



**Sheffield
College**
Australia

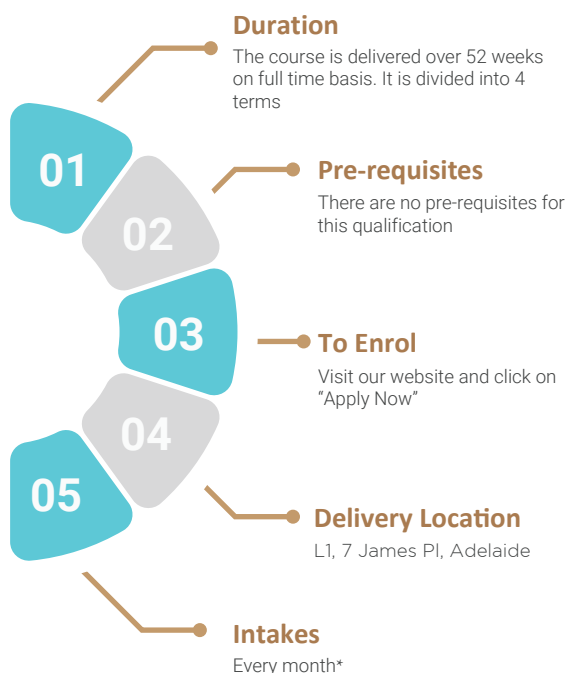
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ADVANCED DIPLOMA OF BUSINESS

COURSE Code-BSB60120
CRICOS Code-109102M

2023



DESCRIPTION

This qualification reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions. The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities.

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who have completed a Diploma of Business or other Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

CAREER OPPORTUNITIES

Possible career outcomes include:

- Senior Executive
- Operations Manager
- Office Manager
- Business Executive
- Team Leader
- Corporate Consultant

www.sheffield.edu.au

**Except December*

A Premium Education Provider

PATHWAYS

Students completing this course can go on to undertake qualifications at higher levels or may start working in the industry.

ASSESSMENTS

Students will be assessed by means of written assignments, oral questioning, and presentation, case studies, application of knowledge, practical demonstration of skills and overall observation of student's performance and activities.

QUALIFICATION

Students successfully completing the course will receive the Advanced Diploma of Business under AQF. Students who exit without completing the course will be awarded Statement of Attainment for units of competency successfully completed.

SELECTION PROCESS

Students must meet all entry requirements as published on our website for the course. Students may be required to attempt an LLN test.

FACILITIES

- State of the art multi-media
- Highly qualified trainers
- Computers and printing facilities
- Simulated workplace

DELIVERY MODE

The course is delivered face-to-face in the class through lecturing, presentations, video and practical demonstrations. We may deliver part of the course via other means if face-to-face mode is not permitted.

TIMETABLE

Students will be provided a training plan for the entire course at the orientation.

SUPPORT SERVICES

A range of support services are provided by Sheffield College including but not limited to language, literacy and numeracy, disability, counselling, learning etc.

RPL AND CREDITS

Recognition of Prior Learning or credits for already successfully completed units of competency are provided. Students must apply for RPL and credits at the time of admission.

ADVANCED DIPLOMA OF BUSINESS

FEE

Students are provided details of all applicable fee upfront and detailed in their offer letter. Our Fee Policy is also published on our website.

ARTICULATION

Students who successfully complete this qualification may continue to further their studies at a higher vocational or undergraduate level in associated disciplines. Students can apply for advanced standing in the relevant university degree.

COURSE STRUCTURE

BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plan	Core
BSBSUS601	Lead corporate social responsibility	Core
BSBTEC601	Review organisational digital strategy	Core
BSBINS601	Manage knowledge and information	Elective
BSBLDR601	Lead and manage organisational change	Elective
BSBWHS521	Ensure safe workplace for a work area	Elective
BSBCRT511	Develop critical thinking in others	Elective
BSBOPS504	Manage business risk	Elective

**Please note: Electives may be substituted/replaced at any time without prior notice.*



Sheffield College

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