



UNITED VISION ACADEMY SDN BHD

(Company Registration No: 1229709-H)
 No: 22-01, 20-01 & 20-02 Jalan Pertama 1,
 Pusat Perdagangan Danga Utama,
 81300 Skudai. Johor Bahru. Johor. Malaysia
 Email: info@uvacademy.edu.my
 Tel: +607-5578816 / +607-5576066

Professional Diploma in Business Administration

Professional Diploma in Business Administration course is a systematic and structured program that incorporate a sufficient level of knowledge, skills and quality that correspond to the level of qualification awarded. It will provide students with a balanced input of theoretical and practical knowledge in the learning process and methodology that will be beneficial to student’s career advancement. This program is a collaboration program with UTMSPACE and it is a non MQA accredited program. Each enrollment subject to acceptance of UTMSPACE.

Course Structure

Semester 1	Semester 2	Semester 3	Semester 4
Principles of Management	Innovation, Creativity and Entrepreneurship	Financial Management	Occupational Safety and Health Management
Human Resource Management	E-Marketing	Customer Service Management	Capital Budgeting and Investment Decision
Business Communication	Commercial Law	Organizational Behaviour	Project



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Entry Requirements

Minimum Age	: Minimum 21 years
Academic Qualification	: SPM
Working Experience	: 3 years
Language Proficiency	: English prefers. However, at UVA, we will be teaching in bilingual, that we shall be explaining in Mandarin or in Bahasa Malaysia when necessary.
Course Level	: Diploma
Duration	: 16 months
Mode of delivery	: Classroom-based teaching
Awarding Body	: UTMSPACE
Examination	: End of each semester
Teacher-Student Ratio	: 1:25
Total Lessons Per subject	: 3 lessons x 7 hours each
Class Time	: 8.00 am to 5.00 pm (lunch break 12.00 pm to 1.00 pm)
Students' supports	: Available via call, WhatsApp and social medias all days. Response time within 1 working day.
Final Exam	: Will be prepared by lecturers and conducted at UVA

Total fees: RM12,800

Processing fee: RM100

Registration fee: RM500

Course fee: RM12,200

Processing and Registration fees must be paid upon registration: RM600

Four Installment Payments:

Semester 1: RM3,050

Semester 2: RM3,050

Semester 3: RM3,050

Semester 4: RM3,050

Important Note:

UVA reserve rights to assign any lecturer(s) deemed competence and qualify for subjects, without notification.