

Local Residents & PR Only.**Course Aims & Objectives**

This Diploma aims to provide with the basic understanding of administration elements and requirement in a business organisation and also the different functional areas of business administration and provides a good foundation for a career in Business Administration.

This diploma allows the student to develop appreciation of handling administration operation in business.

Entry Requirement

- Students must be at least 15 years and above;
- No formal basic qualification is required but qualification equivalent to “N” will be preferred.

Course Content

- Business Administration
- Business Practice
- Practical Computing

Upon completion of above courses including passing all above subjects, LCCI level 3 certificate will be issued. A diploma must be claimed through additional application of certificate grouping process if candidates achieved pass for above subjects within a period of 24 months.

Duration & Instruction Hours

This Diploma program lasts about 6 month. For Both Full-time and Part-time student.

Weekly Instruction hours:

Full-time: 15 hrs / week

Monday to Friday: 3 hrs daily

Part-time: 6 hrs / week

Duration: Twice weekly – evening class 6.30pm – 9.30pm

Fees

Full-time: **S\$2880/-**

Part-time: **S\$2160/-**