

www.sagittariusglobal.com

SAGITTARIUS



Centre for Information Technology & Business Studies
Suite 54a, NovaBuilding
St Jean Road, Quatre Bornes
MAURITIUS
Tel: (230) 464 0997 Fax: (230) 465 3165



Dear Sir/Madam

Re: New Courses Starting as from next semester

Further to your inquiry we are pleased to enclose requested information about the course/s that you are interested in. We are also enclosing the price list as an indication to charges for the course and an enrolment form for you to complete and return, should you have decided to join the course.

We take this opportunity to inform you that all the courses offered at Sagittarius are approved either by the Mauritius Qualifications Authority or the Tertiary education Commission, and that companies sponsoring their employee/s for any of our courses, falling under the 'Training Grant Incentive Scheme', are entitled for refund under the '**Levy and Grant system**' of the HRDC.

Please do not hesitate to contact us, should you require any further information.

Thank you.

Yours sincerely

Management

This is a computer generated document and requires no signature

Trying harder - Always

SAGITTARIUS

Centre for Information Technology & Business Studies (Mauritius) Ltd.
QuatreBornes – Central Flacq



WHY SETTLE FOR SECOND BEST
JOIN SAGITTARIUS AND ENJOY THE FOLLOWING BENEFITS

1. Top quality training facilities
2. Internationally qualified lecturers and consultants
3. Support administrators and consultants from the UK
4. Courses approved by the MQA and the HEC
5. Information Technology support and Internet access
6. Latest application softwares
7. Local administration service for students' registration and examinations entries
8. Flexible study hours – (full time/ part time/ on-line courses)
9. Prepayment discounts on full courses and instalment facilities
10. Advice on further education in the UK
11. Repeat classes at discounted cost
12. Branch network : QuatreBornes and Flacq

For any further information on any of the above, please contact us at any of our offices;

*Suite 54A
Nova Building
St Jean Road
Quatre Bornes
Tel: 464 0997, 466 1771
Fax: 465 3165*

OR

*3rd floor
Arcade Sibartie
La Source
Central Flacq
UNDER RENOVATION*



BUSINESS MANAGEMENT

Introduction

The ABE Business Management Programme provides a professional qualification which may be used to prepare directly for a career in business, to gain advanced entry to study further professional qualifications or to obtain useful exemptions on a range of university business courses in the UK and elsewhere. The syllabuses are regularly updated to ensure that they continue to reflect the evolving needs of contemporary business and the rapidly changing conditions within which such business operates. Such regular reviews ensure that ABE graduates receive a relevant and up-to-date qualification as a foundation on which to build a successful career in their chosen specialism.

The nature of the programme is such as to provide students with not only an appreciation of the theoretical issues involved in the study of business, but with a range of practical skills which will enhance their value to potential employers. The early stages of the programme provide students with the academic subjects which underpin the remainder of the course. These subjects are then developed in an increasingly applied way as the programme proceeds, covering the major functional specialisation of business and culminating in a range of 'overview' subjects which provide broad strategic and international perspectives on business and management issues.

Major themes running throughout the course include Administration, HRM, Finance and Accounting and Marketing. These subjects are developed at each successive stage of the programme. This offers students the opportunity to specialise in one or more of these major disciplines and to select those options which reflect the student's particular interests or career plans.

Method of Assessment

All subjects will be assessed by a written external examination of three hours duration.

Course Structure

The Business Management Programme is offered at Level 4, 5 and 6 Diplomas. The modules and requirements for each level are indicated below.

PROGRESS CHART

Level 4 Diploma in Business Mgt (8 x 15 = 120 credits)

Eight compulsory modules

Dynamic Business Environment
Enterprising Organisation
Employability & Self-Development
Finance for Managers
Introduction to Entrepreneurship
Introduction to Quantitative Methods
Project Management
Dynamic & Collaborative Teams

Level 5 Diploma in Business Mgt (6 x 20 = 120 credits)

Four Core subjects:

Managing Agile Organizations & People
Innovative & Business Performance
Effective Financial Management
Int. Business Economics and Markets

Plus two of the following options:

Operations Management
Analytical Decision Making
Managing Stakeholder Relationships

Level 6 Diploma in Bus Mgt (6 x 20 = 120 credits)

Four compulsory subjects:

Leading Strategic Change
Business Strategy & Decision Making
Developing International Markets
Business Ethics & Sustainability

Plus two of the following options:

Strategic Stakeholder Relationships
Corporate Finance
Advanced Project Management

On completion of the Level 6 Diploma, candidates are eligible to enter directly onto the year three (Top Up) of an UK Honours Degree, offered through Sagittarius

Course Enrolment Form

1. SURNAME (Mr / Mrs / Miss).....
2. OTHER NAME (S)
.....
3. DATE OF BIRTH
4. MARITAL STATUS Single ☐
 Married ☐
5. HOME ADDRESS
.....
.....
HOME TEL..... MOBILE
- EMAIL
6. BUSINESS ADDRESS
.....
.....
BUSINESS TEL No
7. EDUCATIONAL QUALIFICATION/S
.....
.....
8. PRESENT EMPLOYMENT
9. NAME AND ADDRESS OF SPONSOR (if applicable)
.....
.....
.....
TEL No
10. COURSE DELIVERY MODE REQUIRED (please tick appropriate boxes)
FULL TIME ☐ PART- TIME ☐ ONLINE ☐
11. HOW DID YOU COME TO KNOW ABOUT SAGITTARIUS?
(a) NEWSPAPER ADVERTISEMENT ☐
(b) PERSONAL RECOMMENDATION ☐
(c) OTHER: Please specify
12. PROPOSED DATE OF COURSE COMMENCEMENT

Affix Photo

SAGITTARIUS



ABE (Bus Mgt/HRM/Marketing)

Level 4 Level 5 Level 6

☐ ☐ ☐

ACCA (Accounting)

Fun Essn Prof

☐ ☐ ☐

FIA / CAT (Accounting)

Modules:

ICSA (Governance)

Professional (CSQS) ☐

International Fin & Admin ☐

CIM (Marketing)

Intro Prof Cert Prof Dip CPGD

☐ ☐ ☐ ☐

CIPS (Procurement & Supply)

Cert Dip A Dip GDip

☐ ☐ ☐ ☐

BCS (Information Technology)

☐ (Level)

Other Course

☐

I have read and understood the terms and conditions provided on the reverse of this form and agree to follow and abide by them, if I am accepted. I enclose Rs100 as enrolment fee which, I understand, is only refunded if my application is rejected.

SIGNATURE.....

DATE.....

Please forward your application plus the appropriate enrolment fee

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January
 April / May
 July
 September / October

Terms and conditions of acceptance

- **Enrolment Fee:** An applicant is required to pay an enrolment fee of Rs 100, for all courses (Rs 500 for undergraduate and post graduate) on joining Sagittarius which is only refundable if the student's enrolment is rejected by the centre.
- **Course Fee:** Applicants should forward the full course fees or agreed course deposit prior to commencement of studies. This fee will only be refunded in full should the centre not offer the course for which the candidate has enrolled.
- **Qualifications:** Students should ensure that they are suitably qualified to be accepted as a *Student Member* by the awarding body prior to commencement of studies.
- **Registration and Examination Fees:** These are separate from course fees of Sagittarius. For full details, consult our office. The amounts payable and payment deadlines are posted on the notice board at appropriate times.
- **Photographs:** Two passport size photographs must accompany your application.
- **Acceptance:** The centre can only confirm course places on receipt of a correctly completed application form and full payment of course fees or course deposit fee.
- **Refunds:** It is regretted that fees cannot be refunded once the course has started. Students are entitled to a refund, less Rs. 500 cancellation fee, if they advise Sagittarius, in writing of their intention to withdraw from the course, two weeks before the start of the course.
- **Sponsors:** In case of a candidate being sponsored by his/her employer, the course fees must be paid in full, prior to commencement of the course.
- **Repeat Classes:** Students who have paid for and attended a full course but have unfortunately failed, are eligible for 50% discount* when repeating. (* condition applies)
- **Legal Obligations:**
 - Sagittarius is committed to assist students during the course for which fees have been accepted.
 - The student also has an obligation that once the course has commenced, he/she should complete the payment of the agreed course fees.

Sagittarius can administer all correspondences with the examination boards on behalf of the students, if agreed by the student.

NOTES (Office use)

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AGREED FEES

COURSE	FEES	Student Signature