



University Foundation Program **BUSINESS MANAGEMENT** (Level 3 – 120 credits)

The University Foundation Programme is a 120 credits qualification (equivalent to two A level) which helps students to equip the key concepts and a range of management procedures required to work within a business. The course was developed with good business management skills to provide the knowledge required for students to work effectively, both as individuals and in teams within business.

a. Intakes of the year

January and September.

b. Fees

Students can choose to make payment by using one of the following methods:

- Credit/Debit Card
- Bank Transfer
- Interest free monthly installment
- For more information, please whatsapp to **018-3884358** or email to **info@axismatics.edu.my**

c. Fees inclusive of:

- All course materials, including online modules and written assignments.
- Access to the learning management system
- Tutor support for synchronous learning sessions.
- Assignment assessment and feedback.

d. Entry requirement:

- SPM with 3 credits, included Math and English
- O Level with 3 credits, included Math and English
- Other equivalent qualification

AXISMATICS
Professional Institute

e. List of 6 modules:

This course is made up of 6 modules and 6 written assignments. Each module consists of 40 guided learning hours of material with an additional 30-50 hours worth of optional materials that comprise of recommended exercises, recommended readings, Internet resources, and self-testing exercises

● **Managing Business Operations**

Effective management of the business operations undertaken within an organisation is the key to its overall success. No organisation will be able to achieve its objectives without effective management of its operations. This module is divided into six sections, each of which deals with one aspect of the management of business operations.

● **Maximising Resources**

An organisation that fails to dedicate sufficient attention to its use of resources will prove to be unprofitable over time. By being observant and prudent, any organisation can achieve significant gains from the management of its resources.

● **The Business Environment**

A sound understanding of the environment in which an organisation operates is a valuable asset in management. In order to make effective decisions, it is important for managers to be aware of the factors that influence the environment and the benefits which can be achieved from using the nature of the environment to good effect. Without such knowledge, it is easy to misjudge the consequence of any actions taken.

● **Managing People in Organisations**

Effective management of people within an organisation is essential if the objectives of the organisation are to be achieved. People represent the single most important resource of the organisation and their needs must be understood and respected.

● **Working in Teams**

Modern organisations use opportunities for team working as much as possible as this is an effective and proven method for getting the best performance from members of the workforce. Teams may be involved in all activities of an organisation – from production right through to financial decision making. This module looks at the role played by teams within organisations and how the human element interacts.

● **Effective Business Communication**

Good communication is essential in any organisation in order to pass information from one person to another. This module explains the need for effective communication and demonstrates how this can be achieved within a work environment.



f. List of written assignments:

Students need to complete 6 assignments. The assignments are approximately 5,000- 8,000 words each. The assignment unit titles that students need to complete for the level 3 course are:

1. Managing Business Operations
2. Maximising Resources to Achieve Business Success
3. The Business Environment
4. Managing People in Organisations
5. Working in Teams
6. Effective Business Communications

g. Mode of study

Each student will be given a unique code to access to the learning materials online through a specific learning platform. Student can access to the learning platform at their own pace and in a flexible time and place.

h. University Progression

Upon completion of this course, students who receive a Level 3 Business Management qualification will have the opportunity to apply for admission onto a full Undergraduate Degree programme from a range of UK universities. Alternatively students can opt to study our Level 4/5 Extended Diploma in Business Management and then go on to complete an Undergraduate Top Up at a range of UK universities.

AXISMATICS
Professional Institute

Axismatics Professional Institute DK118(W)

📍 Unit G-08, Wisma Zelan,
No. 1, Jalan Tasik Permaisuri 2,
Bandar Tun Razak, 56000 Kuala Lumpur.

✉ info@axismatics.edu.my

📘 www.facebook.com/axismatics

🌐 ukdegree.axismatics.edu.my

☎ 603-91735686 / 91736082

📞 018-3884358