



## **OTHM Level 3 Diploma in Business Management**

Qualification Number: 603/7795/1

### **Overview**

The objective of the OTHM Level 3 Diploma in Business Management qualification is to provide learners with an in-depth understanding of the operations and structure of businesses. The qualification will provide learners with the underpinning knowledge, understanding and skills associated with business activities. It will prompt research, investigation and review of aspects of business which include Business Communication, The Business Environment, People Management, Customer Service, Finance and Marketing. After completing the course, the learners will:

#### **Knowledge and Understanding**

- An appreciation of the body of knowledge that constitutes a discipline of business.
- A range of knowledge, facts, theories, ideas, properties, materials, terminology, practices and techniques about, and associated with, business, its functions and its context.
- Apply knowledge, skills and understanding using some of the basic, routine practices, techniques to address set situations and/or problems related to the business management of organisations.
- Relating field of business, functions of business, industries, sector to a range of practical and/or commonplace applications.

#### **Generic Skills**

- Obtain, organise and use factual, theoretical and/or hypothetical information in drawing conclusions and suggest solutions to business organisations.
- Use a wide range of skills, such as ICT, basic analysis of range of numerical and graphical data and effective written and oral communication.
- Take responsibility for carrying out a range of activities where the overall goal is clear, under non-directive supervision.
- Exercise some supervisory responsibility, work in teams, evaluate the work of others and make use of limited resources efficiently.

Successful completion of this qualification will support learners progressing to university, and to provide learners with the requisite skills and knowledge to enter the world of work in their chosen sector.



### **Mandatory Units**

- Communication for Business (20 credits)
- The Business Environment (20 credits)
- People Management (20 credits)
- Customer Service (20 credits)
- Finance in Business (20 credits)
- Marketing (20 credits)

### **Entry Requirements**

- Equivalent to GCE AS/A Levels.
- May also have relevant work experience
- Over the age of 16 years
- UK Versity will determine the language proficiency in English is not your native language



### Assessment and Verification

All units within this qualification are internally assessed via assignments and externally verified by awarding organisation. There are no examinations in this course.

### Course Material

Course material, including presentations; handouts, assignment briefs and e-books are made available to enrolled learners. In addition to this, the learners also get the course handbook and tutorial via emails to support the learning.

### Online learning

The learner sets the pace for learning and the courses are offered across an academic year basis. Although our tutors encourage the learners to make progress monthly, but this approach is flexible.

### Progressions

Learners who achieve this qualification could progress into Level 4 courses or take admission into or bachelor's degree courses at the University.

### Certification

The Diploma is issued by the OTHM - Awarding Organisation. Course 4U (DC2006132) is an accredited and approved delivery Centre for Qualification qualifications.

**Fees** £1200 or INR 95,000

20% VAT is payable in the UK only.

### Key Facts

Awarding Body: OTHM Qualification

Course Duration: 4-6 months

Method of study: Blended Learning / Full or Part Time / Distance Learning

Qualification Level: 3

### Disclaimer

We do everything we can to ensure that information on our website is correct, however details may change, and we cannot accept responsibility for errors or omissions. For more detailed information about the course visit <https://othm.org.uk/qualification/othm-level-3-diploma-in-business-management>