



# ATLANTIC INSTITUTE OF HIGHER LEARNING

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## Pearson LCCI Level 3 Certificate in Business Administration

AWARDED BY THE LONDON CHAMBER OF COMMERCE & INDUSTRY, UK

### Introduction

This qualification is an advanced qualification for those who need to develop a thorough understanding of administration systems, business services and management support. It also suitable for students who are working, or preparing to work, in an administrative role as a team leader.

### 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 qualifications are to:

- demonstrate an understanding of the internal organizational environment
- demonstrate an understanding of how to lead and manage the work of a team
- produce written business communications
- demonstrate an understanding of how to manage verbal communications
- demonstrate an understanding of how to plan, organize and support meetings and events
- demonstrate an understanding of information management

### Duration

In-Class: 24 Hours

Self-Study: 12 Hours

Total: 36 Hours

(12 lessons: 2 hours per lesson)

### Course Fees

Administration	\$150
Material	\$100
Course	\$1680
<b>TOTAL</b>	<b>\$1930</b>

### 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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Singapore 189649

Email: [atlanticihl@gmail.com](mailto:atlanticihl@gmail.com)

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### 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
- Have at least 1 GCE N Level or 1 GCE O Level or NITEC/Higher NITEC
- LCCI Level 2 Business Administration or equivalent recommended

\*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 and candidates are required to pass the LCCI examination. Successful candidates will be awarded the Level 3 Certificate in Business Administration based on the achievement of the percentages and grades reflected below.

Results	Grading	Qualification Awarded
50% to 59%	Pass	Pearson LCCI Level 3 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)	\$810
2nd Instalment	\$560
3rd Instalment	\$560
<b>Sub-Total*</b>	<b>\$1930</b>

\*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. Internal organizational environment
2. Managing the work of a team
3. Communication in business organisations
4. Planning, organizing and supporting meetings and events
5. Information management in business organisations