

# LEVEL 4 DIPLOMA IN BUSINESS MANAGEMENT



Quality Education for a Better Future

# Programme Features

## Qualification

Upon completing the programme, students will be awarded an OTHM Level 4 Diploma in Business Management.

## Awarding Body

OTHM - UK

OTHM is regulated and approved by Ofqual, UK (Office of the Qualifications and Examinations Regulation)

## Programme Description

The objective of the OTHM Level 4 Diploma in Business Management qualification is to provide learners with an excellent foundation for building a career in a range of organizations. It designed to ensure each learner is 'business ready': a confident, independent thinker with a detailed knowledge of business and management and equipped with the skills to adapt rapidly to change.

The qualification is ideal for those who have started, or are planning to move into, a career in private or public sector business. Successful completion of the Level 4 Diploma in Business Management qualification will enable learners to progress to further study or employment.

# Academic Information

## **Modules**

Research and Academic Writing  
Business Environment  
Introduction to Business Communication  
Introduction to Quantitative Methods  
Introduction to Business Functions  
Introduction to Finance

## **Grading**

Pass / Fail

## **Assessments**

Individual Assignments  
Reports  
Case Studies  
Presentations

# Programme Information

## Entry Requirements

SPM or equivalent  
18 Years Old  
Ability to Speak English

## Duration

The qualification is designed to be delivered over one academic year for full-time students. However it also flexible in its delivery in order to accommodate part-time student and can be completed within 6 months.

## Delivery

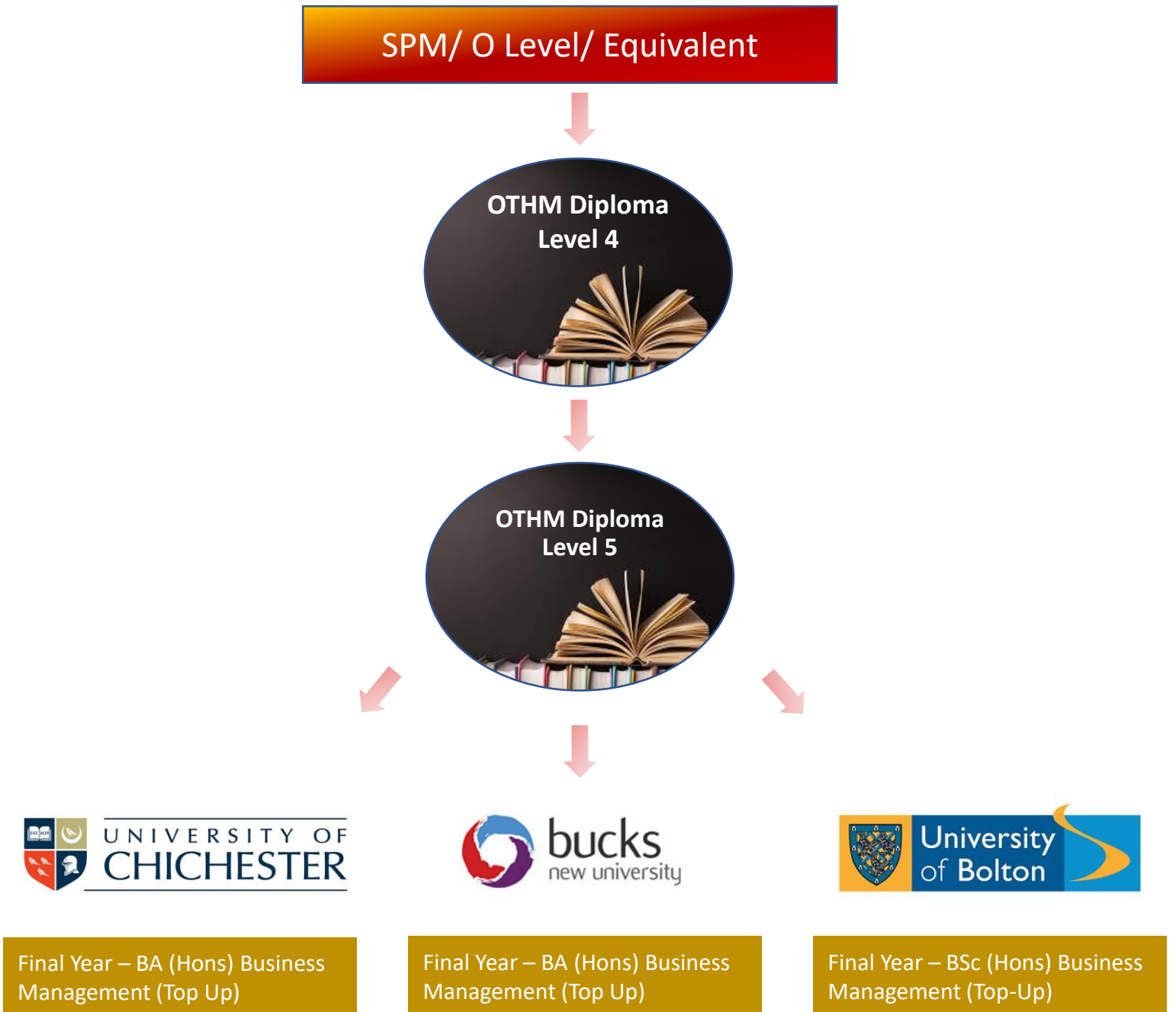
The programme is delivered face to face for full time students through lectures and tutorials.

We also have an option of Flexible Distributed Learning in which students may opt for the self-study package in which students are given access to E Learning portals such as Spectrum2u and Microsoft Teams portal for guidance.

## Enrollment Dates

Full Time – January, March, June, September  
E Learning – Every Month

# UK University Progression Pathway



# Fee Structure

Level	Duration	Tuition Fee (GBP)		
		SELF PACED LEARNING (SELF-STUDY)	REMOTE LEARNING (LECTURER ONLINE SUPPORT)	FACE TO FACE LEARNING (CAMPUS BASED)
4	1 Year	£950.00	£1,300.00	£2,300.00

## FEE PAYMENT DETAILS

Fee's are Non Refundable.

Fee's are to be paid by the stipulated time as mentioned by Spectrum Education Group.

Conversion rate from GBP to RM for the fee above should be following the conversion rate of the date of registration.

All payment of fees are to be made via bank draft, crossed cheque or banking transfer to Payee Name and bank account as stated below:-

**Payee**

**Spectrum Management (M) Sdn. Bhd.**

**Bank**

Hong Leong Bank Berhad

**Account Number**

10600034081

**Bank Address**

No 18 & 20, Jalan 20/16A, Taman Paramount, 46300 Petaling Jaya, Selangor

**Swift Code**

HLBBMYKL

# Why OTHM Level 4

## **Benefits of Enrolling in OTHM Level 4 Programme with Spectrum Education Group**

No Examinations

Award recognized by OfQual, UK Education Ministry

Entry into Final Year of UK Degree Programmes

Online Study Materials

Allocation of Tutor for guidance

Convocation Ceremony

E Library

Accommodation for Full Time Students

# Thank You



## **PUCHONG CAMPUS**

*13G Jalan OP ½ One Puchong Business Park,  
47160 Puchong, Selangor Darul Ehsan, MALAYSIA*



## **SUBANG CAMPUS**

*22F-26A The Main Place Mall USJ 21, Jln USJ21/10, 47630  
Subang Jaya, Selangor Darul Ehsan, MALAYSIA*



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Education Counsellor