

Instructions for Studying the Course

Course Structure

The course consists of 5 lessons/modules.

Each lesson/module contains 4–6 topics.

Each lesson/module includes an interactive drag-and-drop exercise (case study with missing words). This exercise contributes to your achievements regarding learning points; however, it does not affect the achievements related to the course (course certificate and/or open badge)

Every topic includes:

- Reading material (PDF file)
- PowerPoint presentation as a summary of the topic (PDF file)
- Quiz (to be successful, a student has to achieve at least correct answers among 10)

How to Study

1. Familiarise yourself with the course by starting with the course introductions:

- Browse the Course Introduction, the General Aim of the Course, and the Course-Specific Objectives
- Modules' Introductions
- Topics' Introductions, and the Topics' Learning Outcomes. This will help you get familiar with the course, its modules, and the expected learning outcomes.

2. Continue with the first lesson/module and study the lesson/module introductions:

- Read the lesson/modules' introductions and watch the introductory video
- Browse the Course Introduction, General Aim of the Course, and Course-Specific Objectives

3. Work through the interactive case study drag-and-drop exercise, applying what you already know. After studying all the materials and gaining a deeper understanding of the module's topics, please return to the exercise and try it again to reinforce your knowledge.

4. Now go through all the topics within the lesson/topic, firstly by familiarising with the topic's Learning Outcomes.

5. In each topic, read the topic's reading carefully to understand the key concepts. Do not forget to check the references, which can provide a more exhaustive overview of the subject. For a better overview, **check also the PowerPoint presentation** to summarise the knowledge about the topic.

6. After you believe your understanding is good, complete the quiz to test your knowledge. To pass the quiz, you have to answer at least 6 questions among 10 correctly. Retake the quizzes if necessary to reach the required score. Do it in any case, since you will get a bit different questions each time and be able to learn more.

7. **Go through all the topics within the lesson/module and complete all the quizzes.**
After completing this step, recheck your understanding by retaking the interactive case study drag-and-drop exercise.
8. **After completion of a lesson/module, continue to the next one until you finish all the quizzes in the course.**

Assessment and Requirements for Certification

To successfully complete the course, you must finalise all quizzes across all topics.

A minimum score of 60% is required for each quiz.

Once all quizzes are successfully completed, you will:

- Complete the course
- Receive a Certificate of Completion available for download in the e-classroom
- Earn a Canvas Open Badge as proof of your achievement; the badge will be sent to you by email from the Badgr platform.

Tips for Success

Take notes as you read through the topics to reinforce your learning.

Use the PowerPoint slides as a quick revision tool before attempting quizzes.

Approach the interactive exercises as real-world practice—this will help you apply the concepts beyond the course.

Pace yourself: you can complete the lessons at your own speed, but make sure you cover all topics before attempting the final lesson.