

“There are no secrets to success.
It is the result of preparation, hard
work, and learning from failure.”

Colin Powell



CHARLES TELFAIR
I N S T I T U T E



Government of **Western Australia**
South Metropolitan **TAFE**

(National ID: BSB30115)

CERTIFICATE III IN BUSINESS

WHAT IS IT?

This qualification will further develop your practical skills and knowledge to undertake a range of tasks in an office environment. You will develop a broad range of competencies in varied office tasks, including customer service, record-keeping, manual or computerised accounts and payroll processes.

This qualification is designed for people already in, or aspiring to, clerical/administrative positions and is structured to prepare students for the workplace as well as to enhance careers.

WHY A CERTIFICATE IN BUSINESS AT CTI?

- ✓ **Experience:** CTI's has been at the forefront of Management courses in Mauritius for over 16 years.
- ✓ **Innovation:** There is a strong focus on contemporary Management practices and challenges.
- ✓ **Strong practical focus:** The School's state-of-the-art facilities and close link with industry provide students with the necessary resources to be at the forefront of industry requirements.
- ✓ **Employability Advantage:** This course helps students develop a comprehensive and unique understanding of industry requirements in the arena of management practices.
- ✓ **Industry Network:** Guest speakers from industry and work based projects are a key feature of the course; students work on real world projects.

ENTRY REQUIREMENTS

For admission to North Metropolitan TAFE, applicants must satisfy minimum academic entry as well as English competency



Demonstrate Prior Learning.
Students are assessed on an individual basis

CAREER POSSIBILITIES

/ Customer service adviser
/ Data entry operator
/ General Clerk

/ Payroll Officer
/ Typist
/ Word Processing Operator

COURSE STRUCTURE

12 Study Units

Produce spreadsheets

Create electronic presentations

Create and use databases

Design and produce business documents

Apply knowledge of WHS legislation in the workplace

Produce digital images for the web

Build simple websites using commercial programs

Use social media tools for collaboration and engagement

Deliver and monitor a service to customers

Maintain financial records

Organise personal work priorities and development

Implement and monitor environmentally sustainable work practices

Study Pathways

On completion of a Certificate III you can continue on to a TAFE diploma

Disclaimer: Please note that CTI/South Metropolitan TAFE reserves the right to change the content and/method of assessment, to change or alter tuition fees of any unit of study, to withdraw any unit of study which it offers, to impose limitations on enrolment in any unit or program and/or to vary arrangements for any programme.

DELIVERY PLAN

Duration:

The programme is run over 1 semester (6 months)

Starting Dates:

Two intakes per year -
February & August

APPLICATION PROCEDURES

- / Students must complete the prescribed application forms available at our Future Student Centre or at www.telfair.ac.mu and should submit relevant copies of the following documents:
- / Copies of educational qualifications
- / Two passport-size photographs
- / Copy of National Identity Card and Birth Certificate

(The originals of all the above documents for certification purposes are needed.)



APPLICATION DEADLINE

It is recommended to register at least 5 weeks before the start date of Programme.

Please call us on 4016511 or email us on marketing@telfair.ac.mu

FOR MORE INFORMATION, PLEASE CONTACT THE FUTURE STUDENTS CENTRE

 marketing@telfair.ac.mu

 TELFAIR, MOKA, MAURITIUS  (230) 401 6511  (230) 433 3005

 www.telfair.ac.mu  Charles Telfair Institute