



South
Metropolitan



(National ID: BSB50215)

DIPLOMA OF BUSINESS

Course ID: AVU9/South Metropolitan TAFE RTO Code 52787 /MQA approved

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

ENTRY REQUIREMENTS

> HSC/A level holders - Minimum of two A level pass OR a minimum of 1 A level & 2 AS

or > French BAC or IB Certificate/Diploma

or > Completion of the TAFE Certificate III In Business

or > 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 DIPLOMA OF BUSINESS ?

Experience: Our School of Business 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 and undertake internships in the top local companies.

COURSE STRUCTURE

18 STUDY UNITS

UNIT CODE	UNIT TITLE
BSBWHS401	Implement and Monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRT401	Write Complex Documents
BSBITU402	Develop and use complex spreadsheets
BCBCMM401	Make a Presentation
BSBMKG414	Undertake Marketing Activities
BSBFIA402	Report on financial activity
BSBRES401	Analyse and Present Research Information
BSBMGT401	Show Leadership in the workplace
BSBLED401	Develop Teams and Individuals
BSBCUS401	Coordinate Implementation of Customer Service Strategies
BSBHRM506	Manage Recruitment, Selection and Induction Processes
BSBWOR501	Manage Personal Work Priorities and Professional Development
BSBMKG501	Identify and Evaluate Marketing Opportunities
BSBFIM501	Manage Budgets and Financial Plans
BSBMGT502	Manage People Performance
BSBRISK501	Manage Risk
BSBMKG510	Plan e-Marketing Communications
BSBPMG522	Undertake Project Work

CAREER POSSIBILITIES

- > Office Assistant
- > Office Administrator
- > Executive Assistant
- > Team Leader
- > Supervisor

STUDY PATHWAYS

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

DELIVERY PLAN

Duration:

The programme is run over two semesters (one academic year)

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 enrolment in any unit of program and unit or program and/or to vary arrangements for any programme.



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CAMPUS