BSB60215 ADVANCED DIPLOMA OF BUSINESS

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Duration
Full time - 33 weeks

Mode of Study
On Campus

Further Study Pathways
Individuals may be eligible for credit against a Bachelor Degree at a variety of universities. For further information see the pathways brochure at www.scei.edu.au or contact individual universities.

Employment Opportunities
This course may provide individuals with employment opportunities as a senior administrator or executor. Relevant job titles include:
• Senior administrator
• Executive
• Senior executive
• Marketing executive

Assessment
Assessment is both formative and summative and may include a combination of presentations, reports, projects, written assessments, case studies and demonstrations.

Entry Requirements
To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:
• Successful completion of Year 12 or the equivalent level of study or mature aged entry
• Successful completion of SCEI’s Language, Literacy and Numeracy test OR successfully completed an accredited Language, Literacy and Numeracy test
• Participants must be aged 18 or above

Campus Available
Melbourne, Adelaide

Units of Competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV602</td>
<td>Develop an advertising campaign</td>
</tr>
<tr>
<td>BSBHRM602</td>
<td>Manage human resources strategic planning</td>
</tr>
<tr>
<td>BSBHRN601</td>
<td>Lead and Manage organisational change</td>
</tr>
<tr>
<td>BSBMG7615</td>
<td>Contribute to organisation development</td>
</tr>
<tr>
<td>BSBMKG603</td>
<td>Manage the marketing process</td>
</tr>
<tr>
<td>BSBMKG607</td>
<td>Manage market research</td>
</tr>
<tr>
<td>BSBHRM603</td>
<td>Manage finances</td>
</tr>
<tr>
<td>BSBUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
</tbody>
</table>