



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 Certificate in Business Administration

Professional Certificate 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. Students will be eligible to continue their study to Professional Diploma in Business Administration and get exemption for 5 subjects.

Course Structure

Semester 1	Semester 2	Semester 3
Principles of Management	Innovation, Creativity and Entrepreneurship	Financial Management
Human Resource Management	E-Marketing	



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Entry Requirements

Minimum Age	: Minimum 18 years
Academic Qualification	: SPM
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	: 12 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: RM6,800

Processing fee: RM100
Registration fee: RM500
Course fee: RM6,200

Processing and Registration fees must be paid upon registration: RM600

Three Instalments Payments:
Semester 1: RM2,000
Semester 2: RM2,100
Semester 3: RM2,100

Important Note:

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