



ശ്രീ ശിക്ഷാചാര്യസംസ്കൃതസർവ്വകലാശാല, കാലടി

സംഗ്രഹം

ഐ ക്യൂ എ സി - Massive Open Online Course (MOOC)-കൾ ഓഫർ ചെയ്യുന്നതിനായി സർവ്വകലാശാലയിൽ ആരംഭിച്ച ഓൺലൈൻ പഠന കേന്ദ്രത്തിന്റെ പ്രവർത്തനങ്ങൾക്കായി ഓൺലൈൻ പ്രോഗ്രാം ഉപസമിതി തയ്യാറാക്കിയ റെഗുലേഷൻ - Regulations for SSUS Centre for Online Learning (SCOL) 2024 അക്കാഡമിക് കൗൺസിലിന്റെ സാധൂകരണത്തിന് വിധേയമായി അംഗീകരിച്ച് ഉത്തരവാകുന്നു

ഐ ക്യൂ എ സി

00336 / IQAC2 / SSUS / 2022

തീയതി,കാലടി,05-03-2024

പരാമർശം : 1)15.06.2022 തീയതിയിലെ IQAC/4567/SSUS/2022 നമ്പർ ഉത്തരവ്

2) 24-08-2023 തീയതിയിലെ ഇതേ നമ്പർ ഉത്തരവ്

3)17.01.2024 തീയതി ചേർന്ന ഓൺലൈൻ പ്രോഗ്രാം ഉപസമിതിയുടെ യോഗ നടപടി ചുരുക്കം

ഉത്തരവ്

മേൽ പരാമർശം (1) പ്രകാരം സർവ്വകലാശാലയിൽ Massive Open Online Course (MOOC)-കൾ ഓഫർ ചെയ്യുന്നതിനായി സോഷ്യൽ വർക്ക് വിഭാഗം പ്രൊഫസറായ ഡോ.ജോസ് ആന്റണിയെ കൺവീനറായി നിയമിച്ചുകൊണ്ട് Institutional Development Plan (IDP)-ന്റെ ഭാഗമായി ഒരു ഓൺലൈൻ പ്രോഗ്രാം ഉപസമിതി രൂപീകരിച്ചിരുന്നു.

മേൽ പരാമർശം (2) പ്രകാരം പ്രസ്തുത സമിതിയുടെ ശുപാർശകൾ പരിഗണിച്ച് MOOC കോഴ്സുകൾ ഓഫർ ചെയ്യുന്നതിനായി എസ് എസ് യു എസ് സെന്റർ ഫോർ ഓൺലൈൻ സ്റ്റഡീസ് രൂപീകരിച്ച് ഉത്തരവായിരുന്നു.

മേൽ പരാമർശം (3) പ്രകാരം ഓൺലൈൻ പ്രോഗ്രാം ഉപസമിതി ടി പഠന കേന്ദ്രത്തിന്റെ പേര് SSUS Centre for Online Studies എന്നതിന് പകരം SSUS Centre for Online Learning എന്നാക്കുന്നതിന് ശുപാർശ ചെയ്യുകയും, ഓൺലൈൻ പഠന കേന്ദ്രത്തിന്റെ പ്രവർത്തനങ്ങൾക്കായി കരട് റെഗുലേഷൻ-Regulations for SSUS Centre for Online Learning (SCOL) 2024 തയ്യാറാക്കി സമർപ്പിക്കുകയും ചെയ്തിരുന്നു.

പ്രസ്തുത കരട് റെഗുലേഷൻ സർവ്വകലാശാല ലീഗൽ വിഭാഗത്തിന്റെ പരിശോധനയ്ക്ക് വിധേയമാക്കുകയും ലീഗൽ വിഭാഗത്തിന്റെ ശുപാർശകൾ കൂടി ഉൾപ്പെടുത്തി പരിഷ്കരിക്കുകയും ചെയ്തിരുന്നു.

മേൽ വസ്തുതകൾ പരിഗണിച്ച് Massive Open Online Course (MOOC)-കൾ ഓഫർ ചെയ്യുന്നതിനായി സർവ്വകലാശാലയിൽ ആരംഭിച്ച ഓൺലൈൻ പഠന കേന്ദ്രത്തിന്റെ പ്രവർത്തനങ്ങൾക്കായി ഓൺലൈൻ പ്രോഗ്രാം ഉപസമിതി തയ്യാറാക്കിയതും ലീഗൽ വിഭാഗത്തിന്റെ പരിശോധനയ്ക്ക് വിധേയമായമാക്കിയതും ഇതോടൊപ്പം അനുബന്ധമായി ചേർത്തിരിക്കുന്നതുമായ റെഗുലേഷൻ - Regulations for SSUS Centre for Online Learning (SCOL)-2024 അക്കാഡമിക് കൗൺസിലിന്റെ സാധൂകരണത്തിന് വിധേയമായി അംഗീകരിച്ചും, ഓൺലൈൻ പഠന കേന്ദ്രത്തിന്റെ പേര് SSUS Centre for Online Studies എന്നതിന് പകരം SSUS Centre for Online Learning എന്നാക്കുന്നതിന് അനുമതി നൽകിയും ബഹു: വൈസ് ചാൻസലർ ഉത്തരവായിരിക്കുന്നു.

അപ്രകാരം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

ഒപ്പ്

ഡോ. ഉണ്ണികൃഷ്ണൻ പി
രജിസ്ട്രാർ (ഇൻചാർജ്)

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പകർപ്പ്

1. കൺവീനർ & അംഗങ്ങൾ ,ഓൺലൈൻ പ്രോഗ്രാം ഉപസമിതി
2. വി.സി/പി.വി.സി./രജിസ്ട്രാർ /എഫ്.ഒ. എന്നിവരുടെ പി.എസ്.മാർ
ജോയിന്റ് രജിസ്ട്രാർ(ഭരണ വിഭാഗം)/DR-Acd /അസിസ്റ്റന്റ് രജിസ്ട്രാർ(ഭരണ വിഭാഗം II B)/എസ് ഒ (ലീഗൽ വിഭാഗം)/SO-ACDB/ ഫയൽ കോപ്പി



*Digitally Signed By
Dr Unnikrishnan P
Date:05-03-2024 03:42:36 PM*

Sree Sankaracharya University of Sanskrit

Regulation for SSUS Centre for Online Learning-2024

1. Short title

These regulations shall be called the Sree Sankaracharya University of Sanskrit Regulations for SSUS Centre for Online Learning (SCOL)-2024

2. Application

These regulation shall apply to

1. Sree Sankaracharya University of Sanskrit Centre for Online Learning (SCOL) and its functioning
2. The development of MOOCs in the Sree Sankaracharya University of Sanskrit

3. DEFINITIONS: In these regulations, unless the context otherwise requires,

- a) **University** means Sree Sankaracharya University of Sanskrit(SSUS), Kalady
- b) **SSUS** means Sree Sankaracharya University of Sanskrit
- c) **SSUS Centre for Online Learning (SCOL)** means Centre for Online Learning established by the University under this regulation.
- d) **Academic Council** means the Academic Council of the Sree Sankaracharya University of Sanskrit
- e) **SCOL SGC** means **SCOL Governing Council (SGC)** which shall be the body for managing the SSUS Centre for Online Learning (SCOL)
- f) **Course Coordinator (CC)**: The CC shall be a Subject Matter Expert (SME) entrusted with the task of developing and delivering online courses in a given area.
- g) **Programmes** means Online Diploma/UG/PG programmes offered by the university through **SCOL**
- h) **MOOCs**: Massive Open Online Courses (MOOCs) are such online courses which are developed as per the pedagogy stated herein and following the four quadrant approach.
- i) **Course** means Online courses offered by the university through **SCOL** which shall be of two types: credit courses and non-credit courses.
 - i) **Credit** means the unit award gained as a learning outcome by a student by study efforts required to acquire the specified level of learning in respect of that unit and study effort for one credit means time required by a student to engage in the teaching learning and assessment process to a minimum of 15 hours
 - ii) **Credit Course** shall mean a course which follows an academic curriculum and for which credit transfer is permissible under these regulations and which is taught for at least one semester as a part of a subject/programme.
 - iii) **Non-Credit Course** shall include courses like awareness programme, continuing education programme or training of specific skill set as an independent course, which are not part of any set of curriculum. It can be of any duration.
- j) **Four quadrant approach**: The four Quadrant approach means e-learning system that has the following components:
 - i) **Quadrant-I** is e-Tutorial; which shall contain: Video and Audio Content in an organized form, Animation, Simulations, video

- demonstrations, Virtual Labs, etc, along with the transcription of the video.
- ii) **Quadrant-II** is e-Content; which shall contain; self instructional material, e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc.
 - iii) **Quadrant-III** is the Discussion forum for raising doubts and clarifying them on a near real time basis by the Course Coordinator or his team.
 - iv) **Quadrant-IV** is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.
 - k) **Subject Expert Committee(SEC)** shall mean a group of academicians in a particular subject nominated by the Vice Chancellor in each subject.
 - l) **Subject** shall mean a specific area under a discipline (Example: Philosophy) taught in the university consisting of specific programmes/ courses, resulting in the award of a certificate/ diploma/ degree.

4. SSUS Centre for Online Learning (SCOL)

SSUS Centre for Online Learning (SCOL) shall be overall in-charge of the formulation of the Platform, the content & materials, to prescribe quality of content and facilitate conduct of examinations of MOOCs. The **SCOL** shall function as a convergence hub where faculty will be supported by experts in the field of online instructional design. They will be provided with the sufficient technical and design support for generating very innovative and interactive online course modules. Centre will guide the students through enrollment to assessment up to the generation of certificates. Students will be helped to find the right course and their grievances would be addressed.

4.1 Objectives

1. To expand the reach of quality education beyond University campus.
2. To develop open, inclusive and integrated online programmes / courses
3. To further the university attribute of creating and enriching lifelong learning opportunities.
4. It will create locally specific and specialized knowledge systems with global appeal and applicability.
5. Enhancing capacity of the university faculty to enter into the online educational mode with the ability for executing digital instructional design.
6. Allow university to achieve infrastructural capability to produce online courses on par with national and international standards.

4.2 SCOL Governing Council (SGC)

SCOL Governing Council(SGC) shall be the Body for managing the SSUS Centre for Online Learning (SCOL) and coordinating the work of technical and academic bodies so as to deliver high quality online education through university MOOC/LMS platform.

4.3 Composition:

The SCOL Governing Council(SGC) shall have the following members nominated by the Vice Chancellor:

1. Director - A regular faculty member of the University not below the rank of an Associate Professor
2. Joint Director - A regular faculty member of the University
3. Members - Maximum five members. Not more than three members from among the regular teachers in the University and one member shall be a technically expertized person either from the university or outside and one member from among the administrative staff of the university not below the rank of Assistant Registrar.

4.4 Tenure :

Each member including Director and Joint Director shall hold the office for a period of two years or till the reconstitution of the **SGC**, whichever is earlier.

4.5 Functions

The SGC shall discharge the following functions:

1. Identification of Online Courses
2. Take decisions for smooth running of Online courses
3. Lay down Policy regarding the following and forwarded to the competent authority of the university for approval
 - a. cost payable for development and delivery of the courses, Enrollment fees, examination fees and any other fee,
 - b. acceptance of content from foreign/private institutions/universities within parameters prescribed by the competent authority.
 - c. Revenue sharing and utilization,
4. Review the progress of each Online Course pertaining to development and delivery.
5. Monitor the quality of the courses and lay down standards.
6. Monitor the conduct of the end-term examinations for the Online courses and resolve issues if any.
7. Monitor the progress of transfer of credits and resolve issues if any.
8. Recommend the eligible candidates to the university for award of certificate
9. Monitoring of Notification and publicizing the courses & programmes and course registration
10. Monitoring the progress of fee remittance, Financial Management, Administrative system,
11. Any other matters arising during the operation and delivery of Online courses.

4. 6 Office:

The **SCOL** shall have an office located in the university headed by an officer not below the rank of Assistant Registrar and with sufficient subordinates, composition of which would be decided by the university

5. Selection of online courses

The **SCOL** shall ensure that work of converting a Course into a MOOC shall be done in a comprehensive manner, such that there is complete coverage of all the courses in a subject/programme.

1. The **SCOL** shall identify courses/Programmes where online education is possible and preferred
2. Invitation of **Expression of Interest** (EoI) for courses from teachers(Annexure I)
3. After evaluating the EoI received, the **SCOL** shall identify a Course Coordinator (CC) for each Course, based on the quality of the sample content and teaching-learning methods proposed, and invite teachers to develop the Online Course within 4 months from the date of appointment as CC.
4. The **SCOL** shall ensure that no further courses are allotted to a CC unless the CC has successfully completed a course allotted earlier.
5. **Subject Expert Committee(SEC) constituted by the Director, SCOL consisting of three** academicians in the concerned area for each Course for evaluating the Proposals for Online Courses and making recommendations for its acceptance, improvement or rejection.
6. The courses shall be approved by the '**academic council**' of the university on the basis of the recommendation of the relevant academic bodies such as Faculty and Board of studies

6. Pre-production activities

The CC shall, within 2 weeks from the date of appointment, prepare

- A. **Proposal for Online Courses** consisting of the following and submit the same to the SCOL for approval:

1. Introductory module: Defining the Course design, qualifications for taking the course, assessment system, credits to be awarded, starting date/ending date, and expected outcomes.
2. Scheduling of course: lectures / reading material / assignments / quizzes/ test into weeks and short modules.
3. Instructional videos to be prepared – along with the transcript, multimedia techniques to be used, and the name of the teacher-on-the camera.
4. Details of reading material such as lecture notes / additional readings to be provided.
5. Self-assessment modules: The total number of quizzes and assignments to be provided for the course.
6. Assessment system: Weekly /biweekly assessments and assignments that would be required to be taken by the students.
7. Reading material: Notes/extra readings.
8. Self-assessment modules: quizzes and tests.
9. Assessment system: Weekly assessments and assignments.
10. Discussion forum: List of Teaching Assistants for handling the discussion forum and answering queries raised by registered Students.
11. The CC shall ensure that the Online Course, (where **Credits/Certificate** on the Course are to be offered) under these regulations, (i) shall be approved by the academic council of the university and agrees to issue certificate(s) and '**Transfer the Credits**' to enrolled Students from a recognized University/Institute across the country and shall follow, the UGC & AICTE (Credit Framework for Online Learning Courses through SWAYAM) Regulation adopted by the university from time to time.

- B. Non-submission of the proposal in the above manner within the given period shall automatically result in cancellation of the order entrusting the work.
- C. On receipt of the Proposal for MOOC, the **SCOL** shall place the same before the
 - a. **Subject Expert Committee(SEC)** for its consideration. The SEC shall convey its approval, amendment or rejection within Three weeks. In case the Subject Expert Committee(SEC) makes suggestions for improvement/changes, the CC shall make the changes and present the same within 2 weeks further. The **Subject Expert Committee(SEC)**, may thereupon, make the final recommendation to the SCOL Governing Council(SGC).
- D. Based on the feedback given by the **Subject Expert Committee(SEC)**, the Governing Council (SGC) shall examine each proposal and either approve, suggest changes or reject same within a further period of 2 weeks from the date of receipt of **Subject Expert Committee(SEC)** report.
- E. The **SCOL** shall thereupon, and without any further delay, communicate the decision to the CC for starting the production.

7. Production activities

On receipt of the approval from the **SCOL**, the CC shall proceed for production of the videos in the following manner:

- A. **Studio & Production team:** The CC can use the Video recording studio of the university and there shall be a Production team, either appointed or hired by the university
- B. **Duration of content:** A four-credit course may have overall duration of about 20 hours of video lectures and reading Module (a course may have minimum 40 Modules). Content is required to be submitted in a hard disk,
- C. **Presentation techniques:**
 - a. The production may be done in a manner that a substantial part that at least 75% of the total duration of each production should use innovative learning techniques viz. case-studies, scenarios, animation, analogies, individual or group activities, concept-mapping, in-text learning quizzes, interactive exercises within learning modules, discussion forum, multimedia techniques, innovative graphics, live experiments, demonstrations, role-plays, field documentaries etc.
 - b. It shall be the responsibility of the CC to ensure that none of the graphics, animations, images, sound clips, video clips used are plagiarized or cited without formal permissions from owners who must be informed of the distribution policies of the university
 - c. It shall be the responsibility of the CC to ensure that the scripts, graphics, animations, images, sound clips, video clips etc used are not violating the copyright. Otherwise the consequences have to be borne by the CC
 - d. Whereas direct lectures focused on the teacher can be used, it may be kept for less than 15% of the total duration of video. Even in this case, the teacher should speak extempore and should not read from written material
- D. **Transcription of Video** shall be prepared along with the programme, which may be needed for translation of the transcript and for sub-titling in other languages.

8. Post production activities

post-production team either appointed or hired by the university equipped with video editing software working in Non-Linear Editing System (NLE) along with suitable equipment. They shall be responsible for:

1. Video editing the programme using HD parameters.
2. Writing, (re)recording, and editing the soundtrack if needed.
3. Adding visual special effects, multimedia effects and computer-generated imagery (CGI)

4. Sound re-recording or mixing with professional audio equipment.

9. Review of the Course content and approvals

On completion, the CC shall intimate the **SCOL** about the readiness for review of the Course.

- 1) Immediately thereupon, the **SCOL** shall convene the SEC meeting for viewing the course in detail along with the video and reading resources.
- 2) The SEC, after viewing the course shall verifying the following and based on these recommendations, the **SCOL** will place the course before the SGC, which will approve the Course for uploading on the University MOOC/LMS portal:
 - a) • Final typos and grammar checks.
 - b) • Brand language/message (i.e. in keeping with Online Course guidelines)
 - c) • Pedagogy and learning experience.
 - d) • Formatting of text and images.
 - e) • Ensuring the presence of basic Online Course elements like video/e-Content, discussion forums, Interactive elements, assignments, assessment methodology etc.
 - f) • Video quality checks.
- 3) The **SCOL** in consultation with the CC, will also recommend the 'Start date' and the 'End date' for the course.

10. ASSESSMENT AND CERTIFICATION

- 1) The CC shall decide the suitable assessment system for the course based on the stated learning outcomes,
- 2) Normally, the assessment shall have both formative assessment to promote deeper learning, critical thinking and reflection, in combination with summative assessments designed to gauge student achievement and/or performance. Summative assessments may include graded quizzes, reports or projects, peer assessments or proctored examination. Whereas an online examination would be the preferred mode, the CC may decide on the mode of conducting the final examination.
- 3) In case, a pen and paper final examination is to be conducted, the same shall be offered through the regional campuses of the university or exam centers identified by the university to conduct the same. The decision in this respect will be taken by the university
- 4) After conducting the examination and completion of the evaluation, the university shall award marks/grade as per the evaluation scheme announced, within 4 weeks from the date of completion of the final examination.
- 5) On successful completion of each course, the university shall issue the certificate, along with the number of credits and grades, through which the student can get credits transferred into his/her marks certificate issued by his/ her parent institution.

11. INTELLECTUAL PROPERTY RIGHTS /COPYRIGHT HANDLING

- 1) The CC shall follow copyright laws for any readings, images, and video clips used as core and supplementary reading in case of licensed material if used and submit an undertaking to that effect to the **SCOL**.

- 2) All contents (text, audio, video, animation, quiz etc.) developed with the funding of **the university** will be the property of **the university**.
- 3) All courses and contents posted in the university platform will be copyrighted to the university. The university, from time-to-time, announce policies for access and charges, if any (for certification) and will also publish appropriate Open Educational Resources policy
- 4) The CC shall be given explicit permission for creating books and other distribution materials for commercial purposes with the explicit undertaking that contents published in the university MOOC/LMS portal shall remain there.
- 5) The terms of service should be clearly laid out so as to address the following key points by the CC:
 - i) Any disclaimers should be clearly spelt out.
 - ii) User /student/ institutions should be informed about the usage rights of the course content available on the university MOOC/LMS portal.

12. Post Production processes & Standards.

1. Video recording format: Full HD 1920x1080 pixels.
2. Video aspect ratio: 16:9 (widescreen).
3. Module Delivery: 1080i following MPEG-4 AVC Compression. · Audio Channel 1 to have Mixed Audio Track.
4. Font size: Heading: 24-30; Sub-heading: 22-26; Body: 20-24; · Full screen Video Frame.
5. All graphs and diagrams must have clear font.
6. The expert/teacher should speak extempore as delivery made in case of classroom set-up and avoid reading from written material or a Teleprompter.
7. Video frame to maintain 6-8% headroom;
8. Video quality and Audio levels should be constantly monitored while recording.
9. Voice modulation be taken care of. Video clips or audio clips from eminent experts, outdoor shooting, lab based demo etc. can be used appropriately.

13. Removal of Difficulties

If any difficulty arises in giving effect to the provisions of these Regulations, the Vice Chancellor may issue necessary orders for removing the difficulty and the same has to be reported in the next Academic Council.

Annexure-I

Expression of Interest (EOI) for Development of short term online programme /Course for University MOOC platform

1. Name of the Course Coordinator:
2. E-mail:
3. Phone No/WhatsApp:
4. Official Address:
5. Proposed Course Name:
6. Medium of Instruction:
7. Intended audience: Students/General public
8. Credit:
9. Course Duration (week):
10. Course Objective:
 - a.
 - b.
 - c.
 - d.
 - e.
11. Learner Prerequisites:
12. Evaluation Methodology:
 1. Assignment:%,
 2. Final Exam:%

week	day	Name of the E-content	Nature of work (Strike off unwanted points)
Week 1	Day 1	E-content 1	Video/pdf/discussions/Assessment/activity/quiz/Live chat
	Day 2	E-content 2	
	Day 3	E-content 3	
	Day 4		
Week 2	Day 4		
	Day 5		
	Day 6		
	Day 7		
Week 3	Day 8		
	Day 9		
	Day 10		
do			
	do	do	

STRUCTURING of E- Content

1. **Title of the E-Content**
2. **Instructional objectives / Learning Outcomes**
List out 5-8 objectives / Learning Outcomes
3. **Main content (approx 2500-2700 words)**

1 INTRODUCTION
2 Title of the sub heading 1
3 Title of the sub heading 2
4 Title of the sub heading 3
5 Title of the sub heading. 4
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Note

- *Develop learner-centric content that is clear, concise, and easy to understand. Avoid unnecessary complexity.*
- *Ensure that the content flows in a coherent and easy-to-follow manner.*
- *Use plain language and ensure materials are easy to understand.*
- *Make the content directly relevant to the learning outcome*
- *Provide real-world examples, case-studies, scenarios, analogies, concept-mapping, graphs, pictures ,etc.*
- *Break content into manageable chunks. Instead of long paragraphs, use shorter sections or modules. This helps learners digest information in smaller, more understandable pieces.*

Example 1

Traditional Explanation:

"The American Civil War, which took place from 1861 to 1865, was a result of various complex factors, including economic, social, and political differences between the Northern and Southern states. These differences led to tensions over issues like slavery, states' rights, and regional interests."

Learner-Centric Explanation:

"The American Civil War was like a big fight that happened in the 1860s. It started because people in the North and the South of the country didn't get along. They argued about things like slavery, who gets to decide what laws to follow, and what's best for their own areas."

Example 2

Traditional Explanation: *"Verb tenses in English are used to indicate the timing of an action or event in relation to the present, past, or future. There are several tenses, including present, past, and future tenses, each with its own forms and rules for usage."*

Learner-Centric Explanation: *"In English, we use verb tenses to talk about when things happen. There are three main tenses: present (now), past (before now), and future (later). Each of these tenses has its own special rules for how we use verbs."*

Example 3

Traditional Explanation: *"Sanskrit Sandhi is the process of combining sounds at the end of one word with the sounds at the beginning of another word in Sanskrit. It involves specific rules and transformations based on phonetics, making it an essential aspect of Sanskrit grammar."*

Learner-Centric Explanation: "Sanskrit Sandhi is like a puzzle where sounds from the end of one word mix with the sounds at the beginning of another word. It's all about following some rules that help us make Sanskrit words sound nice when we say them."

In the learner-centric explanation, complex terminology is simplified, and the concept of is presented in a more approachable and engaging way. The focus is on making it relatable to learners, particularly those who are new to the subject

4. **SUMMARY**
200 words
5. **Know your Progress**
5-8 Questions for self assessment of the learner
6. **FAQS**
Approx. 5 questions
7. **QUIZ**
Approx. 5 questions
8. **GLOSSARY**
Approx. 10-15
9. **References**
10. **Web Links**