(National ID: BSB30120)

CERTIFICATE III IN
BUSINESS

Course ID: BSF5/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, 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.

For more information, please visit:
www.telfair.ac.mu

COURSE STRUCTURE

13 STUDY UNITS

UNIT CODE	UNIT TITLE
BSBCRT311	Apply Critical Thinking Skills in a Team Environment
BSBPEF201	Support Personal Wellbeing in the Workplace
BSBSUS211	Participate in Sustainable Work Practices
BSBTWK301	Use Inclusive Work Practices
BSBWHS311	Assist with Maintaining Workplace Safety
BSBXCM301	Engage with Workplace Communication
BSBTEC301	Design and Produce Business Documents
BSBTEC302	Design and Produce Spreadsheets
BSBPEF301	Organise Personal Work Priorities
BSBOPS304	Deliver and Monitor a Service to Customers
ICTWEB306	Develop Web Presence Using Social Media
ICTWEB304	Build Simple Web Pages
ICTWEB305	Produce Digital Images for Web

REQUIRED SOFTWARE

Microsoft Office Package (latest version)

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 of Business

DELIVERY PLAN

Duration:

The programme is run over one semester (six months)

Starting Dates:

Two intakes per year:
February and 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.curtinmauritius.ac.mu

CHARLES TELFAIR
CAMPUS