



ATLANTIC INSTITUTE OF HIGHER LEARNING

175 Bencoolen Street, #01-18 Burlington Square

Singapore 189649

E-mail: atlanticihl@gmail.com

Tel: +(65) 6238 1220

Pearson LCCI Level 1 Certificate in Business Administration (VRQ)

AWARDED BY THE LONDON CHAMBER OF COMMERCE & INDUSTRY, UK

Introduction

This qualification is suitable for students who are preparing to work or already work in an administrative support role that requires them to carry out every day administrative activities with some Level of initiative and business awareness.

London Chamber of Commerce & Industry (LCCI)

LCCI International Qualifications are awarded by Pearson Education Ltd. An accredited Awarding Body providing vocational and professional qualifications around the world. Pearson is accredited by the UK qualifications regulator, the Office of Qualifications and Examinations Regulation (Ofqual), and many regulatory bodies, employers and Ministries of Education around the world actively seek graduates with LCCI International Qualifications.

Aims

The aims of this qualification are to:

- demonstrate an understanding of the types and structure of business organization and the role of centralized support services.
- demonstrate an understanding of the personal characteristics, roles and responsibilities of administrative staff.
- demonstrate an understanding of the nature of written and face-to-face communications in business organisations.
- produce written business communications in a professional manner.
- demonstrate an understanding of the core administrative support services and the related activities, systems and standards.
- apply their knowledge, understanding and skills in a business context.

Duration

In-Class: 20 Hours

Self-Study: 10 Hours

Total: 30 Hours

(10 lessons: 2 hours per lesson)

Course Fees

Administration	\$150
Material	\$100
Course	\$1200
TOTAL	\$1450

Register with us

To register, email us with the following:

- 1) Name of the Course
- 2) Your full name
- 3) A copy of your highest qualification

Contact us

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Email: atlanticihl@gmail.com

Telephone: (+65) 6238 1220

Handphone : (+65) 97557287
(+65) 91181220

Class (Face-To-Face)

Class size will be kept to size of 6 - 10 students to ensure holistic learning.

Admission Criteria

- Be at least 16 years old of age upon enrolment
- At least Secondary Two or equivalent

*If you are not within the above criteria and keen to sign up for the course, you are required to submit your academic qualification with a cover letter justifying. Your application will be assessed by the center and we would advise you accordingly.

Assessment / Graduation Requirement

This qualification is examinable by LCCI. Candidates are required to clear the LCCI examination. Successful candidates will be awarded the Level 1 Certificate in Business Administration based on the achievement of the percentages and grades below.

Results	Grading	Qualification Awarded
50% to 59%	Pass	Pearson LCCI Level 1 Certificate in Business Administration
60% to 74%	Pass with Merit	
75% and above	Pass with Distinction	

Course Fees Breakdown

	Fees
1st Instalment (Inc. Administration and Material Fees)	\$650
2nd Instalment	\$400
3rd Instalment	\$400
Sub-Total*	\$1450

*Not inclusive of examination fee - Examination fee will be in accordance to LCCI's pricing

- Textbooks and stationery are not included in the materials fee.
- Lecturers will supplement lecture notes to the students if necessary at no extra charge.
- English Language Proficiency Test (O-Levels) (where applicable) is provided at no extra charge.

Course Details

Syllabus Topics

1. The office environment
2. Working in an administrative role
3. Verbal and written business communications
4. Storage and retrieval of information
5. Maintaining and issuing stationery stock