

GOVERNMENT OF WESTERN AUSTRALIA

South Metropolitan TAFE WA

RTO: 52787

(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

> Academic requirements:
HSC/A level holders or equivalent or completion of the Certificate IV TAFE, preferably in Business or, equivalent qualifications. - Minimum of two A level pass OR a minimum of 1 A level & 2 AS

> English requirements:
GCE O Levels English with at least a Pass (Grade D and above) or IELTS (academic) score of 5.0 with no band score less than 5.0

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

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

NOTE:

- Course fees do not include the cost of required software licenses where applicable
- Windows-based laptops are required for broader software compatibility

REQUIRED SOFTWARE

Microsoft Office Package (latest version)

CAREER POSSIBILITIES

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

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:

PLEASE CONTACT THE
FUTURE STUDENTS CENTRE
study@cte.ac.mu

TELFAIR,
MOKA,
MAURITIUS

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

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