

"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

Units Code	Units Name
BSBCMM401	- Make a Presentation
BSBWRT401	- Write complex documents
BSBCUS401	- Coordinate Implementation of Customer Service Strategies
BSMGT401	- Show Leadership in the workplace
BSBLED401	- Develop Teams and Individuals
BSBMKG414	- Undertake Marketing Activities
BSBWHS401	- Implement and Monitor WHS policies, procedures and programs to meet legislative requirements
BSBFIA402	- Report on financial activity
BSBITU402	- Develop and use complex spreadsheets
BSBRES401	- Analyse and Present Research Information
BSBRISK501	- Manage Risk
BSBMKG501	- Identify and Evaluate Marketing Opportunities
BSBPMG522	- Undertake Project work
BSBHRM506	- Manage Recruitment, Selection and Induction Processes
BSBMLG510	- Plan e-Marketing Communications
BSBWOR501	- Manage Personal Work Priorities and Professional Development
BSBFIM501	- Manage Budgets and Financial Plans
BSBMGT504	- 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 info@telfair.ac.mu

FOR MORE INFORMATION, PLEASE CONTACT THE FUTURE STUDENTS CENTRE

 info@telfair.ac.mu

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

 www.telfair.ac.mu  Charles Telfair Institute