OTHM QUALIFICATIONS
Level 3 Diploma in Business Studies

Description

These courses are well suited for the students who are aspiring to go to Australia to further their studies. OTHM courses which are more academic in nature will cater to the students in Singapore and overseas students who would like to pursue their higher studies up to degree programme in Singapore itself. Hence, it caters a different market segment other than the segments we are focusing right now. OTHM qualifications with multiple major will provide more choices for potential students.

Job roles

OTHM qualification from level 3 – 5 in business major leads to a business and management degree that helps students prepare their career path in business, which may stretch across different industry or sectors. Some job titles held by Business major graduates may include Office manager, Human resources generalist, Retail store manager, Operations manager; Human resources director, Executive assistant

Training Strategies

AAC adopts the following learning and teaching strategy to nurture the students to achieve the courses' learning outcomes and stretch them to reach their maximum capacity in their skills and knowledge.

High Expectations

High expectations for learning and behaviour are identified and shared with all students. Clear expectations for acceptable student behaviour and classroom procedures are established, communicated, modelled, and maintained. Classrooms are task-oriented while the social and emotional needs of students are met through mutual respect and rapport. Classroom schedules are followed, activities are organised. Students are encouraged to ask probing questions about content and their work.

Achievement

Academic expectations, goals for achievements are identified and shared with all students for each module and the whole course. These learning targets are connected to the learning activities and stated in terms of students learning outcomes. The learning targets and activities are set to reflect different types of the learning environment. Lecturer plans ways for students to assume responsibilities for their learning.

Collaboration

Teaching strategies or purposely designed to engage all students in learning with other learners. To achieve this, lecturers incorporate collaborative structures by making them work in groups on tasks aligned with standards during guided learning sessions. Lecturers make adjustments to instructions, e.g., pace, modality, questioning, and collaborative structures for all students in the classroom based on student engagement throughout the lesson.

Relationships

Meaning interaction and interpersonal connections occur between the lecturers and students. Learning activities and instructional strategies are informed by students' skills, interests, cultural backgrounds, language proficiency, and exceptionalities. Students are encouraged to take risks in their learning without fear of negative responses from the teacher or peers.

Respect and Tolerance

Ideas, thoughts, and learning are accepted by and from all students. Instructional strategies reflect and respond to students' cultural values, experience, and learning styles in the class. Lecturers recognise the students' cultural biases and know how those biases may impact classroom management and prepare appropriate strategies to tackle the situations. AAC Lecturers are trained to understand and respond appropriately to the students' cultural differences in verbal and non-verbal cues, especially in a multinational classroom environment. Students are also oriented to show respect to cultural diversity and trained to show tolerance and adapt to the differences

Duration:

6 MONTHS

Qualification Entry Requirements

Academic	- At least C6 for any GCE O Level subject or equivalent OR - 10 years of formal education or equivalent
English Proficiency	- IELTS 4.5 or equivalent or - AAC EFL Level-3 or - Pass AAC English proficiency test
Age	At least 16 or above

Qualification Modules

Level 3 Diploma in Business Studies (Full Time)

Modules	Core/ Option	Credits	Teaching hours	Guided Learning Hours	Independent Learning Hours	Total Qualification Time
Introduction to Research and Academic Skills	Core	10	30	15	55	100
Using IT for Business	Core	10	30	15	55	100
Introduction to Economics and Accounting	Core	10	30	15	55	100
Introduction to the Business Environment	Core	10	30	15	55	100
Optional Units						

(Chose any two)						
Introduction to Customer Service	Option	10	30	15	55	100
Managing Business Events	Option	10	30	15	55	100
Introduction to Marketing	Option	10	30	15	55	100
Introduction to People Management	Option	10	30	15	55	100
		60	Total Learning Hours			600

Level 3 Diploma in Business Studies (Part Time)

Modules	Core/ Option	Credits	Teaching hours	Independent Learning Hours	Total Qualification Time
Introduction to Research and Academic Skills	Core	10	30	70	100
Using IT for Business	Core	10	30	70	100
Introduction to Economics and Accounting	Core	10	30	70	100
Introduction to the Business Environment	Core	10	30	70	100
Optional Units (Chose any two)				70	
Introduction to Customer Service	Option	10	30	70	100
Managing Business Events	Option	10	30	70	100
Introduction to Marketing	Option	10	30	70	100
Introduction to People Management	Option	10	30	70	100
Total Credits		60	Total Learning Hours		600

Synopsis

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.

Assessment Arrangements

Level 3 Diploma in Business Studies

Modules	Assessment*	Weighting	Assesses Learning Outcomes	Wordcount (words)
Introduction to Research and Academic Skills	Coursework	100%	1-4	2000
Using IT for Business	Coursework	100%	1-4	2000
Introduction to Economics and Accounting	Coursework	100%	1-3	2000
Introduction to the Business Environment	Coursework	100%	1-4	2000
Introduction to Customer Service	Coursework	100%	1-4	2000
Managing Business Events	Coursework	100%	1-4	2000
Introduction to Marketing	Coursework	100%	1-4	2000
Introduction to People Management	Coursework	100%	1-4	2000

*All the assessments are supplied by OTHM.

All units within this qualification are internally assessed by AAC and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.
Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor. The Assessor is required to provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

Specific assessment guidance and relevant marking criteria for each unit are made available in the Assignment Brief document. These are made available to centres immediately after registration of one or more learners.

Grades

Mark	Grade
50% - 100%	Pass
0% - 49%	Fail

Graduation Requirement:

To award certificate students are required to pass all the modules in Level 3 Diploma in Business Studies