



RTO: 52787



**South  
Metropolitan**

(National ID: BSB50120)

# DIPLOMA OF BUSINESS

Course ID: BFT3/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.



For more information, please visit:  
[www.cte.mu](http://www.cte.mu)

## COURSE STRUCTURE

### 24 STUDY UNITS

The course of study leading to the completion of the Diploma of Business is delivered over two stages with each stage taking a separate semester.

Stage 1: Completion of the following 12 Study Units leading to the attainment of: BSB40120 Certificate IV in Business – the Award for BSB40120 is issued upon completion of all units

| UNIT CODE | UNIT TITLE  |
|-----------|---|
| BSBCRT411 | Apply Critical Thinking to Work Practices                     |
| BSBTEC404 | Use Digital Technologies to Collaborate in a Work Environment |
| BSBTWK401 | Build and Maintain Business Relationships                     |
| BSBWHS411 | Implement and Monitor WHS Policies, Procedures and Programs   |
| BSBWRT411 | Write Complex Documents                                       |
| BSBXCM401 | Apply Communication Strategies in the Workplace               |
| BSBPEF402 | Develop Personal Work Priorities                              |
| BSBPEF401 | Manage Personal Health and Wellbeing                          |
| BSBINS401 | Analyse and Present Research Information                      |
| BSBSUS412 | Develop and Implement Workplace Sustainability Plans          |
| BSBHRM417 | Support Human Resources Functions and Processes               |
| BSBMKG433 | Undertake Marketing Activities                                |

Stage 2: Completion of the following 12 Study Units leading to the attainment of: BSB50120 Diploma of Business – the Award for BSB50120 is issued upon completion of all units

| UNIT CODE | UNIT TITLE   |
|-----------|--|
| BSBCRT511 | Develop Critical Thinking in Others                          |
| BSBFIN501 | Manage Budgets and Financial Plans                           |
| BSBOPS501 | Manage Business Resources                                    |
| BSBSUS511 | Develop Workplace Policies and Procedures for Sustainability |
| BSBXCM501 | Lead Communication in the Workplace                          |
| BSBOPS504 | Manage Business Risk   |
| BSBPMG430 | Undertake Project Work                                       |
| BSBMKG546 | Develop Social Media Engagement Plans                        |
| BSBTWK503 | Manage Meetings  |
| BSBINS512 | Monitor Business Records Systems                             |
| BSBPEF501 | Manage Personal and Professional Development                 |
| BSBDAT501 | Analyse Data   |

### REQUIRED SOFTWARE

**Microsoft Office Package (latest version)**

### CAREER POSSIBILITIES

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

### STUDY PATHWAYS

Students who wish to pursue further studies on a degree programme may seek recognition of prior learning from the relevant university.

### DELIVERY PLAN

#### Duration:

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

#### 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.cte.ac.mu](http://www.cte.ac.mu)

PLEASE CONTACT THE  
**FUTURE STUDENTS CENTRE**

[study@cte.ac.mu](mailto:study@cte.ac.mu)

TELFAIR,  
MOKA,  
MAURITIUS

(230) 401 65 11  
(230) 433 30 05

[www.cte.ac.mu](http://www.cte.ac.mu)

**Disclaimer:** Please note that CTE/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.

Cohorts will only commence if numbers reach the minimum number of students required.



**CHARLES TELFAIR**  
EDUCATION