



South
Metropolitan



(National ID: BSB30115)

CERTIFICATE III IN BUSINESS

Course ID: AVU7/South Metropolitan TAFE RTO Code 52787 /MQA approved

CERTIFICATE III IN BUSINESS

WHAT IS IT?

This qualification will further develop your practical skills and knowledge to undertake a range of tasks in the community. You will develop a broad range of competencies in advanced communication, group work training, community information provision and program development. You will also develop an understanding of the legal and ethical requirements for working in community services.

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.

ENTRY REQUIREMENTS

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

- A minimum of 4 O levels pass.
- Candidates not meeting the above entry requirements may be accepted upon successful completion of an interview conducted in English and pass an entry test or portfolio evaluation.

WHY A CERTIFICATE III IN BUSINESS ?

Experience: Our School of has been at the forefront of Management courses in Mauritius for over 18 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.

COURSE STRUCTURE

12 STUDY UNITS

COMPULSORY CORE UNITS

UNIT CODE	UNIT TITLE
BSBWOR301	Organise personal work priorities and development
BSBITU302	Create electronic presentations
BSBITU306	Design and produce business documents
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWHS302	Apply knowledge of WHS legislation in the workplace
ICAWEB303	Produce digital images for the web
BSBCUS301	Deliver and monitor a service to customers
BSBBITU301	Create and use databases
BSBFIA301	Maintain financial records
BSBITU304	Produce spreadsheets
ICAWEB302	Build simple websites using commercial programs
ICAWEB201	Use social media tools for collaboration and engagement

CAREER POSSIBILITIES

- > Customer Service Adviser
- > Data Entry Operator
- > General Clerk
- > Payroll Office
- > Typist
- > Word Processing Operators

STUDY PATHWAYS

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

DELIVERY PLAN

Duration:

The programme is run over one semester (six month)

Starting Dates:

Two intakes per year:
February & July

APPLICATION PROCEDURES

/ Students must complete the prescribed application forms available at our Future Student Centre and should submit relevant copies of the following documents:

- / Copies of education 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 of Programme.

For more information:

www.telfair.ac.mu

PLEASE CONTACT THE FUTURE STUDENTS CENTRE

study@telfair.ac.mu

TELFAIR,
MOKA,
MAURITIUS

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Disclaimer: Please note that CTC/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 enrollment in any unit of program and unit or program and/or to vary arrangements for any programme.

