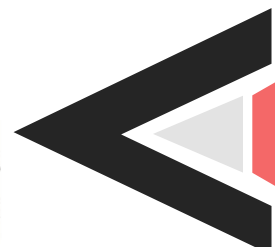


# OTHM Level 4 Diploma in Business Management (Full-Time/Part-Time)



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 is 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.



### **Job Prospects**

- Business Analyst
- Business Development Manager
- Business Adviser
- Management Consultant

### **Entry Requirements**

|                              |  |
|------------------------------|--|
| Age                          | • Minimum 16 years old   |
| Academic Qualification       | • 1 GCE 'A' Level Pass at E and above; or<br>• Polytechnic Diploma or foreign qualification equivalent; or<br>• Relevant diploma issued by the International Sports Academy; or<br>• Relevant diploma issued by the United States Sports Academy |
| English Language Proficiency | • GCE 'O' Level Pass in English at C6 and above; or<br>• IELTS 5.5 and above; or<br>• Pass in ASA Language Literacy and Numeracy (LLN)   |

### **Intake**

One intake per year. Please contact IMSC for specific intake dates.

### **Course Duration**

|                       |   |   |
|-----------------------|---|---|
| Academic Instruction  | No. of days per week  | 5 |
| (Full-Time/Part-Time) | No. of hours per day  | 4 |
| - 8 months            | The number of hours stated above are subject to change. Students will be eligible for the course as long as they fulfil the requisite number of hours, and successfully complete all the assessments as required of them. |   |

### **Delivery Method**

The form of teaching involves lectures given to groups of students, accompanied by tutorials.

### **Assessment Methods**

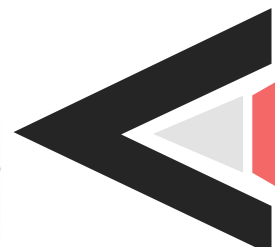
Continual Assessment (assignments and other assessments) and end of module final examination.

### **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is a process where a candidate may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience and/or formal training. For additional information relating to RPL for this course, please contact IMSC.

### **Enrollment**

Contact IMSC at (65) 6423 0668 or [info@imsc.edu.sg](mailto:info@imsc.edu.sg).



## Course Outline

|   |  |   |
|---|--|---|
| Academic Instruction<br>(Full-Time/Part-Time)<br>- 8 months | Total no. of modules<br>No. of contact hours per module<br>Total contact hours | 6 modules<br>80 hours<br>6 modules x 80 hours = 480 hours |
|---|--|---|

## Compulsory Core Modules

| Module Code | Module Title                           |
|-------------|--|
| M/616/0694  | Research and Academic Writing          |
| M/616/2719  | Business Environment                   |
| M/616/2720  | Introduction to Business Communication |
| T/616/0695  | Introduction to Quantitative Methods   |
| K/616/2721  | Introduction to Business Functions     |
| M/616/2722  | Introduction to Finance                |

## Module Description

|  |  |
|--|--|
| M/616/0694 –<br>Research and<br>Academic Writing             | The aim of this module is to enable learners to develop effective research plans, to evaluate different research methods, to use a high standard of academic writing, and to use independent learning techniques to support their self-development.  |
| M/616/ 2719 –<br>Business<br>Environment                     | The aim of this module is to develop learners' understanding of the dimensions of the business environment, including various business types and purpose.  |
| M/616/2720 –<br>Introduction to<br>Business<br>Communication | The aim of this module is to enhance learners' business communication skills and enable them to operate confidently in the business world. Learners will be able to: <ul style="list-style-type: none"> <li>• Make persuasive presentations</li> <li>• Negotiate convincingly</li> <li>• Write reports that address and/or solve strategic problems</li> <li>• Write promotional material</li> <li>• Enhance their cultural awareness</li> <li>• Enhance their understanding of cross-cultural communication, and the role of languages in business</li> </ul> |
| T/616/0695 –<br>Introduction to<br>Quantitative<br>Methods   | The aim of this module is to review the basic concepts in mathematics, algebraic equations, graph construction, matrix algebra and probability that need to be understood by all business learners. The emphasis rests on applying these concepts to a variety of mathematical problems encountered in business contexts.  |
| K/616/2721 –<br>Introduction to<br>Business Functions        | The aim of this module is to develop learners' understanding of businesses types and various external influences on organisations such as the comparative environment framework.   |
| M/616/2722 –<br>Introduction to<br>Finance                   | The aim of this module is to develop learners' understanding of the current regulations governing financial reporting, as well as the purpose and formats of financial statements for different users.   |

## Fees

| LOCAL STUDENTS   |  |                               |
|--|--|-------------------------------|
| Fees Breakdown   |  | Amount including 7% GST (SGD) |
| <i>Academic Fees</i>   |  |                               |
| 1  | Course Fees                              | 6,420.00                      |
| 2  | Course Material Fees                     | 321.00                        |
| 3  | Examination Fees                         | 770.40                        |
| <b>Sub-Total:</b>  |  | <b>7,511.40</b>               |
| <i>Others</i>  |  |                               |
| 4  | Application Fees (non-refundable)        | 192.60                        |
| 5  | Fee Protection Scheme (FPS) (compulsory) | 150.25                        |
| 6  | Medical Insurance (optional)             | 96.30                         |
| <b>Grand Total:</b>  |  | <b>7,950.55</b>               |
| <b>Note:</b> <ul style="list-style-type: none"> <li>Application Fees (\$192.60) have to be paid to begin the registration process.</li> <li>Fee Protection Scheme is compulsory and payable before course commencement.</li> <li>Instalment payment potentially available for local students.</li> <li>Medical insurance is optional, depending on whether student has equivalent local insurance coverage.</li> </ul> |  |                               |

| INTERNATIONAL STUDENTS  |  |                               |
|---|--|-------------------------------|
| Fees Breakdown  |  | Amount including 7% GST (SGD) |
| <i>Academic Fees</i>  |  |                               |
| 1   | Course Fees                              | 7,490.00                      |
| 2   | Course Material Fees                     | 321.00                        |
| 3   | Examination Fees                         | 770.40                        |
| <b>Sub-Total:</b>   |  | <b>8,581.40</b>               |
| <i>Others</i>   |  |                               |
| 4   | Application Fees (non-refundable)        | 385.20                        |
| 5   | Fee Protection Scheme (FPS) (compulsory) | 150.25                        |
| 6   | Medical Insurance (compulsory)           | 96.30                         |
| <b>Grand Total:</b>   |  | <b>9,213.15</b>               |
| <b>Note:</b> <ul style="list-style-type: none"> <li>Application Fees (\$385.20) have to be paid to begin the registration process.</li> <li>All items except 4 must be paid in a single instalment before course commencement.</li> </ul> |  |                               |

| MISCELLANEOUS FEES (payable only if applicable) |                                     |                               |
|---|-------------------------------------|-------------------------------|
| Purpose of Fees                                 |                                     | Amount including 7% GST (SGD) |
| 1   | Deferment Fees                      | 235.40                        |
| 2   | Re-Assessment Fees (per module)     | 214.00                        |
| 3   | Re-Module Fees (per module)         | 428.00                        |
| 4   | Penalty for Late Payment (per week) | 10.70                         |
| 5   | Replacement of Student ID           | 21.40                         |
| 6   | Medical Insurance (if applicable)   | 96.30                         |
| 7   | IMSC T-Shirt                        | 32.10                         |

### **About IMSC**

The International Management and Sports College (IMSC) was formed after a rebranding exercise undertaken by the International Sports Academy (ISA).

ISA was founded in 2003 to provide the much-needed knowledge and skills required to empower individuals with the right tools to achieve success in the burgeoning sporting industry. Together with our partners from the courseed States Sports Academy, the Australian Sports Academy, the National Strength and Conditioning Association, and the American Council on Exercise, we offer quality certifications and diplomas that are recognised internationally, to provide our students with an edge in the sports and fitness industry and meet their needs for lifelong learning.

Over the years, the sports and fitness industry has evolved greatly and the local sports scene has seen an explosion of world class sports events like Formula One and the WTA Finals. There is now a demand for trained personnel not just in sports and fitness, but also in tourism, hospitality, events management, marketing, retail, and facilities management. Thus ISA was renamed International Management and Sports College (IMSC) to better reflect our increased course offerings in business, tourism and hospitality management to better serve the changing needs of the industry.

IMSC will continue to serve as Singapore's and the region's premier private education institution, in providing a holistic education that equips individuals with the skillsets and competencies required for the future economy. We offer a series of quality academic programmes, professional certifications and continuing education courses to cater to varied needs and schedules, in helping our students achieve their goals in lifelong learning.

### **Our Mission**

To provide a holistic education that equips individuals with the skillsets and competencies required for the industry.

### **Our Vision**

To develop industry-ready individuals for the future economy.

### **Our Values**

Passion | Progress | Purpose

### **Our Culture**

Where success is not quantified by just the result, but rather by the calibre of the pursuit.

- Conferred Edutrust (4-Year) Award by the Committee for Private Education for maintaining high standards in providing quality education services.
- Recognised as an Approved Centre by OTHM Qualifications, which are approved and regulated by Ofqual in the UK.
- Named Most Preferred Private Education Institute for Diploma/Advanced Diploma (Sports and Recreation) by JobsCentral Learning Survey.
- Provides early industry exposure and job placement assistance through extensive industry network.
- Endorsed by leading industry employers such as Virgin Active, True Fitness, the Pure Group, Triple Fit, among others.
- Appointed Education Partner and Approved Provider in Singapore by the American Council on Exercise (ACE).
- Offers continuing education courses for increasing skill sets.



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Cert No. : EDU-2-2100  
Validity : 07/06/2017 - 06/06/2021

