Higher Diploma in Business Administration

with four specializations in  • Management  • Marketing  • Accounting  • Banking and Finance

Your pathway to an Honours Degree from Edge Hill University (UK)

A smiling Ma Junwei, one of our graduates, a university scholarship grant winner studying MBA at Edge Hill University (UK)
Our graduates who progressed to the Master’s degree at Edge Hill University

Programme Objectives

The programme is tailored to equip students with the key knowledge and skills of management so that they can work competently in a business environment and add value to the company and themselves. The key elements of business management that the student will learn include: Management, Marketing, Accounting and Finance, Human Resource Management, Operations Management, Business Law and self management skills. (List of modules for each Higher Diploma in Business Administration specialization is shown below.)

Course Modules

The Higher Diploma modules for the various specializations listed below are integrated into 13 components aligned to Edge Hill University’s year 1 and year 2 modules:

Higher Diploma in Business Administration (Management)

- Work, Management and Org. Behaviour
  Intro to Management, Team Development, Work Environment
- Business Economics
  Intro to Economics
- Law for Business
  Business Law
- Introduction to Financial Accounting
  Intro to Accounting, Financial Management
- Marketing
  Intro to Marketing, Selling Processes
- Statistics for Economics
  Business Statistics, Business Quantitative Methods
- Information and the Organisation
  Intro to Computing
- Personal Development
  Student Behaviour Management, Leadership Development, Entrepreneurship
- Managing the Human Resource
  Human Resource Management, International HR Management
- Operations Management
  Operations Management
- Marketing Communications
  Advertising & Promotions, Consumer Behaviour, Market Research
- International Business
  International Management, Strategic Management
- Graduate Enterprise
  Biz Project (Management Stream)

Higher Diploma in Business Administration (Marketing)

- Work, Management and Org. Behaviour
  Intro to Management, Team Development, Work Environment
- Business Economics
  Intro to Economics
- Law for Business
  Business Law
- Introduction to Financial Accounting
  Intro to Accounting, Financial Management
- Marketing
  Intro to Marketing, Selling Processes
- Statistics for Economics
  Business Statistics, Business Quantitative Methods
- Information and the Organisation
  Intro to Computing
- Personal Development
  Student Behaviour Management, Leadership Development, Entrepreneurship
- Managing the Human Resource
  Human Resource Management, International HR Management
- Operations Management
  Operations Management
- Marketing Communications
  Advertising & Promotions, Consumer Behaviour, Market Research
- International Business
  International Management, Strategic Management
- Graduate Enterprise
  Biz Project (Marketing Stream)

The Higher Diploma in Business Administration is an ideal programme for working adults and fresh school leavers to learn the fundamentals of business management. The programme also serves as a pathway to Edge Hill University’s top-up honours degree programme.

The Higher Diploma programme has a duration of 24 months and students have the option of choosing their specialization like: Management, Marketing, Accounting, Banking and Finance. The programme comprises two parts. The first, a group of core modules & the second, a group of modules relevant to the area of specialization chosen.
Higher Diploma
Your pathway to an Honours Degree from Edge Hill University (UK)

Success Stories

The Higher Diploma programme not only provides a pathway to an honours degree but also an opportunity to get a scholarship grant to subsidize the cost of doing a Master’s degree at Edge Hill University.

“Dear FYIT (Singapore), just as the beautiful sunlight sky gives life to the grass and trees, so to have you given us new life.”
- Qian Xu, University Scholarship Winner 2012
MA Marketing Communications graduate 2013
BSc (Hons) Business and Management graduate 2012
Higher Diploma in Business Administration graduate 2010

“Your pathway to an Honours Degree from Edge Hill University (UK) through Higher Diploma.

Higher Diploma in Business Administration (Accounting)

- Work, Management and Org. Behaviour
  Intro to Management, Team Development, Work Environment
- Business Economics
  Intro to Economics
- Law for Business
  Business Law
- Introduction to Financial Accounting
  Intro to Accounting, Financial Management
- Marketing
  Intro to Marketing, Selling Processes
- Statistics for Economics
  Business Statistics, Business Quantitative Methods
- Information and the Organisation
  Intro to Computing
- Personal Development
  Student Behaviour Management, Entrepreneurship
- Managing the Human Resource
  Human Resource Management
- Operations Management
  Operations Management
- Management Accounting
  Management Accounting, Advanced Accounting, Computer Accounting
- Financial Operations
  Book Keeping, Costing, Elements of Auditing, Taxation
- Graduate Enterprise
  Biz Project (Accounting Stream)

Higher Diploma in Business Administration (Banking and Finance)

- Work, Management and Org. Behaviour
  Intro to Management, Team Development, Work Environment
- Business Economics
  Intro to Economics
- Law for Business
  Business Law
- Introduction to Financial Accounting
  Intro to Accounting, Financial Management
- Marketing
  Intro to Marketing, Selling Processes
- Statistics for Economics
  Business Statistics, Business Quantitative Methods
- Information and the Organisation
  Intro to Computing
- Personal Development
  Student Behaviour Management, Entrepreneurship
- Managing the Human Resource
  Human Resource Management
- Operations Management
  Operations Management
- Management Accounting
  Management Accounting, Advanced Accounting, Computer Accounting
- Advanced Corporate Finance
- Graduate Enterprise
  Biz Project (Banking and Finance Stream)
Edge Hill University has a history of over 130 years. It is located between Liverpool and Manchester in the North West of England. The University’s emphasis on employability skills has made it one of the top universities in England for graduate employment. It has a student population of over 16,000 in various disciplines including Business and Management, Law and Criminology, Nursing, Sports, the Performing Arts and Teacher Training.

Recognition:

- Times Higher Education UK - University of the Year in 2014/15
- Shortlisted for Times Higher Education UK University of the Year in 2007/08, 2010/11 and 2011/12
- Top in the North West (UK) for Teaching Excellence
- Top in the North West (UK) for Overall Student Satisfaction
- Top Two Universities in the UK for Social Mobility
- Top Eight among public universities for Graduate Employment in England
- A member of the Association of Commonwealth Universities (ACU)

FY Institute of Technology (Singapore)

FYIT (Singapore) was established in 2004 as an institution of learning dedicated to equip individuals with the knowledge and skills for personal development and career growth. Our programmes are ideal for individuals seeking to boost their career prospects and companies seeking to improve the competence of their employees. Students thanking us for the promotions and financial rewards they received is a sign of Student Satisfaction with our programmes.

The programmes we offer range from short courses to the longer certificate, higher diploma and top-up degree programmes. Our degree programme is in collaboration with a reputed UK university - Edge Hill University.

Our Location

We are located in the heart of Singapore’s financial district in Shenton Way within the former Singapore Polytechnic building now called Bestway Building. We are conveniently located next to the Shenton way Bus Terminal and 5 minutes walk from Tanjong Pagar MRT station.

Entry Requirement

- GCE ‘A’ Level, Higher NITEC or equivalent qualifications.
- Other qualifications will be considered on a case by case basis based on Recognition for Prior Learning (RPL), for Prior Certificated Learning (RPCL) and for Prior Experiential Learning (PPEL).

Programme Structure and Duration

Duration: 24 months

Teaching Methodology: Lectures & Workshops

Course Material: will be provided

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<th>Component</th>
<th>Weightage % Assignment</th>
<th>Weightage % Exam</th>
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<td>Business Economics</td>
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<td>Managing the Human Resource</td>
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Programme Fee

Part-Time: $8,965

Installments: $747.08 per 2 months (Total of 12 installments)

NB: 1. 7% GST applies on all fees
    2. Refer to website: www.sit.edu.sg for details

How to Apply

Applicants must complete and submit the prescribed application form together with the following documents & fees:

1. One time non-refundable application/registration fee $53.50
2. One copy of updated resume with photo (latest)
3. One copy of all academic certificates and transcripts
   (NB you are to bring original for sighting and verification)
4. One copy of NRIC or Work Pass / Passport
5. Proof of English Language proficiency if studies for existing qualification not done in English; those without such proof are required to complete a short course on Academic English.

(NB in line with the Personal Data Protection Act the personal data you submit will only be used for the purposes of your application and study and will only be shared with the regulatory authorities in Singapore and the university if you are doing their programme)