Centre for Innovation in Teaching and Learning

CITL Online and E-Learning Guidelines and Standards

The following guidelines and standards are provided by CITL to assist staff in engaging in online delivery. Please contact the CITL if you have questions or need assistance in applying these guidelines or standards in your courses.

Contents
- **CITL Project Development**
- **Accessibility**
- **Intellectual Property**
- **Technical Interoperability**
- **Content Management**

CITL Project Development
All courses delivered by CITL follow our document Project Development Process.
- **CITL Project Lifecycle**
- **CITL Project Application Form**
- **CITL Project Selection Criteria**

Accessibility
All courses delivered by USP must comply with the **USP Accessibility Policy**. The following materials may also be useful:
- **CITL Project Accessibility Review Template v 2.3**
- **W3C WAI Web Content Accessibility Guidelines 1.0**
- **Introduction to teaching disabled students**

Intellectual Property
Teaching materials produced by academics, including their lecture notes remain the property of the individual academics in line with the USP Intellectual Property Policy. Materials developed by CITL remain the property of USP. All CITL projects will include an Intellectual Property Agreement. Contractors will also sign an IP Agreement as per the supplied template. Use of teaching materials outside of USP requires a properly executed License Agreement.
- **USP Intellectual Property Policy**
- **CITL Project Intellectual Property Agreement Template v1.1**
- **CITL Contractor IP Agreement Template v 2.1**
- **USP Licensing Agreement Template v 1.0**

Technical Interoperability
All CITL systems and development projects are now being developed in line with the JISC/DESC E-Framework, consistent with the USP ITS. Please consult the draft USP Technology Plan for details. All materials developed by CITL will be distributed and archived as IMS Compliant Learning Objects.
- **USP Technology Plan [Draft 0.3.1]**
- **JISC/DESC E-Framework Site**
- **IMS Content Packaging v1.1.4**

Content Management
- **USP Content Management Plan**
- **IEEE LOM Metadata Standard 1484.12**

Centre for Innovation in Teaching and Learning

Important USP Policies and Statutes for Online Learning

The following list contains a selection of key polices and statutes which impact on online learning. This is not a complete list of policies and statutes and the **Policy Repository** should be used for a definitive list. Please contact the CITL if you have questions or need assistance in applying these policies and statutes in your courses.

Contents
• **Accessibility**
• **Assessment**
• **Intellectual Property**

Accessibility
• **USP Accessibility Policy**

Assessment
• **USP Assessment Handbook**
• **USP Assessment Statute**

Intellectual Property
• **USP Intellectual Property Policy**
• **USP Licensing Agreement Template v 1.0**

Is Studying Online a Good Idea for You?

Most USP courses complement face to face sessions with online resources including communication facilities. In order to get the most out of your courses you need to use these efficiently and effectively. This checklist will help you determine whether you have the skills and knowledge of computer use needed to do well in your studies online.

	Yes	No
Do you have access to a computer that you can use for study	❏	❏
Are you familiar with creating documents in applications like Word and Excel	❏	❏
Do you have a reliable Internet connection	❏	❏
Can you check email regularly	❏	❏
Can you 'surf' the web and find web pages for particular topics	❏	❏
Does your computer pass the USP Computer Health Check?	❏	❏
Are you comfortable with discussing topics online with other students	❏	❏
Are you organised and able to schedule regular online study periods	❏	❏

If you answer yes to all of these questions then you're all set to study online at USP.

If you have answered no to one or more of these questions then you should consider taking a USP Online Preparation Workshop before enroling in an online course.

Support is available to students from 7am to 11pm (NZST) every day through the Student Services Level 2, Robert Scott Building, or phoning 555-6080, email student_support@usp.edu.aq. Please provide your USP student ID number when emailing problems. You can also use the web form available at http://www.usp.edu.aq/Online/Support/ to request assistance.

USP Computer Compatibility Checker

This webpage will automatically test your setup to ensure that it is able to access the full range of Blackboard and other USP online services. You must have Javascript enabled for it to work correctly.

	OK
Your browser is Safari	✔
Your browser version is 125.7	✔
Your browser supports JavaScript version 1.5	✔
Flash is installed: version 6	✔
Quicktime is installed: version 6.01	✔
Java is installed: version 1.4.2	✔
You will not be able to use the Journals facility with this browser Mozilla Firefox is recommended for MacOS X	✘

Blackboard is compatible with the following browsers:

		Internet Explorer			Netscape		Apple Safari	
		5.2	5.5	6.0	4.78	7.1	1.0	1.1
Windows	Windows 2000*	x	Y	Y	C	Y	x	x
	Windows XP	x	C	Y	C	Y	x	x
Macintosh	OS 10.2	Y	x	x	C	Y	Y	x
	OS 10.3	C	x	x	C	Y	x	Y

Y = certified and 100% supported by Blackboard
C = compatible; limited testing; Blackboard is not aware of any issues
x = not supported
*Windows 2000 configurations also apply to Windows 95, 98, or ME

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PENG201 Library Support Resources

The following resources are provided through the USP Library as a starting point for your own reading and study in addition to the materials provided in Blackboard. Students are encouraged to read beyond the supplied materials in order to get a more complete and detailed understanding of the specific topics. You can also find tutorials and other information here: http://www.usp.edu.aq/Library/Tutorials/.

Librarian: George Stock
            e-mail: George.Stock@usp.edu.aq

You can also get assistance from the library reference desk which is open between 8am and 6pm Monday to Friday in the Library building lvl 1.

Contents
- Citations and Referencing
- Plagiarism
- Books
- Journals
- Databases
- AV Resources
- Tutorials

Citations and Referencing
You must attribute all sources that you use when creating your own work. In PENG201 you are expected to cite sources and provide the references in a bibliography in the APA format. You can find more information on APA citation here: http://www.psywww.com/resource/APA%20Research%20Style%20Crib%20Sheet.htm. If you have any questions please contact the course Librarian or Coordinator.

Plagiarism
Plagiarism is misrepresenting someone else's work as your own, intentionally or otherwise. You must acknowledge your sources fully and appropriately. You can find further information on avoiding plagairism and the consequences here: http://www.usp.edu.aq/policy/Plagiarism/

Books
Boothe E. C., & Williams, R. (1993). *Penguin identification manual* (3rd ed.). Chicago: University of Chicago Press.

Hank, W. (1979). *Penguins I have known*. New York: Macmillan.

Stephen, D. G. (1985). Intergroup relations. In G. Wilson & J. Jessop (Eds.), *The handbook of penguin social psychology* (3rd ed., Vol. 2, pp. 599ñ658). New York: Random

Communicating Online Effectively

Most USP courses provide an online discussion forum through the Blackboard course website. These are a great place for asking questions relating to your course as they provide a means for sharing the answers for everyone's benefit. Please don't use the discussion forums to discuss personal or private matters - use the USP email account to speak directly with your lecturers or other students.

Communicating online is a skill which you will need to practice in order to become proficient. There are guidelines for communicating online ('netiquette') which will assist you in effective and polite online conversations. You can find more information on Netiquette here: http://www.faqs.org/rfcs/rfc1855.html. Please note that all online communications by staff and students are governed by the University policies and statutes.

Discussion forums are intended to assist all of the students in their achieving the objectives of the course. You are encouraged to post questions and to contribute in discussing and answering the questions raised by other students and the lecturers. Online discussions complement and support the materials provided online and through lectures and may contribute to assessment, including examination questions.

Discussions consist of individual contributions or 'posts' which are organised into 'threads' chronologically as responses are made to particular posts. When posting you should consider whether your post is a response to an existing post or is a new topic which should start a new thread. Your posts should always have a clear subject that identifies what is being discussed, don't be afraid to change the subject if a discussion moves away from the original subject or if the subject provided is not clear.

All discussion contributions will remain available for the duration of the course so take your time to think through what you are saying and remember to refer to older conversations when revising or studying.

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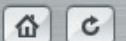
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Can you 'surf' the web and find web pages for particular topics	❑	❑
Does your computer pass the USP Computer Health Check?	❑	❑
Are you comfortable with discussing topics online with other students	❑	❑
Are you organised and able to schedule regular online study periods	❑	❑

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Blackboard

Login

Welcome to the University of the South Pole Academic Portal

Student Help Brochure

To download a PDF version of the *Student Blackboard Brochure* with information about access to Blackboard and an overview of its features please click on the link below:

bb6_student_brochure_2005.pdf

Student Support

Support is available to students from 7am to 11pm (NZST) every day through the Student Services Level 2, Robert Scott Building, or phoning 555-6080, email student_support@usp.edu.aq. Please provide your USP student ID number when emailing problems. You can also use the web form available at http://www.usp.edu.aq/Online/Support/ to request assistance.

Staff Support

Technical support is available to staff from 7am to 11pm (NZST) every day through the ITS Level 4, Robert Scott Building, or phoning 555-5555, email its_support@usp.edu.aq. Please provide your USP login when emailing problems. You can also use the web form available at http://www.usp.edu.aq/ITS/Support/ to request assistance.

Support in using Blackboard for teaching is availble from CITL http://www.citl.edu.aq/blackboard/

Blackboard

COPYRIGHT WARNING

You are being provided with copies of copyright material made for educational purposes. These include extracts of copyright works copied under copyright licences. You may not make these materials available to other persons, nor make a further copy for any other purpose. Failure to comply with the terms of this warning may expose you to legal action by a rights owner and/or disciplinary action by the University.

By logging into Blackboard you are acknowledging this warning and agreeing to comply with its terms.

Student Support

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Support in using Blackboard for teaching is availble from CITL http://www.citl.edu.aq/blackboard/

Login Here

Important: To use Blackboard you need to enable Cookies and Java in your web browser

Username:

Password:

(Login)

Click the **Preview** button below to access as a guest.
(Preview)

Home Help Logout

My Blackboard | USP Courses | Support | Library

Welcome, Stephen

(Contents) (Layout)

Tools

- 📖 VUW Student Change Password
- 📖 Victoria University Student Email
- 📖 Set Text Box Editor Options
- 📖 Set CD-ROM Drive
- 👤 Announcements
- 📋 Tasks
- 📅 Calendar
- 📊 View Grades
- 📖 Address Book

My Announcements ⊖ ✏

No system announcements have been posted today.

05.2.PENG201 Penguin Husbandry
- Essay 2 Deadline

05.2.PENG311 Penguin Diseases
- Dying penguins
- Examination time and place

more.......

Staff Information ⊟

My Tasks ⊖ ✖

No tasks due.

more.......

My Courses ⊖ ✏

Courses you are teaching
📖**05.2.PENG201 Penguin Husbandry**
Announcements
- Essay 2 Deadline

📖**05.2.PENG311 Penguin Diseases**
Announcements
- Dying penguins
- Examination time and place

📖**05.2.PENG312 Penguin Anatomy**
(Unavailable)
No Announcements

Student Support ⊖ ✖

Support is available to students from 7am to 11pm (NZST) every day through the Student Services Level 2, Robert Scott Building, or phoning 555-6080, email **student_support@usp.edu.aq**. Please provide your USP student ID number when emailing problems. You can also use the web form available at **http://www.usp.edu.aq/Online/Support/** to request assistance.

Staff Support ⊖ ✖

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Support in using Blackboard for teaching is availble from CITL http://www.citl.edu.aq/blackboard/

Screenshot 1

http://blackboard.usp.edu.aq/webapps/portal/fram

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USP Courses > 05.2.2PENG201: PENGUIN HUSBANDRY > ANNOUNCEMENTS

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VIEW TODAY | VIEW LAST 7 DAYS | VIEW LAST 30 DAYS | VIEW ALL

October 26, 2005 - November 02, 2005

Tue, Sep 27, 2005 -- *Essay 2 deadline*   Posted by Stephen Marshall
Hi everyone, just to confirm - the deadline for the second essay will be 12 midnight on the 16th of October. There can be no extensions to this deadline as I need to be able to get the final grades into the University so Honours can be assessed.

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Bb
Blackboard

Blackboard Learning System™ (Release 6) *Blackboard Learning and Community Portal System™ (Release 6)* - 6.2.3.23
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Accessibility information can be found at http://access.blackboard.com.

Screenshot 2

http://blackboard.usp.edu.aq/webapps/portal/fram

Home Help Logout

My Blackboard | **USP Courses** | **Support** | **Library**

USP Courses > 05.2.2PENG201: PENGUIN HUSBANDRY > COURSE DOCUMENTS   EDIT VIEW

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Week 1: 15 July The art and science of penguin care and husbandry
Introduction to the course and overview of the field of Penguin Husbandry

Week 2: 22 July Basic penguin lifehistory
An introduction to the lifecycle of penguins

Week 3: 29 July Identification of penguin species
How to identify various species and morphs of penguins including an introduction to penguin handling [Practical session]

Week 4: 5 August Penguin diet and feeding
Feeding penguins [Practical session]

Week 5: 12 August Penguin handling and grooming
Individual practical work on handling penguins [Practical session]

Week 6: 19 August Penguin management
Overview of penguin management and care issues

http://blackboard.usp.edu.aq/webapps/portal/fram

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Introduction
This course outline contains important information for all students enrolled in PENG201 Penguin Husbandry. Please read all of this document. If you have any questions or concerns please contact the Course Coordinator. Additional information and notices will be provided through the course Blackboard site http://blackboard.usp.edu.aq and to your USP email address, you are expected to check both regularly.

Course Description
This course introduces students to the care and handling of penguins in the Antarctic environment. It involves both a practical and theoretical exploration of the development and lifecycle of penguins. Students will have the opportunity to work with penguins of different species.

Course Objectives
The objectives of this course are to:
a) Enhance student knowledge of penguin species present in Antarctica;
b) Provide students with an understanding of the needs of penguins and the ability to assess the health and needs of penguins;
c) Provide students with techniques for dealing with common penguin requirements.

Course Skills
On completion of the course, you are expected to demonstrate the following skills:
• Ability to identify common penguin species.
• Ability to identify and describe common health problems encountered when raising and caring for penguins.
• Ability to construct a plan for managing populations of penguins taking into account a range of penguin requirements.
• Ability to analyse a penguin population and identify priorities for care and management.
• Understanding of the current literature and research on penguin husbandry.

Course Prospectus
PENG201 Course Outline 2005 (PDF) (206672 Bytes)
This is a printable version of the important information about this course.

Learning Resources

Assessment

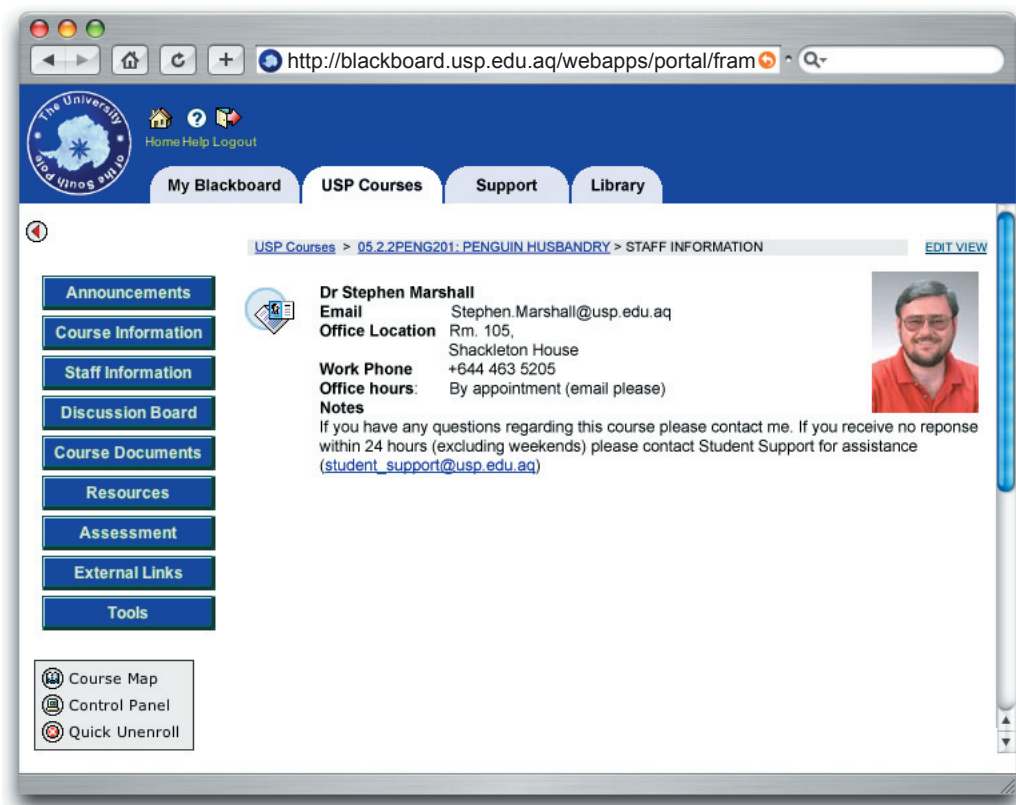**Getting Help**

Learning Online

General University Requirements

Conduct

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Students with Disabilities

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http://blackboard.usp.edu.aq/webapps/portal/fram

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Dr Stephen Marshall
Email   Stephen.Marshall@usp.edu.aq
Office Location Rm. 105,
                     Shackleton House
Work Phone   +644 463 5205
Office hours: By appointment (email please)
Notes
If you have any questions regarding this course please contact me. If you receive no reponse
within 24 hours (excluding weekends) please contact Student Support for assistance
(student_support@usp.edu.aq)

Student Learning Support Services

About Us
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Postgrad students
Mature students
Maori students
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Postgraduate seminars
Statistics seminars
One-to-one assistance
Peer writers
PALS
Conversation groups
PASS
Self-help resources

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Plagiarism
Internationalisation

Successful Study
Managing your time
Researching effectively
Taking effective notes
Reading effectively
Thinking critically
Writing your assignment
Avoiding plagiarism
Referencing carefully
Practising your grammar
Improving your memory
Passing exams
Giving oral presentation
Achieving in Maths and Statistics

Student Support Services

Don't think of us as your last resort... We are here to help YOU.
Check out our services:

Contacting Support
Support is available to students from 7am to 11pm (NZST) every day through the Student Services Level 2, Robert Scott Building, or phoning 555-6080, email student_support@usp.edu.aq. Please provide your USP student ID number when emailing problems. You can also use the web form available at http://www.usp.edu.aq/Online/Support/

Student Learning Support Service
Get the maximum benefit from your studies as USP with our one-to-one assistance, general workshops on effective learning techniques, English skills support including essay writing, citation and plagiarism assistance and more
One-to-One Assistance, Workshops, Essay-Writing, More...

Accommodation Service
Want to know your options for accommodation? You can find information on the University Halls of Residence, options for private flatting and more:
Halls of Residence, Private Flatting, Homestay, More...

Career Development and Employment
When your studies are complete we can help you with career advice, access to job listings, assistance with preparing your CV and more:
Career Advice, CareerHub, CV Checking, More...

Counselling Service
We provide a free, professional service to help you work through any personal or academic issues that may be affecting you. Find out more:
Appointments, Aegrotats, Common Concerns, More...

Creches
Get the best possible care for your child while studying. Find out more:
Who may use the Creche?, Bookings, More...

Disability Support Services
Your studies should be unaffected by any permanent or temporary impairment. We can provide personal support and information along with eligibility requirements and more:
Eligibility, Personal Support, Access Arrangements, More...

Recreation Facilities
USP provides an extensive array of indoor and outdoor recreation facilities designed to ensure your health during your studies and through the long Antarctic night. Remember - exercise is key to managing the blues during the 'long dark'. Details on facilities, professional training, sports teams and booking are available:
Eligibility, Access Arrangements, Bookings, More...

Student Computing Service
All on-campus students are entitled to free access to a number of general and specialist IT and computing facilities on campus including access to the USP Wireless Network. You can find out information on access, restrictions on use and support information:
Support and other assistance, Access Arrangements, Bookings, More...

Student Finance Advisory Service

Screenshot 1:

http://blackboard.usp.edu.aq/webapps/portal/fram

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USP Courses > GuestCourse > ANNOUNCEMENTS

VIEW TODAY | VIEW LAST 7 DAYS | VIEW LAST 30 DAYS | VIEW ALL

October 26, 2005 - November 02, 2005

Wed, Mar 13, 2005 - Welcome *permanent notice*   Posted by Stephen Marshall
Welcome to the USP Guest course. This course is available to any visitor at USP as a means of exploring and experiencing our online course environment. Please fell free to explore this course and make use of the available facilities. The tutorial link on the left is a good place to start if you have never used Blackboard before. The discussion board is monitored and posts will be responded to within 24 hrs.

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Blackboard

Blackboard Learning System™ (Release 6) *Blackboard Learning and Community Portal System™(Release 6)* - 6.2.3.23
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Screenshot 2:

http://blackboard.usp.edu.aq/webapps/portal/fram

Home Help Logout

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USP Courses > GuestCourse > TUTORIAL   EDIT VIEW

Welcome to the Blackboard tutorial. This tutorial will provide you with information and hands-on experience to help you use Blackboard as part of your online, blended, or classroom course. The online tutorial is designed to show you how to use and manage basic but important aspects of Blackboard.

By performing the various exercises presented in the tutorial, you will understand the basic procedures needed to use Blackboard. If you need help at any time, please click on the Support button on the left.

System Requirements
Information on the various systems requirements needed to access USP online courses and a link to the USP Computer Compatibility Checker

Lesson 1: Introduction to online learning
Information on how online learning is used at USP and examples of various online modules and exercises

Lesson 2: Finding and using information from the WWW effectively
A short exercise on locating useful information from electronic sources and how to use and cite this material appropriately in your coursework.

Lesson 3: Introduction to communicating online
Information on how online communication tools should be used in order to communicate effectively as part of your studies.

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Home Help Logout

My Blackboard   **USP Courses**   **Support**   **Library**

USP Courses > GuestCourse > LEARNING ONLINE   EDIT VIEW

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Can you check email regularly	☐	☐
Can you 'surf' the web and find web pages for particular topics	☐	☐
Does your computer pass the USP Computer Health Check?	☐	☐
Are you comfortable with discussing topics online with other students	☐	☐
Are you organised and able to schedule regular online study periods	☐	☐

USP Courses > 05.2.2PENG201: PENGUIN HUSBANDRY > COURSE DOCUMENTS > WEEK 8   EDIT VIEW

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Week 8 16 September Common penguin ailments [Practical session]
This week we are exploring the variety of ailments that affect individual penguins and populations. This will include a mix of activities, including some background reading and practical work. Don't forget that you will need to complete a practical report as part of Assessment Six.

Practical Report Template
PracticalTemplate (DOC) (23692 Bytes)
This is a template document in word format that you should use when preparing your practical report.

Background Reading
Additional materials for you to read on common penguin ailments as part of preparing your weekly contribution on Blackboard (Assessment One). Don't forget the additional Library materials available through the Resources button on the left!

Environmental Issues
http://news.nationalgeographic.com/news/2002/01/0117_020117antarcticpenguins_2.html
Not all ailments are easily dealt with or due to disease - how to cope with 2000 square miles of ice berg!

Virtual Penguin Simulator
Visit Simulator
Before you handle real penguins this will give you a sense of the issues facing managers of penguin populations. The simulated penguins are suffering from a variety of problems that you will need to assess and collaboratively manage over the week.

Note: everyone is working with the same penguins in real time so you will need to coordinate with other students using the discussion board, chat, penguin care journal and logs in order to ensure that your penguins are cared for daily and any issues identified and resolved.

Individual contributions and actions are logged automatically but you should keep a daily diary of your work as part of the practical report.

Handling Penguins Safely
Penguin safety (PDF) (125689 Bytes)
You must read this document before the practical session this week. It contains important information necessary to ensure the safety or the penguins you are working with and yourself.

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Welcome to the Virtual Penguin Population Simulator
Note: everyone is working with the same penguins in real time so you will need to coordinate with other students using the discussion board, chat, penguin care journal and logs in order to ensure that your penguins are cared for daily and any issues identified and resolved.

Individual contributions and actions are logged automatically but you should keep a daily diary of your work as part of the practical report.

Penguin Discussion Board
General discussion about the simulation and the penguins. Please use this to coordinate who will take responsibility for caring for the penguins throughout the week.

Penguin Chat
Real time discussion about the simulation. This will open in a separate window so you can see the chat and the simulation together. Please connect to the chat and coordinate with other students in your care of the penguins - uncoordinated activities may be detrimental to their health.

Penguin Care Journal
Please write up your activities here in the shared journal and check regularly during the week to keep up with the simulation as it runs.

Penguin Simulation Logs
These are the detailed hourly logs of activity in the simulator collected from the simulation applet.

The Simulation
Note that Javascript and Flash must be active for the simulation to work.

Penguin: Grace

Penguin selected: **Grace**
Health = 85% Hungry Needs grooming
Action: Groom penguin (Grace)
Penguin selected: **Grace**
Health = 95% Hungry
Action:

Virtual Penguin
v1.3.1
©2005 Stephen Marshall

USP Library Tutorials

Most USP courses provide a library support page aimed at getting your started with your studies and researching for your assessments. These tutorials can also assist you in making the best use of our online and physical library resources. Please contact your course librarian or student support if you need further assistance.

Using Library Research Tools Tutorial
Try the self-paced online tutorial which gives informative, brief explanations of all aspects of library use with additional detailed tutorials that you can download.

Additional Guides
The following guides and tutorials may help you in your studies:

Database search strategies (section 7 of the Online Tutorial)
Using the Internet for research (section 12 of the Online Tutorial)
An introduction to EndNote
How to write an essay - a library perspective (or download pdf - 170k)
How to write a book review
How to cite electronic resources
How to write an annotated bibliography

Library Liaison and post-graduate services: tailored instruction is available for specific subjects and post-graduate courses outlining the processes and resources required for a comprehensive literature review. Contact your subject librarian.

Support is available to students from 7am to 11pm (NZST) every day through the Student Services Level 2, Robert Scott Building, or phoning 555-6080, email student_support@usp.edu.aq. Please provide your USP student ID number when emailing problems. You can also use the web form available at http://www.usp.edu.aq/Online/Support/ to request assistance.

USP Online Course Catalog: PENG201

Course Description
This course introduces students to the care and handling of penguins in the Antarctic environment. It involves both a practical and theoretical exploration of the development and lifecycle of penguins. Students will have the opportunity to work with penguins of different species.

Course Objectives
The objectives of this course are to:
a) Enhance student knowledge of penguin species present in Antarctica;
b) Provide students with an understanding of the needs of penguins and the ability to assess the health and needs of penguins;
c) Provide students with techniques for dealing with common penguin requirements.

Course Skills
On completion of the course, you are expected to demonstrate the following skills:
• Ability to identify common penguin species.
• Ability to identify and describe common health problems encountered when raising and caring for penguins.
• Ability to construct a plan for managing populations of penguins taking into account a range of penguin requirements.
• Ability to analyse a penguin population and identify priorities for care and management.
• Understanding of the current literature and research on penguin husbandry.
• Understanding of key techniques and equipment needed to manage penguin populations.

Prerequisite: ANTA111 Antarctic Safety or approved substitute

Course Sessions and Communications
Dates: 12 July to 15 October 2005
Times: 10.00 am to 1.00 pm, Thursday (some sessions online)
Venue: LT001
Co-ordinator: Dr Stephen Marshall (Course Co-ordinator)
                    Rm. 105, Shackleton House
                    Tel: +644 463 5205, e-mail: Stephen.Marshall@usp.edu.aq
                    Office hours: By appointment

Technology Requirements
This course requires that you have access to the Internet in order to participate in sessions and complete required assessment activities. Enrolment in this course entitles you to use the USP computer labs. If you wish to use University computer labs, you must sign and return the relevant terms of use agreement. You must have access to a computer that passes the **USP Computer Compatability Checker** and you are advised to check if **studying online is a good idea** for you as this course uses online materials extensively.

For further information on this course **please download the course outline (PDF)**.

If you are interested in enroling in this course **please click here**.