

A photograph of a person's hands typing on a laptop keyboard. The person is wearing a brown, textured jacket and a white watch with a black band. On the desk next to the laptop is a white notebook with a spiral binding and a white mug with a speckled pattern and the word 'BOSTON' visible. The scene is lit with warm, natural light from a window. The image is overlaid with semi-transparent purple and blue geometric shapes.

Diploma in Business Management

OTHM Level 4

SUSSEX
BUSINESS
SCHOOL

AIM HIGHER, GET FURTHER.



ENTRY CRITERIA

18+ years old with Level 3 or equivalent OR
21+ with management experience

OTHM Level 4 Diploma Business Management



ACCREDITED BY



DESIGNED FOR

Individuals who have started or are planning to move into a career in private or public sector business. The qualification content is focused on managing business communications, understanding the business environment in a global context, people management, quantitative methods, finance, research, and academic writing.

SUPPORT

- Self-study courses with dedicated support from OTHM-approved tutors to provide support and assistance with assignments and study materials
- Delivered via Moodle and in collaboration with the OTHM
- All course materials are available online 24/7

QUALIFICATION

- This online business management course is accredited by the OTHM
- The OTHM qualification at RQF Level 4 represents practical knowledge, skills, capabilities, and competences that are assessed in academic terms as being equivalent to Higher National Certificate (HNC) and Year 1 of a three-year UK Bachelor's degree
- Nationally recognised: all credits earned are transferable to other university or college programmes within a similar discipline

BENEFITS

- Develop an excellent foundation for building a career in a range of organisations
- Become 'business ready': a confident, independent thinker with a detailed knowledge of business and management and equipped with the skills to adapt rapidly to change
- Develop your confidence in how to problem solve in the workplace
- Demonstrate to employers that you are competent in current business and management practices, improving your career prospects and your employability
- Progress to further study



SELF STUDY INFO

Each unit up to 8 weeks to complete, with 1-2 days of study per week

OTHM Level 4 Diploma Business Management



Diploma provides a comprehensive and extensive programme consisting of six units with a transferable credit value of 120 credits, and typically taking between six and 12 months to complete.

TOTAL QUALIFICATION TIME (TQT)

OTHM qualifications consist of units, which have a TQT value that tells you roughly how many hours it typically takes to complete each unit.

COURSE UNITS

- OT 0694 Research and Academic Writing (TQT 200)
- OT 2719 Business Environment (TQT 200)
- OT 2720 Introduction to Business Communication (TQT 200)
- OT 0695 Introduction to Quantitative Methods (TQT 200)
- OT 2721 Introduction to Business Functions (TQT 200)
- OT 2722 Introduction to Finance (TQT 200)

PROGRESSION ROUTES

Successful completion of the Level 4 Diploma in Business Management provides you with a range of academic progression routes, including OTHM Level 5 Diploma in Business Management.

As the Level 4 is equivalent to an HNC and Year 1 of a three-year UK Bachelor's degree programme, you are eligible to gain direct entry into Year 2 of a three-year UK Bachelor's degree programme. Please contact the university you would like to complete your degree with before starting the Level 4 course, to ensure eligibility. Please note: Each applicant will be subject to individual assessment and other entry requirements which may affect university entry.

COURSE ASSESSMENT

No examinations. Completion of a written assignment per Unit (word count per assignment 2,500)



BUYING OPTIONS

We offer payment options suited to any circumstances whether in full, monthly or one unit at a time.

OTHM Level 4 Diploma Business Management

HOW MUCH DOES IT COST

All **individual units** are £248.00 per unit.

OTHM Registration Fee:
Level 4 Diploma: £250

[Please visit our website](#) for special offers and to purchase any course.

We offer multiple buying options for all courses and levels, as well as options to purchase a course as a gift for someone else.



Pay for your course in full. Includes the OTHM Registration Fee.



Alternatively, you may prefer to spread the cost of the course over 12 months period with 0% interest. Your first installment will include the OTHM Registration Fee.



Another popular option is paying one unit at a time as you study. Your first payment will include the OTHM Registration Fee and your first unit. You can then purchase your next unit(s) as you progress through your course.



ANY QUESTIONS?

Our dedicated onboarding team are standing by to assist you

OTHM Level 4 Diploma Business Management

WAYS TO GET IN TOUCH

We will be pleased to help you tailor your own programme of learning and answer any queries you may have.

Call us: +44 (0) 1424 551 066

Email us: hello@sussexbusinessschool.com

Have a quick question and need a quick response?

Reach out on Twitter:



WHAT DRIVES US

FREE PERSONALISED LEARNING PLAN

Complete and send the career assessment questionnaire below to receive your free personalised career advice and learning plan to meet your career and professional development objectives. Our team will be in touch once we receive and analyse your information. [Start here.](#)

CHOOSE YOUR FUTURE

SPEAK TO A COURSE SPECIALIST

Book a free, no-obligation telephone or Zoom consultation with our Onboarding Manager. If you prefer Zoom or are not based in the UK please add your Zoom account email address and a note that you would like a zoom call to *Any other questions area of the form. [Click here to book your slot.](#)