her desk in AB-203 (daily) or take advantage of her embedded hours in EC-1207 B on Tuesdays and Thursdays from 12 to 1:30 pm.
TESTING AND DISABILITY SERVICES

Georgia Regents University is committed to making online courses accessible to and usable by persons with disabilities in order for students to obtain maximum benefit from their educational experience. To request academic accommodation services, please contact the Testing and Disability Services office at tds@gru.edu and/or (706) 737-1469 as soon as possible, to begin the process. Please note that all discussions with Testing and Disability Services are subsequently with your course instructor are confidential and are meant to insure that your accommodations are appropriately implemented throughout the course. For more information, please visit http://www.gru.edu/admin/tds.

VII. ADDITIONAL GRU RESOURCES

ACADEMIC COMPUTING LABS

For information on academic computing labs and assistance with various computer applications available at the various such labs, please visit http://www.gru.edu/art/academiccomputing.html.

GRU STUDENT MANUAL

You can access the latest GRU student manual from www.gru.edu/students/conduct/documents/studentmanual.pdf.

INFOCENTRAL

You can obtain information on registration topics—from admissions to enrolling in classes, financial aid and most everything in between by visiting http://www.gru.edu/infocentral.

VIII. DISCLAIMER

RESERVATION TO THE SYLLABUS

The course instructors reserve the right to make changes to the course syllabus and schedule with reasonable notice to the students.

IX. FOOTOTES

Basic computing skills: turn your computer on and off; launch and close computer programs; open and close files; save files in a specific location, with a specific name, and in a specific file format; reduce file sizes; organize files into with folders; print; use an antivirus to protect your computer; access and use the help menu to troubleshoot computer problems.

Basic emailing skills: access your email application; open email messages; open, save, and print email attachment; create, save, and send a new message; attach a file to an email message.

Basic word-processing skills: access your word-processing application; work with font types and sizes, paragraphs, headers and footers, citations, tables, charts, pictures, comments, and Track Changes; save as DOC or as PDF.

Basic D2L skills: access D2L; locate class announcements (news); check attendance through the Attendance area; find the instructor and classmates through the Classlist area; access the course itself through the Content area; access discussions through the Discussions area; access grades through the Grades area; navigate modules and files; expand and collapse (sub)modules; download files; save files.