



# VISION

C O L L E G E

## OPEN DISTANCE LEARNING (ODL) GUIDE BOOK

DIPLOMA IN BUSINESS  
ADMINISTRATION (DBA)

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# 1. Websites & Portals

We offer a range of support services ready to help you with your studies, including a library, IT support, career advice, counselling, and more.

## 1.1 Vision College Website

The web page <https://vision.edu.my/> is the portal that links you to important information and portals.

Student can get the link to Student Portal (Vialing Sky) and Moodle through the website.

## 1.2 Student Portal (Vialing Sky)

The web page <https://vision.vialing.com/sp/login> is the portal that links you to important information, including semester registration, course registration, admission records, fees statements, and exam results.

Students are required to register for courses every semester through the portal using their student ID.

After logging in, you will see a student dashboard screen containing options to view various functionalities including books availability in the physical library of Vision College.

## 1.3 Learning Management System (LMS) - Moodle

Vision College Learning Management System: <https://vnet2.vision.edu.my/>

The LMS allows students to access course materials, submit assignments, view important announcements, and communicate with peers and course facilitators. All teaching and learning is conducted within this platform, including accessing teaching materials, discussion through the forum, live video conferencing sessions, online quizzes, and assignment submission. The courses in which students are registered will appear on their dashboard automatically.

## 1.4 Library

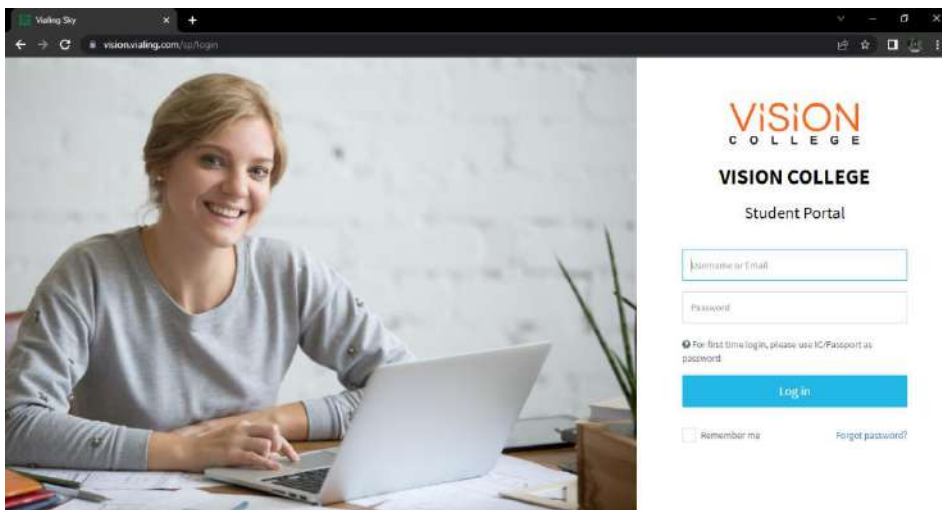
Student may get access to a wide range of online library resources from Vision College e-Library and open e-resources through Vision College website; <https://vision.edu.my/e-library/>

## 1.4 Counselling

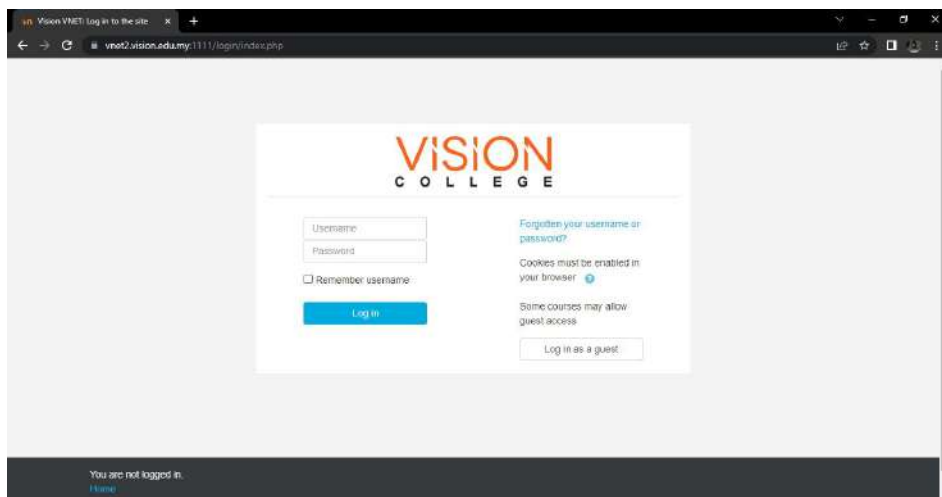
As a student, you'll have access to our counselling services, dedicated to supporting you throughout your studies. Our trained counsellor will assist you throughout your period of study with both academic and personal concerns. Student may reach out to the counselor and request for a counselling session through <https://vision.edu.my/student-feedback-form/> or through the Student Portal.



Website: <https://vision.edu.my/>



Student Portal: <https://vision.vialing.com/sp/login>



Learning Management System - Moodle: <https://vnet2.vision.edu.my/>

## **2. Hardware/Software Requirements**

### **2.1 Computer Access**

It is recommended that distance learning students have regular access to a personal computer with internet. Lectures are typically delivered through video conferencing and a chat room. Recorded lecture videos also available if you miss the live online session. So you will need access to a computer, the internet, and a fully up-to-date web browser. A high-speed connection is preferable.

### **2.2 Computer Requirements**

The following are the required computer hardware and software. Please understand that these are the minimum requirements. You should check with your instructor for any other hardware/software requirements specific to your course. You can also find this information in the course syllabus.

#### **Microsoft Windows**

Operating System: Windows 7 or higher  
Processor Speed/Type: 2.0 GHz or higher  
CPU Memory (RAM): 4 GB or higher  
Productivity Software: Microsoft Office and/or Office 365

#### **Macintosh**

Operating System: MAC OS X 10.6  
Processor Speed/Type: 2.0 GHz or higher  
CPU Memory (RAM): 4 GB or higher  
Productivity Software: Office Suite for Mac

You also need a high internet bandwidth. We recommend minimum 1 Mb download and 0.5 Mb upload speed. Your internet bandwidth can be checked using the following link: <http://www.speedtest.net/>

PLATFORM	BROWSERS
WINDOWS 10	Firefox 60 ESR, Edge, Internet Explorer 11, Chrome
WINDOWS 7	Firefox 60 ESR, Internet Explorer 11, Chrome
MAC OS X	Firefox 60 ESR, Chrome
LINUX (SCIENTIFIC LINUX 6 AND 7)	Firefox 60 ESR

The supported Firefox versions are based on the Extended Support Release (ESR) versions that Firefox provides. No one version of Chrome is specified due to the nature of Chrome releases. No one version of Edge is specified due to the nature of Windows 10 releases. However, any changes in the minimum specifications will be updated on the ODL website.

### 2.3 Computer skills

You will need some basic computer skills to be a successful online student. Below is a list of the necessary skills.

<p><b>1. Basic skills</b></p> <p>Create, save, copy, and locate files/folders; Navigate between two or more applications; minimize/maximize windows.</p>
<p><b>2. Email skills</b></p> <p>Send, open, and reply to messages, Enter a message subject, Send, open, and save an attachment</p>
<p><b>3. Web Browser/Moodle Skills</b></p> <p>Go to a specific URL, Follow a hypertext link; Conduct a basic search using a search engine Download and install plug-ins; Zip (compress) or unzip a file; Update browser as needed; Upload an assignment file; Respond to a forum post</p>
<p><b>4. Word-Processor and Slide Presentation Skills</b></p> <p>Open a new/existing file; Save a file; Rename a file; Cut, paste, format text; Print a document; Add, remove, rearrange, and slideshow</p>

## **3. Courses and Examination**

### **3.1 Course Registration and Withdrawal**

Students are required to register in their courses at the beginning of the semester. Failure to register in your course for a semester will lead to the termination of your study. A student must be registered in a minimum of one (1) course in the normal semester. Students can have a maximum of eighteen (18) credits in the normal semester and a maximum of ten (10) credits in the short semester.

Reinstatement no later than two (2) semesters after the termination, subject to the available remaining period of study. Otherwise, students have to re-apply for admission. You should register on time to avoid the late registration fees.

A student may insert and/or delete a course within the prescribed duration.

Students may withdraw from any course in which they are registered in the current semester within the prescribed duration, subject to the minimum credit requirement. A student who withdraws from all courses will be given a deferment of the study, subject to the deferment regulations

### **3.2 Class Attendance**

Students enrolling in a ODL programme are not required to be physically present for their class. ODL students must achieve at least 20% involvement in a course by mid of the semester. Student participation is calculated from student involvement in weekly assignments, training and accessing self-directed learning materials provided by lecturers. Students who do not meet the specified percentage of participation may be withdrawn from a course. Please contact your instructor should you have any problem related to completing your assignments.

### **3.3 Monitoring of Course Participation**

Student participation will be monitored using activity completion and learning analytic in Moodle. Instructors will be able to identify students who have not accessed the course recently (in the past few days, week, or month) and students who have not completed their formative assessment. Students will receive messages to remind them to participate, with offers of assistance where needed. Overall records of the students' participation can be found on the system dashboard.

### **3.4 Examination**

Examinations will be held face-to-face. Alternatively, instructors may also require students to use the online proctoring system.



In the event where students are unhappy with the results, students can request feedback about their exam performance from the faculty. Exam feedback requests are only accepted within three weeks after marks are released (provisional or final).

### **3.5 Appeal of Assessments Result**

A student can make an appeal for a review of any subject grade during the giving period and at the prescribed cost. The points/marks that are taken into consideration are those obtained after a review or re-check. Students must give notice to appeal within fourteen (14) days after receiving the results from the Examination Board.

## 4. Programme Structure

### 4.1 FULL TIME (DURATION 2.5 YEARS)

#### YEAR 1

<b>SEMESTER 1 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	English Language I	VFS 1013	3
2	Business Mathematics	BBC 1014	4
3	Fundamentals of Business	BBC 1023	3
4	Introduction to Information Technology	BBC 1033	3
5	Introduction to Finance	BBC 2023	3
	<b>Total</b>		<b>16</b>
<b>SEMESTER 2 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Business Accounting I	BBC 2014	4
2	Principles in Marketing	BBC 2034	4
3	English Language II	VFS 2013	3
4	Electronic Commerce	BBC 3043	3
5	Business Communication	BBC 5013	3
	<b>Total</b>		<b>17</b>
<b>SEMESTER 3 – 9 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Bahasa Kebangsaan A / Creative Problem Solving	MPU 1213/ MPU 2223	3
2	Constitution & Malaysian Society	MPU 2313	3
3	Malaysian Studies 2	MPU 2163	3
	<b>Total</b>		<b>9</b>

#### YEAR 2

<b>SEMESTER 1 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Critical Thinking in Organization	BBC 3034	4
2	Business Accounting II	BBC 3014	4
3	Organization Behaviour	BBC 4034	4
4	Consumer Behaviour	BBC 3024	4
	<b>Total</b>		<b>16</b>
<b>SEMESTER 2 – 9 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Marketing Research	BBC 4024	4
2	Law for Business	BBC 4014	4
	<b>Total</b>		<b>8</b>

<b>SEMESTER 3 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Microeconomics	BBC 3053	3
2	Human Resource Management	BBC 5024	4
3	Management Information Systems	BBC 5044	4
4	Statistics & Mathematical Modeling	BBC 4044	4
	<b>Total</b>		<b>15</b>

**YEAR 3**

<b>SEMESTER 1 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Operation Management	BBC 6014	4
2	International Business	BBC 6024	4
3	Macroeconomics	BBC 5034	4
4	Social Service	MPU 2412	2
	<b>Total</b>		<b>14</b>

## 4.2 PART TIME (DURATION 4 YEARS)

### YEAR 1

<b>SEMESTER 1 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	English Language I	VFS 1013	3
2	Business Mathematics	BBC 1014	4
3	Fundamentals of Business	BBC 1023	3
	<b>Total</b>		<b>10</b>
<b>SEMESTER 2 –9 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Introduction to Information Technology	BBC 1033	3
	<b>Total</b>		<b>3</b>
<b>SEMESTER 3 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Business Accounting I	BBC 2014	4
2	Principles in Marketing	BBC 2034	4
3	English Language II	VFS 2013	3
	<b>Total</b>		<b>11</b>

### YEAR 2

<b>SEMESTER 1 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Electronic Commerce	BBC 3043	3
2	Business Communication	BBC 5013	3
3	Malaysian Studies 2	MPU 2163	3
	<b>Total</b>		<b>9</b>
<b>SEMESTER 2 – 9 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Bahasa Kebangsaan A / Creative Problem Solving	MPU 1213/ MPU 2223	3
	<b>Total</b>		<b>3</b>
<b>SEMESTER 3 – 17 WEEKS</b>			
	<b>Subject Name</b>	<b>Code</b>	<b>Credit Hour</b>
1	Critical Thinking in Organization	BBC 3034	4
2	Business Accounting II	BBC 3014	4
3	Introduction to Finance	BBC 2023	3
	<b>Total</b>		<b>11</b>

### YEAR 3

SEMESTER 1 – 17 WEEKS			
	Subject Name	Code	Credit Hour
1	Organization Behaviour	BBC 4034	4
2	Constitution & Malaysian Society	MPU 2313	3
<b>Total</b>			<b>7</b>
SEMESTER 2 – 9 WEEKS			
	Subject Name	Code	Credit Hour
1	Consumer Behaviour	BBC 3024	4
<b>Total</b>			<b>4</b>

SEMESTER 3 – 17 WEEKS			
	Subject Name	Code	Credit Hour
1	Human Resource Management	BBC 5024	4
2	Management Information Systems	BBC 5044	4
3	Microeconomics	BBC 3053	3
<b>Total</b>			<b>11</b>

### YEAR 4

SEMESTER 1 – 17 WEEKS			
	Subject Name	Code	Credit Hour
1	Statistics & Mathematical Modeling	BBC 4044	4
2	Law for Business	BBC 4014	4
3	Marketing Research	BBC 4024	4
<b>Total</b>			<b>12</b>
SEMESTER 2 – 17 WEEKS			
	Subject Name	Code	Credit Hour
1	International Business	BBC 6024	4
2	Macroeconomics	BBC 5034	4
3	Social Service	MPU 2412	2
4	Operation Management	BBC 6014	4
<b>Total</b>			<b>14</b>

	Full Time		Part Time	
	Long Semester	Short Semester	Long Semester	Short Semester
Number of Weeks*	17	9	17	9
Number of Semester	5	2	8	3
Year	2.5 Years		4 Years	

*\*Including revision week and examination week*

## 5. Frequently Asked Questions (FAQs)

**a) Will my degree certificate say 'Open Distance Learning' on it?**

No, your diploma certificate will not specify that you completed an online programme. This will only be stated on your transcript.

**b) What will my tuition fees be?**

Fees can vary between programmes. The total amount you pay depends on the courses you choose.

**c) Is there an age limit for this programme?**

There is no age limit for this programme as long as you fulfil all the admission requirements.

**d) How can I pay the tuition fees?**

The College encourages you to pay your fees online.

**e) Would I be able to switch from a campus course to an online course halfway through my degree?**

No, it is not possible for a student to switch from a campus course to an online course half way through the study.

**f) How can I find out whether this programme is accredited?**

You can learn more about accreditation through the MQA website at [www.mqa.gov.my](http://www.mqa.gov.my)

**g) Am I required to visit or be on campus?**

Travelling to the campus is not necessary. Our distance learning programme can be completed from wherever you are in the world without visiting the college. However, some courses may include a laboratory component or proctored exam, which will be held on campus or in another designated location. Review your instructor's syllabus for specific details about any required meeting dates and times.

**h) What support will I have as an online student?**

You're not on alone when you study via ODL at Vision College. Many types of support are available, including e-resources, library materials, IT support, and an online help desk.