



Certificate in Business Administration (Level 3)

Course Aims & Objectives

The aim of the examination is to test knowledge and understanding and its application in the key areas of administration and organisation; administration systems and procedures and business services and Management support.

Syllabus Covers:

- Equipment, Materials, Services and Supplies
- Work Environment and Controls
- Procedures, Information and Communication
- Organisation and Personal Effectiveness
- Business Meetings, Events and Travel

LCCI Level 3 Certificate will be issue to candidate after passing the required examination.

Duration & Instruction Hours:

This certificate requires total 84 instruction hours. (Total 21 lessons for 4 hours/lesson)

Please check the planned lessons schedule with our course consultant before enrolling to this program.

Fees:

S\$ 840/- (For Both Part & Full-time)

S\$ 168/- (After Grant)

SDF grant up to 80% is available for those who qualify.

Please call our course consultant for eligibility details.