

Defense Acquisition University

Managing Your Environment

Online learning can take place almost anywhere. However, as most DAU students taking online courses are likely to be at work or home, we will discuss creating the right environment in these locations.

1. It is important that you have a place to study that is quiet and allows you to concentrate on the course material. Choose a study space that does not have distractions (such as a television set) and is not a common area populated with many people. Be sure that your study area has adequate lighting and ventilation.
2. Your computer desk should be large enough to handle the computer, monitor, printer and mouse pad and still give you room for a notebook.
3. A height and back adjustable chair is highly beneficial for correct posture. It can also help keep your eye level with the top part of the monitor, which reduces tension on your spine.
4. Consider putting your phone on mute or forwarding your calls during your study period. Here again you might need your supervisor's support and cooperation.