

"Management is doing things right;
leadership is doing the right things."
Peter Drucker



CHARLES TELFAIR
I N S T I T U T E



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

(National ID: BSB50215)

DIPLOMA OF BUSINESS

WHAT IS IT?

This qualification will provide the practical skills and knowledge to manage operational areas of an organisation or to add value to, or review, management practices. You will gain considerable experience in your respective industry or vocational area. You will be

able to select units from a broad range of management options including customer service, financial management, information management, project management, risk management and human resource management.

WHY A DIPLOMA OF BUSINESS AT CTI?

- ✓ **Experience:** CTI's School of Business 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

/ HSC, GCE 'A' levels, French BAC or IB Certificate/Diploma
OR
/ Completion of the TAFE Certificate III In Business OR
/ Other qualifications OR
/ Work experience acceptable to
South Metropolitan TAFE

Passes in English O or A level exams
or TAFE Test of English is also required

CAREER POSSIBILITIES

/ Office Assistant
/ Office Administrator
/ Executive Assistant

/ Team Leader
/ Supervisor

COURSE STRUCTURE

18 Study Units

Make a Presentation

Write complex documents

Coordinate Implementation of Customer Service Strategies

Show Leadership in the workplace

Develop Teams and Individuals

Undertake Marketing Activities

Implement and Monitor WHS policies, procedures and programs to meet legislative requirements

Report on financial activity

Develop and use complex spreadsheets

Analyse and Present Research Information

Manage Risk

Identify and Evaluate Marketing Opportunities

Undertake Project work

Manage Recruitment, Selection and Induction Processes

Plan e-Marketing Communications

Manage Personal Work Priorities and Professional Development

Manage Budgets and Financial Plans

Manage People Performance

Study Pathways

On completion of a Diploma you can continue on to a university degree with exemptions

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 2 semesters (one academic year)

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



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www.telfair.ac.mu



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