

Congratulations and welcome!

## **CERTIFICATE OF PROFICIENCY (HL7000) – 2017 (Human Biology - SC0B430)**

This is a self-paced purely online course, which requires internet access and some computer literacy.

### **Access to the course material**

All of the course materials are available on “Moodle” – WINTEC’s learning platform, so you need to become familiar with how it looks and operates. You will be given access to Moodle on or very close to the start date of this course.

In order to get to Moodle you need to have received a letter confirming your enrolment which will have your password and log-on.

If you need help logging in please contact ITS on 0800-587500 or [studenthelpdesk@wintec.ac.nz](mailto:studenthelpdesk@wintec.ac.nz)

Access the following page for some frequently asked questions about starting your studies with WINTEC:

<http://www.wintec.ac.nz/modules/SitePages/FAQs.aspx>

Once you have your student password and log on sorted, please go to <http://www.wintec.ac.nz/> and then to MYLearning, at the bottom of the page and get used to navigating its content.

Here is video with an explanation about accessing Moodle and how it looks like: <https://www.youtube.com/watch?v=PMxcgCegxfo&feature>

### **Once on Moodle**

The core material for this course is already on Moodle and available to you.

If this is your first time studying at WINTEC, make sure you read the Course navigation instructions on Moodle.

Information will be sent to you periodically and all official communication will come via this Forum - so check it out at least once a week.

### **Your first tasks**

Once the course starts, your first tasks are:

- Write down a plan of study so you make sure you have time to cover all the topics before the end of the course
- Write an introduction about yourself in the "Introductory Forum".
- Check out the News Forum
- Check out the Module outline and Assessment schedule
- Vote on the weekly CHAT time – this task also introduces you to the format of the quizzes during the course

### **One or more topics a week**

While the course is self-paced, you must plan to do at least one or two topics a week in order to finish all the content before the end of the module. I will post a timetable with approximate time guidelines to help you.

Each topic is divided into lessons, formative, and summative tasks

The lessons are part of the content and are essential for you to grasp the theory. You can re-do the lessons as many times as you want - they are for practice.

After you complete the lesson on each topic there will be a series of activities you need to complete. These will be clearly labelled as formative (no marks) or summative (worth marks).

We usually offer additional resources to help you understand each topic, but it is a good idea to use an anatomy and physiology book.

If you are planning on going into nursing and midwifery, we recommend a book called Human anatomy and physiology by Marieb and Hoehn (9th edition). But you might want to use a different one, if you have ready access to it.

### **Experiments and practical portfolio**

Please note that some of the topics are associated with experiments which you need to complete.

The first experiment is associated with the topic 'Introduction to Chemistry'.

The link is available on the respective tab, but can also be found under "Experiments".

You will also need to complete an experiment as part of your assessment. More instructions are available on Moodle under the “Experiments” tab – Experiment portfolio.

## Keeping track of what you have done

You will notice some tasks have boxes on the right hand side of the screen. Some of these boxes will be “ticked” automatically once you complete a task or once you receive a mark for a task. Others you can manually mark as completed so you can keep tabs of what you have already done.

## Weekly chat and Discussion Forum

Once a week (at a time announced on Moodle) I will be available online to chat about the course content and help you with any questions you might have.

If you have questions regarding the course, the topics, or assessments, you should use the ‘Discussion Forum’ to post them – anyone can answer those questions.

## Expectations

You are expected to treat everybody in the online environment with courtesy and respect the right for all (students and teachers) to ask and respond questions.

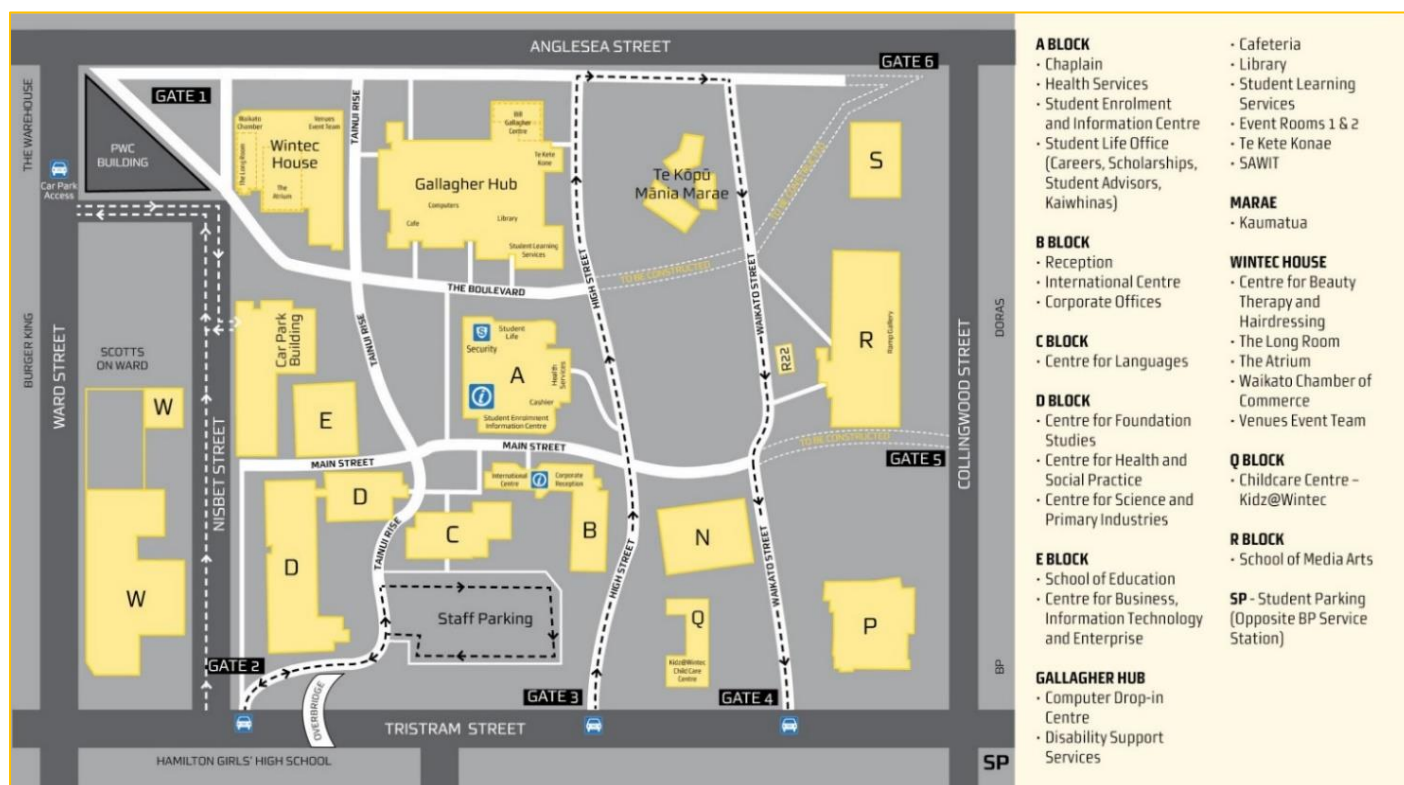
You are also expected to put time into completing the tasks and commit to engaging with the instructor and fellow students in order to promote a good learning environment. You must complete all your tasks by the announced course deadline or no marks will be granted for those tasks that are late.

You can expect commitment and support from your instructors in order to facilitate your learning.

## More details

More details will be provided during the course. Please follow the instructions given both online (at each of the tasks) or via the Forum or email.

## HOW TO FIND YOUR WAY AROUND



For all the information you need in the lead up to your first day at Wintec check out [www.wintec.ac.nz/welcome](http://www.wintec.ac.nz/welcome)