



FULL TIME

Diploma in

Business Administration

Your Life Chance
www.stei.edu.sg



Cert No. : EDU-2-2078

Validity: 18/03/2020 - 17/03/2024

Enhanced Registration Framework

Cert No. :200901936C

Validity: 20/05/2018 - 19/05/2022



VISION

To be the preferred Private Education Institution (PEI) of choice.

MISSION

STeI will offer high quality, cost-effective and relevant courses to meet the needs of our clients.

OUR VALUES - ELITE

PURSUIT OF EXCELLENCE

To be the best in all we do, continually striving for the highest professional standards achievable.

LOYALTY

Being committed to the organisation, to one another and to our customers, at all times. Striving for cohesiveness and caring for one another.

INNOVATION

Creative, being open to embrace change. Encourage, nurture ideas and initiatives to better organisational and individual performance.

TEAMWORK

Be responsible and take accountability seriously; be reliable and dependable to the Team.

ETHICS AND INTEGRITY

Be a role model in character and conduct; uphold STeI's Ethical standards.

OUR CULTURE - SEARCH

Shared sense of purpose and values that is consistent across all members of STeI.

Emphasising importance of staff learning and focusing on continuous improvement in STeI.

Accentuating sense of responsibility for student's learning.

Recognition of staff members' excellent effort and celebrating their successes.

Collegial and collaborative relationships among staff members.

Harnessing strengths through professional development, staff reflection, and sharing of best practices

WELCOME MESSAGE



A very warm welcome to STEi Institute.

As a prospective student, you may face multi-faceted challenges. A key question that typically races through one's mind is, "Where can I secure relevant, reliable and professional educational qualification?"

We are fully conscious of the immense responsibilities placed on us and we will do our utmost to build on the rich legacy and solid reputation to provide quality services.

CHRISTINE TAN

STEi Institute
Principal/Managing Director

WHO WE ARE

We are a Private Education Institution that has established itself as a credible and astute service provider with sound governance and financial standing.

Our team of dedicated lecturers are subject matter experts in both industry practices and didactic approaches to meet your learning needs. Our school also include excellent facilities in a conducive learning environment that meet the standards set by the governing authorities.

QUALITY POLICY

We, at STEi Institute are fully committed to the provision of high quality, cost-effective and relevant education and training courses for our students and the industries.

At STEi, quality is everyone's responsibility. We take pride in our work and emphasise on problem prevention rather than correction. We are committed to comply with the requirements of our clients, and to continually improve our service quality based on feedback and established benchmarks.

STEi adopts a comprehensive Quality Management System (QMS). All STEi staff must comply with the QMS and strive to continuously improve our quality processes in the most competitive and effective manner.

BUSINESS ADMINISTRATION

Diploma in Business Administration aims to provide students with a wide spectrum of business administration study to enable them to understand the business administration systems, processes and procedures.



DIPLOMA IN BUSINESS ADMINISTRATION

BA 1001 BUSINESS COMMUNICATION

The syllabus coverage allows the students to recall the effective business communication concepts and apply them in verbal, non-verbal and written forms of communication in a business environment. It enables the students to develop and refine their own abilities in communicating clearly and concisely.

BA 1002 INTERNATIONAL MANAGEMENT

The syllabus coverage describe international business administration and management issues and apply them in related business functions. It introduces the dimensions of management and highlights the challenges which face managers in the contemporary business environment. The module provides students with the opportunity to understand how the role of management can affect the performance of an organization.

BA 1003 MARKETING MANAGEMENT

The syllabus coverage describes marketing management to recall key concepts of global marketing strategies and plans and to assess global marketing opportunities. It allows the students to apply the marketing concepts and techniques to business environment.

BA 1004 MANAGERIAL ECONOMICS

The syllabus coverage describes key concepts of managerial economics and relate them in the business environment. It allows the students to obtain a basic awareness in the major economic theories and policy issues and the nature of competition and behaviour in business.

BA 1005 HUMAN RESOURCE MANAGEMENT

The syllabus coverage discusses the key management theories and apply them to workplace human resource management issues. It allows the students to gain knowledge about the processes and procedures associated with human resource management and administration.

BA 1006 FINANCIAL ACCOUNTING

The syllabus coverage discusses accounting processes and the interpretation of financial statements. It allows the students to obtain an understanding of the principles underlying the recording of business transactions and the basic accounting conventions / practices.

BA 1007 ENTREPRENEURSHIP AND ENVIRONMENT

The syllabus coverage discusses entrepreneurship and environment, and to apply them in the effective setting-up and operating of a business. It allows the students to obtain the know-how in planning, designing, organizing of new start-up and to avoid most of the pitfalls in such ventures.

BA 1008 INDUSTRIAL ATTACHMENT (IA)

The coverage of the Industrial Attachment allows students to equip themselves with an understanding of the nature of Business Administration in a Practical and Operational aspect.

Students are expected to undergo Industrial Attachment for a period of 6 months.

COURSE FEES

Local Students

FULL PAYMENT

Diploma in
Business Administration

6-Months Study + 6-Months
Industrial Attachment (IA)

S\$ 8,000.00

International Students

FULL PAYMENT

Diploma in
Business Administration

6-Months Study + 6-Months
Industrial Attachment (IA)

S\$ 8,000.00

All fees stated are inclusive of 7% GST.

All fees are subject to change without prior notice.

Application Fee of S\$299.60 is payable to STEi Institute Pte Ltd. This fee is **non-refundable** under all circumstances. Students can make payment via TT, bank draft or cheque.

MEDICAL INSURANCE SCHEME

STEi hereby confirms and undertakes to students that it has in place a medical insurance for all its students.

FEE PROTECTION SCHEME

STEi provides fee protection scheme for all students as required by CPE and is aligned with EduTrust requirement.

FOR ENQUIRIES

Please contact us at (65) 6559 2896 or
admin@stei.edu.sg

ENTRY & GRADUATION REQUIREMENT FOR THE PROGRAM

THE PRE-REQUISITES FOR DIPLOMA IN BUSINESS ADMINISTRATION

- 16 years old and above; and
- GCE "O" levels with a pass in English Language or equivalent; or

For international students, they must complete Secondary School education or equivalent with a pass in English Language

GRADUATION REQUIREMENT FOR ALL LEVELS

In order to be conferred the course award, the student must achieve a pass for STEi Examination, and at least 75% of class attendance. Student's Pass Holders are required to maintain a class attendance of 90% and above.

DURATION

Diploma in Business Administration is conducted over a period of **6 months** via Theory and Practical Lessons with **6 months** Industrial Attachment.

MODE & METHODS OF DELIVERY

Face to face delivery via:

- Lecture
- Discussion
- Role Play
- Hyperlinks and interactive Media
- Industry field trip

TEACHER STUDENT RATIO

1:60

EXAMINATION

Examination is conducted at the end of each module.

COMMENCEMENT & END DATE

Please refer to our website at www.stei.edu.sg for latest information.

AWARDING BODY

- STEi Institute



STeI Institute

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(65) 6226 2896



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