

IMPORTANT INFORMATION ON BUS103 AND MKT202

Dear Students

Please be informed that the following courses are delivered **100% online** via the Canvas learning management system:

BUS103 - Organisational Behaviour

MKT202 - Marketing Management

These online courses will feature an assortment of virtual learning tools, interactive activities and other resources designed to keep you fully engaged in an exclusively online learning environment. Guidance and support will be provided by experienced online instructors through discussion forums, email and weekly video conferencing sessions known as virtual office hours.

While the mode of learning is fully online, please note that **examinations will continue to be administered on campus**, and according to the course exam timetable shown in the course registration. The assigned course value (of 5 CU) upon course completion, course fees and subsidies that apply to the ground or blended courses will also remain the same for the full online course.

For more information on these full online courses, please refer to the attached FAQs.

SUSS has always been committed to finding new pathways for working adults to learn. For students taking BUS103 and/or MKT202, this means that you will have more flexibility to manage your studies, as you can complete course activities at your own pace and time as long as you meet the stipulated deadlines. In addition, you will develop skill sets that are valuable in the digital economy, such as virtual networking and collaboration skills, through online group-based assignments and graded discussions.

We wish you every success as you experience this exciting mode of learning.

Assoc Prof Lee Wee Leong
Director
Online Learning (OLE)

FREQUENTLY-ASKED-QUESTIONS ON FULL ONLINE COURSES

General Information about Full Online Courses

Q1: What is a full online course?

A full online course is delivered 100% online via the Canvas learning management system, where face-to-face sessions are replaced with video conferencing sessions known as virtual office hours.

Full online courses feature an assortment of virtual learning tools, interactive activities and other resources designed to keep students fully engaged in an exclusively online learning environment.

Q2: What is the difference between a full online course and a blended course?

In a full online course, learning is done entirely online, with no face-to-face sessions. Guidance and support will be provided by experienced online instructors via weekly virtual office hours (synchronous video conferencing sessions), discussion boards, emails and live chat. Learners can post questions to their instructor via these channels.

In a blended course, on the other hand, learning is done mainly online, supplemented by some face-to-face sessions. Guidance and support are provided by instructors via discussion boards, emails, and face-to-face classes.

Q3: Is the curriculum the same for a full online course and a blended course?

The units and content of full online course are very similar to those of a blended course. You will cover the same learning outcomes through slightly different learning activities. You can expect a curriculum and assessments that are just as rigorous and you will sit for the same examination as when those courses are offered in a blended mode.

Q4: Are the assigned course credit units the same for a full online course, a blended course and a face-to-face course?

Yes. The assigned course credit units (e.g. 5 credit units) are the same for a course, regardless of the mode of its delivery.

Q5: If I enrol in a full online course, are there any online classes that I am required to attend, at a specific time every week?

If you enrol in a full online course, there are virtual office hours on a fixed day and time every week, where you are encouraged to take part in a live online session with your instructor.

Virtual office hours are between 7.00pm – 9.00pm on the scheduled course run day.

Upon successful enrolment into a full online course, the assigned virtual office hours will be presented in your student timetable and in the Virtual Office hour page in Canvas.

Q6: Is there a minimum number of hours that I need to spend online to complete a full online course?

There is no minimum number of hours that you need to spend online to complete a full online course. You have the flexibility to access your learning materials and complete your course activities at your own pace and time as long as you meet the stipulated deadlines for the course.

However, you are encouraged to log in everyday to review the course material, watch the chunked lectures, complete the learning activities and participate in the online discussions. In addition, you will also have to make time for virtual discussions with your group members to work on and complete your group-based assignment.

Q7: Are the components that make up the Overall Continuous Assessment Score (OCAS) the same for a full online course and a blended course?

No. Components in the OCAS are designed to complement each learning mode. Hence, there are variations in the OCAS between a full online course and a blended course. For example, full online courses will have virtual group-based assignments and graded online discussions as part of their assessment component.

Q8: Will there be an examination component for the full online course?

This varies from course to course. If your course has an examination component, it will be administered on campus, and according to the course exam timetable shown in the Course Registration.

Q9: Will my enrolment in full online courses be reflected in my graduation certificate or transcript?

Your transcript will reflect the name of the courses you have taken, and the corresponding

number of CUs awarded. The mode of delivery (online, blended or face-to-face) for courses taken will not be reflected in your graduation certificate or transcript.

Course Fees and Subsidies

Q1: Is there any difference in fees between the full online course and the blended course?

No. There is no difference in fees between the full online course and the blended course. Students will pay the existing fee rate applicable.

Q2: Will the subsidies and grants that are applicable to my education with SUSS be applicable to the full online courses?

Yes. The subsidies and grants that are applicable to your education with SUSS will be applicable to the full online courses.

Information on selection of full online courses in the Course Registration

Q1: How many full online courses are available to new SUSS students for enrolment in the July 2019 semester?

There are **2** full online courses available to new SUSS students for enrolment in the July 2019 semester. More online courses will be made available to students in the following semesters.

Please refer to your curriculum plan for updates on the availability of new full online courses before each course registration period.

Q2: What are the full online courses available to new students for enrolment in the July 2019 semester?

BUS103 - Organisational Behaviour
MKT202 - Marketing Management

Q3: Where can I find the course synopsis for the full online courses?

You can find the respective course synopsis in your Programme's Curriculum Plan (CP) which is available on the SUSS website.

Please note that although the course number is stated as **BUS103e** and **MKT202e** in the CP, that these are the synopses for the fully-online courses, and not for the blended courses.

Q4: How do I know if I am eligible to take BUS103 and/or MKT202 in the full online course mode?

Please note that BUS103 and MKT202 are only available as full online courses. There is no other delivery mode available for these 2 courses in the July 2019 semester.

If you are eligible to take the course(s), they will appear in your course registration screen.

Q5: Can I take more than 1 full online course per semester?

Yes, as long as the full online courses that you would like to take are available for selection in your course registration screen.

System requirements

Q1: What are the technical and software requirements for full online courses?

The technical and software requirements for full online courses are as follows:

- i. Operating Systems
 - a. Windows 10 (Windows 10 Education is available for download on [Microsoft Imagine](#)).
 - b. Mac OS X.
- ii. Computer Specifications
 - a. Desktop or laptop with at least 2GB RAM and sound capabilities.
 - b. Built-in broadband wired or wireless card.
 - c. Built-in speakers & microphone.
 - d. Webcam.
- iii. Supported Web Browsers
 - a. Refer to [Canvas website for list of supported web browsers](#).
- iv. Additional Software
 - a. [VitalSource Bookshelf Software](#) to read eTextbook.
 - b. [Acrobat Reader](#) to open PDF files.
 - c. Canvas mobile app ([Google Play](#) | [Apple Store](#)).

As the full online courses are delivered via the Canvas learning management system, you

should ensure that your computer is correctly configured and meets the minimum technical requirements as stated above.

For further questions regarding access to, set-up and other technical specifications for Canvas, please contact Learning Services Support at:

Hotline:	6248-9111 (Option 1 followed by Option 2)
Email:	lssupport@suss.edu.sg
Operating Hours:	Mon - Fri, 8.30am - 7.30pm Sat, 9.00am - 1.00pm
