

**OTHM Level 3 Diploma in Business Studies**  
**Qualification Number: 603/2171/4**



### **Overview**

The objective of the OTHM Level 3 Diploma in Business Studies qualification is to provide learners with an in depth understanding of the operations and structure of businesses. Successful completion of this qualification will equip learners with the underpinning knowledge and skills required to succeed in employment or further studies.

The learners will:

- Develop a body of knowledge about workplace employment and employability in range of sectors.
- Develop a range of knowledge, facts, theories, ideas, skills, materials, terminology, practices and techniques associated with workplace skills, employment and employability.
- Develop self-confidence and interpersonal skills required for the working environment and employment.
- Be able to improve communication skills and promote personal effectiveness.

Successful completion of this qualification will equip learners with the underpinning knowledge and skills required to succeed in employment or further studies

### **Mandatory units**

- Introduction to Research and Academic Skills (10 credits)
- Using IT for Business (10 credits)
- Introduction to Economics and Accounting (10 credits)
- Introduction to the Business Environment (10 credits)

### **Optional units (Two unit)**

- Introduction to Customer Service (10 credits)
- Managing Business Events (10 credits)
- Introduction to Marketing (10 credits)
- Introduction to People Management (10 credits)

### **The 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. UK Versity (DC1506132) is an accredited and approved delivery Centre for Qualification qualifications.

### **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-studies>