

Learning unit 0: Welcome and introduction

0.1 Getting started

Welcome to Animal and Plant Diversity (BLG1502). This module is offered by Unisa's Department of Life and Consumer Sciences.

This is an online module, which means that you will find everything you need to complete the module on this site. Check this site regularly for updates, posted announcements and additional resources uploaded throughout the semester.

The university's online platform, myUnisa, allows you to

- submit assignments (**I recommend that you submit your assignment online, as this will ensure that you receive rapid feedback and comments**)
- access your official study material
- access the Unisa Library functions
- "chat" to your lecturer or to fellow students and participate in online discussion forums
- access a variety of learning resources

Please take some time to familiarise yourself with the site so that you get to know where the different tools and resources are. I will give you more information about this later in this learning unit.

Although I really encourage you to study this module online, I realise that some of you don't have online access at all, while others may have online access only from time to time. For this reason, Unisa has provided a printed study pack for this module.

Your study material for this module consists of

- your prescribed textbook
- these learning units
- Tutorial Letter 101
- any other tutorial letters you may receive throughout the year

Details of your prescribed book are given in the **Prescribed books** menu option, which you can access on the left-hand side of this screen, and also in Tutorial Letter 101.

Tutorial Letter 101 will be posted to you, but you can also access it on this site. Do this by clicking on **Official Study Material** in the menu on the left. Once there, select **Tutorial Letter 101**.

Tutorial Letter 101 is just one of the tutorial letters you will be receiving during the semester. **Please read it carefully**. You will also receive further tutorial letters shortly after the due dates for submission of the assignments; these will contain suggested solutions to the assignments.

In this learning unit, I will give you an overview of and some general information about this module. I will also tell you more about possible study strategies, how to use myUnisa and about the assessment in the module.

Click on "Next" below to go to the next screen, where you will find more information about contact details.

0.2 Lecturer and contact details

In this section I will give you my own contact details, as well as details of the Department of Life and Consumer Sciences at Unisa, which is the academic department that offers this module. I will also give you the university's contact details, as well as some information about the student support services at Unisa, which you are welcome to use.

Whenever you contact the university, whether in writing or by phone, always provide the **module code** and your **student number**.

If you write to Unisa, you may enclose more than one letter in an envelope, but do not direct enquiries to different departments (e.g. Despatch and Library Services) in the same letter as this will cause a delay in the replies to your enquiries. Please write a separate letter to each department and mark each letter clearly for the attention of that department. **You may not include letters to lecturers together with assignments**.

0.2.1 Lecturer and department

Lecturer and department

Lecturer: Mr Ambani R. Mudau

Telephone number: +27 11 471 3921 (during office hours 8:00 – 16:00)

E-mail address: mudauar@unisa.ac.za

Postal address:

The Lecturer (BLG1502)

Department of Life and Consumer Sciences

Private Bag X6

Florida

1710

The department offering this module is the Department of Life and Consumer Sciences.

Telephone number (Departmental Secretary): +27 11 471 2230

Fax number: +27 11 471 2796

0.2.2 University

If you need to contact the university about matters not related to the content of this module, consult *my Studies @ Unisa*. This brochure contains information on how to contact the university (e.g. to whom you can write for different queries, important telephone and fax numbers, addresses and details of the opening and closing times of particular facilities). You may access this site at www.unisa.ac.za/contents/study2012/docs/myStudies-Unisa-2014.pdf

You can also use the following contact routes:

- Unisa website: <http://www.unisa.ac.za> & <http://mobi.unisa.ac.za>
- E-mail (general enquiries): info@unisa.ac.za.
- International students can use the e-mail address info@unisa.ac.za
- study-info@unisa.ac.za for enquiries related to application and registration
- assign@unisa.ac.za for assignment enquiries
- exams@unisa.ac.za for examination enquiries
- despatch@unisa.ac.za for study material enquiries
- finan@unisa.ac.za for student account enquiries
- myUnisaHelp@unisa.ac.za for assistance with myUnisa
- myLifeHelp@unisa.ac.za for assistance with myLife e-mail accounts
- SMS 32695 – South Africa only. You will receive an auto response SMS with the various SMS options. The cost per SMS is R1,00
- Fax 012 429 4150

0.2.3 Student support services

For information about the various student support systems and services available at Unisa (e.g. student counselling, tutorial classes, language support), consult *my Studies @ Unisa* at www.unisa.ac.za/contents/study2012/docs/myStudies-Unisa-2014.pdf

Fellow students

It's always a good idea to have contact with fellow students. You can do this using the **Discussion** menu option on myUnisa. You can also use the Discussion forum to find out whether there are students in your area who would like to form study groups.

Library

my Studies @ Unisa lists all the services offered by the Unisa Library at the site www.unisa.ac.za/contents/study2012/docs/myStudies-Unisa-2014.pdf

To log in to the Library website, you need to provide your login details, i.e. your student number and your myUnisa password, in order to access the Library's online resources and services. This will enable you to

- request library material
- view and renew your library material
- use the Library's e-resources

Unisa Directorate for Counselling and Career Development (DCCD)

DCCD supports prospective and registered students before, during and after their Unisa studies. There are resources on its website (<http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=15974>), and also printed booklets available to assist you with

- career advice and how to develop your employability skills
- study skills
- academic literacy (reading, writing and quantitative skills)
- assignment submission
- exam preparation

Advocacy and Resource Centre for Students with Disabilities (ARCSWiD)

You will find more information about this centre on its web page at <http://www.unisa.ac.za/default.asp?Cmd=ViewContent&ContentID=19553>. You can also contact Ms Vukati Ndlovu on 012 441 5470.

0.3 Purpose and outcomes of this module

This module forms part of the BSc Life Sciences. This module will focus on the fundamental concepts and theory relating to the biology of plants and animals in the field of biological sciences. Students who complete this module can also explain the origins of diversity and can justify the ecological importance of plants and animals in an interrelated ecosystem.

More specifically, after completing the module, you should be able to

- Describe the structure, composition and function of prokaryotic cell wall
- Make a flow diagram of the life cycles, indicating the gamete and sporophyte generation
- Identify and discuss the structure of the three basic organs of plant body, roots, stems and roots
- Describe the characteristics of three tissue systems that the organs are composed of namely, dermal, vascular and ground tissue
- Describe the two host life history of apicomplexans
- Define and name the classes of essential nutrients
- Understand the major functions of the organs that make up the mammalian digestive system

The next section will give you a better idea of how the content of the module is structured and how the various ideas expressed in the learning outcomes are related.

0.4 How the content of this module is structured

This module covers a wide range of subject areas. We will start out in **learning unit 1** This study unit traces the phylogeny or evolutionary history of species or a group of species. It will teach you the principles according to which biological diversity is studied, and also how this is done.

Learning unit 2 this unit will focus on the aspects of prokaryotes. Prokaryotes were the earliest organisms. They have continued to adapt and evolve and have helped change the earth. This study unit will show you their morphology and environmental importance.

In **learning unit 3** The history of the plant kingdom is a story of adaptation and changing terrestrial conditions. This study unit concentrates on the development of different groups of plants to live exclusively on land. Then we will look at basic patterns of plant growth.

In **learning unit 4**, This study unit continues with the theme of how plants have adapted to life on land. It deals with the development of seed plants and the importance of seed plants to animals.

In **learning unit 5**, Fungi are responsible for recycling the organic (dead) material back to the environment in forms that other organisms can use. This study unit concentrates on the general morphology of fungi and investigates two groups of fungi in particular.

In **learning unit 6**, we have a group of plants known as angiosperms. Angiosperms are the most widespread and economically important plants on earth. This study unit introduces the structural organisation of flowering plants and their development from a single cell.

In **learning unit 7**, Plants have the ability to use the energy from sunlight together with CO₂ and to convert it to chemical

energy stored in sugar. This study unit will explain the process of this conversion, namely photosynthesis.

In **learning unit 8**, Animal form and function are major themes in biology and, in order to understand both; in this study unit we will be examining body plans and the external environment. After you have worked through this study unit, you will have a basic knowledge of animal structure and function that will enable you to understand the more complex bodily functions of animals.

In **learning unit 9**, very mealtime is a reminder that we are heterotrophs who depend on a regular supply of food derived from other organisms. A balanced diet provides fuel for cellular work, as well as all the materials the body needs to construct its own organic molecules. In this study unit we will examine the nutritional requirements of animals and look at some of the diverse adaptations used by animals to obtain and process food.

In **learning unit 10**, Every organism must exchange materials and energy with its environment and this exchange ultimately occurs at the cellular level. In this study unit you will learn about the mechanisms of internal transport in animals.

In **learning unit 11**, An animal has to defend itself against a variety of pathogens. There are three cooperative lines of defence that counter the threat of pathogens. The first line of non-specific (innate) defence is external, and consists of epithelial tissues that cover and line our bodies. The second, which is triggered by chemical signals, involves phagocytic cells and antimicrobial proteins that indiscriminately attack invaders. The third line of defence is the immune system, which comes into play simultaneously with the second line of defence. This study unit examines how an animal's non-specific and specific defences work together to protect the body from invaders.

In **learning unit 12**, One of the most remarkable characteristics of animals is that they can maintain physiologically favourable internal environments even when external conditions undergo dramatic shifts that would be lethal to individual cells. Animals' ability to regulate their internal environment is called homeostasis. In this study unit, we shall focus on thermo-regulation, water balance and excretion.

Now that you have a better idea of how the module is structured, let's look at what your studies will involve.

0.5 Learning resources

Your main learning resources for this module will be your prescribed textbook and these learning units. These resources will be supported by tutorial letters.

The prescribed textbook that you need to use in conjunction with the online material is:

Biology: A Global approach. 10th Edition. 2015. Campbell, N.A., Reece, J.B., Urry, L.S., Cain, M.L., Wasserman, S.A., Minorsky, P.V. & Jackson, R.B. Pearson Benjamin Cummings (San Francisco). ISBN-10:1-292-00865-2. ISBN-13: 978-1-292-00865-3. If however you can NOT get hold of the 10th edition you can buy the 9th or 8th edition. The two editions are very close to the 10th edition.

You will find more details about the textbook in the menu option **Prescribed books** to the left of this screen, and also in Tutorial Letter 101.

The textbook is a comprehensive guide that covers a large scope in the field of Plants and Animals such as plant anatomy and physiology, taxonomy, plant systematics, invertebrates, animal structure and function, animal nutrition, circulation and gas exchange. Thus, you don't have to learn everything in the textbook, so please follow the guidelines I will be giving you in terms of what to study. Also, use the online learning material to guide you in what you need to learn. You will need to study the chapters listed at the beginning of each learning unit and any recommended reading sections. If you find a topic particularly interesting, you're very welcome to do further reading about it.

For the sake of convenience, in the learning units I will refer to the textbook as "Campbell et al. (2015)"

0.6 Study plan

Consult *my Studies @ Unisa* for suggestions on general time management and planning skills. Access this at www.unisa.ac.za/contents/study2012/docs/myStudies-Unisa-2014.pdf.

This is a semester module offered over 15 weeks and requires at least 120 hours of study time. This means that you will have to study at least 8 hours per week for this module.

Here is a suggested schedule that you could use as a **guideline** for studying this module.

ACTIVITY	HOURS
Reading and rereading Tutorial Letter 101 and learning unit 0	3

Skimming learning units and textbook, forming a thorough general impression of the whole module	5
First reading of learning units 1–12 and textbook (2 hours per learning unit)	16
In-depth study of learning units 1–12: making mind maps and summaries, and doing learning activities (10 hours per learning unit)	64
Completing 2 assignments (Note: Assignment 01 should take less time than Assignment 02)	14
Revising for the examination	16
Writing the examination	2
Total	120

This schedule is an example of how you could structure your study plan.

Week	Activity (each week represents 8 hours of study time)
1 (January/July)	<ul style="list-style-type: none"> • Read and reread Tutorial Letter 101 and learning unit (LU) 0 • Skim the learning units and textbook, forming a thorough general impression of the whole module
2	Read through the learning units and textbook and identify all key areas
3	
4	Study LU 1-6 in depth (make mind maps and summaries and do learning activities)
5	
6	Complete and submit Assignment 01 (depending on how you will submit the completed assignment, allow sufficient time for the assignment to reach Unisa on or before the due date)
7	<ul style="list-style-type: none"> • In-depth study of LU 6-8 (make mind maps and summaries and do learning activities) • If possible, participate in the online discussion activities
8	
9	
10	Complete and submit Assignment 02 (depending on how you will submit the completed assignment, allow sufficient time for the assignment to reach

	Unisa on or before the due date)
11	<ul style="list-style-type: none"> • Study LU 8-12 in depth (make mind maps and summaries and do learning activities) • If possible, participate in the online discussion activities
12	
13	
14	Revise and prepare for exam
15 (April/October)	

0.7 How should you go about studying this module?

Distance studies are unique, with particular requirements for success that you should not underestimate. Once you have received your study material, plan how you will approach and complete this module. You can use the study plan in the previous section as a guideline to draw up a reasonable study schedule to guide you through the module. Remember to take into consideration the due dates for the assignments, which I supplied in Tutorial Letter 101 for this module.

A crucial phase in the process of understanding and learning the basics of botany, ethnobotany, biology, and plant taxonomy is to articulate your ideas about the principles you are learning, both orally and in writing. Only when you have tried this process for yourself will you understand the full value of this exercise.

The assignments in this module will take the form of written work, and they should give you an idea of how well you are progressing in terms of achieving the learning outcomes.

Work through the learning units, using the learning strategies explained in the sections that follow. In each case

- skim through the unit and draw your own basic mind map of the content, and then expand this map as your knowledge and understanding of the unit increase
- make your own summary of every unit
- do a reflection exercise at the end of every unit (I will explain this in more detail in a later section)

As you work through the units, build up your own study and exam preparation **portfolio**. This portfolio won't be assessed, but it will be an extremely valuable tool as you complete your assignments and revise for the examination.

What is a portfolio? A portfolio is a folder/file in which you gather and compile additional and/or summarised information during the year as you work through the learning material.

Your portfolio should comprise

- answers to each activity in each learning unit
- a mind map/summary of each learning unit
- your marked assignments (or a copy you made prior to submitting your assignment)
- your reflections on each learning unit
- extra reading material taken from the internet, additional books and medical and/or scientific journals
- a new vocabulary of words or glossary of new terms in your own words

To ensure that you achieve the learning outcomes for this module, you can use the learning strategies explained in the following section. After explaining these, I will also say more about managing your study time, finding articles for further reading and avoiding plagiarism.

0.7.1 Learning strategies you can apply: the SSS method

There are a number of strategies that can help you study, one of which is the SSS strategy. The three techniques in the SSS strategy are

- **skimming**

- scanning and outlining
- study-reading and active learning

To help you understand what these steps involve, I will give you more detail in the sections that follow.

0.7.1.1 Skimming

Skimming involves moving your eyes quickly over a piece of text to get a general overview of what the text is about.

1. Page through and explore. First, read the section quickly, forming a rough idea of what it is about. Concentrate on headings and subheadings, any words or phrases that are in bold or italic type, text in boxes, tables and illustrations, and – in the case of a chapter or learning unit – introductions and summaries. The outcomes for a learning unit are important. (Think of how you would page through a magazine. When starting a new learning unit, scan it and concentrate on the concepts that catch your eye.)

2. Make a cursory survey. As you read, ask yourself: What key terms occur in this learning unit or chapter? Stop when you identify a key term, and carefully read what is said about it. Mark it in the book or in your printed study text. What you are trying to do is help yourself to remember the location of important information so that you can draw on it later. The key question is: **Where** is it?

0.7.1.2 Scanning and outlining

Scanning also involves moving your eyes quickly over a text, but in this case you are doing it to find specific key words or specific items of information.

1. Basing yourself on the key concepts you identified during skimming, **scan** the chapter, learning unit or section.

If you have internet access, you can find more information on skimming and scanning here:

<https://www.aacc.edu/tutoring/file/skimming.pdf>

2. Outline the section by **starting a mind map** (for the whole learning unit or chapter or for parts of it, as in starting a summary). You are looking for items and concepts while reading the information in the section or chapter in a more evaluative way. Reflect on relationships between concepts. The question now is: **What** is the main topic of this section/unit? What are the key concepts, and how do they relate to the topic?

If you have access to the internet, you can find a great deal of information about drawing mind maps, and also see examples. Some good sites to start with are

- <http://www.wikihow.com/Make-a-Mind-Map>
- <http://www.mind-mapping.co.uk/make-mind-map.htm>

3. Extend your outline. Start by giving your mind map a structure. As you work through the prescribed activities of the section or chapter, keep returning to the mind map to fill in the detail. Think about the value and meaning of categories, concepts and key terms.

0.7.1.3 Study-reading and active learning

1. Study-reading and completing activities. This follows directly from what you have done so far, and you need to be careful, thorough and thoughtful. You have to make connections between the key terms and concepts you have identified, and here the mind map and summaries are important. (Remember to include your detailed mind map in your portfolio.) Pause while reading, consolidate what you remember, and consider how new information fits in with the information you already have. This will give you a good representation of the whole.

Your learning will be enhanced if you are **active** throughout this process. Whenever you get to an activity in your study guide, complete it in full on loose pages which you then insert in your portfolio, grouped together according to section and learning unit. Supplement this with your own notes from your portfolio. (You don't need to submit activities or the portfolio to me, but these are essential for exam preparation.)

Take time to **understand what you read**. Note new vocabulary words. Consult a dictionary to understand the meaning of new words, or use Google to find definitions. You could compile a page of new words and terms and their definitions for each learning unit, and add it to your portfolio.

2. Communicate. If you have access to the internet, use the Discussions tool to raise any issues you find difficult, or even just interesting. If you cannot find help from your fellow students, feel free to contact me. Also respond to other students' postings by means of the Discussions tool. Communicating with others about what you are learning is an important part of the learning process.

3. Reflect. At the end of every learning unit, reflect on what you have learnt. This involves asking yourself questions such as

- What are the main new insights I gained in this learning unit? (Write down two or three.)
- What did I already know and find quite easy?
- What did I find difficult? Why might I have found this difficult? What can I do to resolve these difficulties?
- Has the new knowledge I gained perhaps changed my thinking about issues such as how the body functions, how my own health is or should be maintained and what the uses of biological knowledge might be in my life or career? (Either write down your thoughts on this, or share them with fellow students by means of the Discussions tool.)

Reflection has enormous potential to enhance your learning by making you aware of your individual learning strategies and progress, of the wider context in which you can apply your learning, and also of the impact of your learning process on yourself and your circumstances.

0.7.2 Managing your self-paced study time

As I mentioned in an earlier section, to achieve the outcomes for this module you need to devote at least 120 hours to your studies (although some of you may need a bit more time, and some slightly less). As you will have about 15 weeks to complete a semester module, you should plan to devote at least 8 study hours per week to a module.

Remember that if you have registered for more than one module, you need to plan time for **each** module.

I recommend that you draw up a study schedule or keep a diary so that you have a clear idea of the time you have available for study. This will help you to manage your studies within the time you have available and balance your studies with work and family life.

In Tutorial Letter 101 and on myUnisa you will find a list of due dates for various assignments. Record these in your diary. Divide the large assignments into a series of smaller, manageable tasks, and then complete these one at a time.

0.7.3 Finding research/scientific articles

One of the easiest ways to find scientific and scholarly articles is to use the site Google Scholar, which you can access at <http://scholar.google.com>.

On this site, you will see that there is a down arrow within the search bar where you are to enter your search terms. If you click on this arrow, you will get a menu, "Advanced Search", which will allow you to make your search much more specific. When you have entered your search terms and clicked on "search" (or on the icon representing this, which is a magnifying glass), a number of websites relating to your query will appear. The advantage of using this portal is that you can access most journal references in this way.

Certain journals, such as *Science Direct*, however, can only be accessed through a tertiary academic institution such as Unisa. To access this journal, you need to do the following:

2. Go to Unisa online at <http://www.unisa.ac.za/>
4. Click on "Library" at the top of the page.
6. In the menu on the left-hand side of the screen, click on "Search library resources".
8. Follow the guidelines if you are a first-time user.
10. Click on the option "Find e-resources".
12. Now click on "A-Z list of electronic resources".
14. Various links for databases will now be on your screen. Click on any database to do a search. For molecular biology/biochemistry we recommend clicking on Science Direct, Nature or SpringerLink. (Remember, to find Science Direct, select S at the top and a list of all the databases starting with s will appear; if you want to go to Nature, select N, etc.)
16. When you have entered one of these databases, you can search for scientific articles by typing in the relevant keywords in the "search" box. Be very specific in terms of the keywords you use. If you type in just one very general word, this will usually result in too much information that does not relate to the specific topic you are looking for.
18. You will need to do some independent searches yourself, as part of your portfolio, assignments and exam preparation. This is especially true because this is a distance education course, which needs to be supplemented with information from internet sources.

Contact the Unisa Library if you have any difficulties or for assistance: +27 12 429 3206 or see the Library website for the local branch library's telephone number.

0.7.4 Avoiding plagiarism

Never try to pass off other people's work (or our learning units and study material) as your own. If you want to incorporate other people's words and ideas or our notes in your own answers, enclose these in quotation marks if you are quoting directly, and **always** acknowledge your source. Use the Harvard referencing method. You can search for more information on this method online; a good source is http://www.staffs.ac.uk/assets/harvard_quick_guide_tcm44-47797.pdf. If you are unsure about the correct way to acknowledge sources, contact Unisa's Library Information Desk.

Students who do not acknowledge quotations, or who plagiarise from lecture notes and outside sources, or who copy

someone else's answers may be refused permission to write the examination, or may be penalised in the assignment.

0.8 Using myUnisa

I explained the advantages of online learning in section 0.1 of this learning unit. In the sections that follow, I will give you an orientation to using myUnisa. You will see how the Unisa menu options work, and I will draw your attention to the "rules" or "etiquette" of online communications. Finally, you will have the opportunity to try using one of the most important tools on myUnisa, the Discussions tool.

0.8.1 The myUnisa menu options

You need to be able to use the various menu options on this course site, as they will enable you to participate actively in the learning process.

Click on the links below to see where the various options are located.

- Learning Units: The learning units are your main learning resource in this module. They contain the content and learning activities that you need to work through to achieve the module outcomes.
- Official Study Material: A copy of the Tutorial Letter 101 as well as past examination papers will be stored as printable PDF versions under this option.
- Announcements: From time to time I will use this facility to give you important information about this module. You should receive e-mail notification of new announcements posted on myUnisa.
- Schedule: This tool gives you access to important dates and details about events, such as examination dates and deadlines for your assignments. You will need this information to help you manage your time and plan your own schedule.
- Course Contact: If you want to send me e-mails in connection with this module, use this tool to communicate with me.
- Additional Resources: A copy of the learning units will be stored as printable PDF versions under this option. This tool allows you to access any additional learning support material that might help you in your studies for this module. I will send an e-mail alert or announcement to inform you if I add anything to this folder.
- Discussions: This tool allows us to hold discussions as if we were in a contact setting, and I hope that this will give you clarity on many of the issues that students tend to struggle with. I will set up a number of discussion forums that you can visit to discuss specific topics. There will also be a forum for students, where you can discuss issues among yourselves, or just support one another.

Assignments: This tool allows you to submit your assignments electronically, and to monitor your results. If you can, please submit your assignments via myUnisa. If you don't know how to do this, consult Tutorial Letter 101.

0.8.2 myUnisa etiquette

myUnisa is the university's online platform, where lecturers and students meet, interact and participate in an on-going process of learning and teaching. In interacting online, always remember to be respectful towards your fellow students and your lecturers. The rules of polite behaviour on the internet are referred to as **netiquette** – a term that means "online manners".

You can access these websites to learn more about netiquette:

- <http://networketiquette.net/>
- <http://www.studygs.net/netiquette.htm>
- <http://www.carnegiecyberacademy.com/facultyPages/communication/netiquette.html>

Please observe the rules of netiquette during your normal, everyday online communications with colleagues, lecturers and friends. In particular, remember to be courteous to your fellow students when using the Discussions tool.

0.8.3 Activity 0.1: Introduce yourself

At this point, I would like you to do an activity called an ice breaker.

What is an ice breaker?

An ice breaker helps you to

- get to know the myUnisa online environment
- get to know and connect with your fellow students

To do the activity, click on the **Discussions** option in the menu on the left-hand side of the screen. From here, click on the forum **Module-related discussions**, and then on the topic "Introducing yourself".

Once inside the topic, post a short entry in which you

- tell us who you are and where you live
- share what the subject area you are studying means to you, and why you chose to study it

Also respond to at least one posting by one of your fellow students.

0.9 Assessment in this module

Your work in this module will be assessed by the following:

- Two written assignments, which will be used to calculate a year mark that will count 30% towards your final mark
- One written examination of 2 hours, which will count 70% towards your final mark

Please consult Tutorial Letter 101 for details about the assessment in this module. Be sure to read the following information in the tutorial letter:

- how your assignment and exam marks will be calculated
- the due dates for and unique numbers of your assignments
- how to submit your assignments
- examination periods, admission and marks

Tutorial Letter 101 also contains the actual assignment questions.

Remember that although Tutorial Letter 101 will be sent to you, you can also access an electronic version by using the link on this page, or else going to **Official Study Material**.

I wish you well in your studies. Enjoy the course!
