# BSB60215 **Advanced Diploma of Business**

| CRICOS CODE | COURSE DURATION | TUITION FEES[1] | STUDY HOURS | INTAKES[2] | STUDY MODE |
|---|---|---|---|---|---|
| 096298E | 1 year (52 weeks) | $9,000 | 20 hours per week | January – December | Classroom Based |

## Course overview

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.

## Entry requirements

- Minimum 18 years of age.
- Complete year 12 or secondary studies equivalent to an Australian year 11 or 12 qualification.
- IELTS score of 5.5 (Academic) or equivalent.
- Demonstrate Language, Literacy and Numeracy skills (LLN) during the application process to gain entry to this course.

## Job Outcomes

- Senior Administrative Roles

## Course structure

Students are required to complete 8 elective units.

## Study Units

### ELECTIVE UNITS

| | |
|---|---|
| BSBMGT615 | Contribute to organisation development |
| BSBINN601 | Lead and manage organizational change |
| BSBMKG603 | Manage the marketing process |
| BSBMKG609 | Develop a marketing plan |
| BSBSUS501 | Develop workplace policy and procedures for sustainability |
| BSBFIM601 | Manage Finances |
| BSBRSK501 | Manage risk |
| BSBWOR501 | Manage personal work priorities and professional development |

1   A one off non refundable application fee ($350) is applicable to all students.

2   Intake dates are subject to change without notice. Please refer to our website for up to date information.

NATIONALLY RECOGNISED TRAINING

# University of Southern Queensland – **Credit Schedule**

| **USQ Program (or 'Award')** | **Institution Award** | **AQF Level** |
|---|---|---|
| Bachelor of Business and Commerce (BBCM) | Advanced Diploma of Business (BSB60215) | Advanced Diploma – AQF Level 6 |

The following details what Credit (if any) is provided by the University of Southern Queensland (USQ) for units in the named Institution Awards(s) offered by the Institution, and the entry requirements for the USQ Award(s) together with what units need to be successfully completed in order to complete the USQ Award(s).

This Credit Schedule remains effective until such time as USQ issues a cessation notice or a revised Credit Schedule with a new Effective Date. Both parties agree to notify the other of any unit or award changes. Where these changes impact credit a revised Credit Schedule reflecting all details including non-changing and changed Courses, will be signed by USQ and sent to the Institution with a new Effective Date. The revised Credit Schedule may offer reduced or additional credit.

Students who successfully complete (i.e. obtain a final passing grade in) the following units are awarded the following credit at USQ:

| INSTITUTION | | | USQ | |
|---|---|---|---|---|
| **Course Code** | **Course Title** | **Unit Value** | **Course Code (for credit\*)** | **Unit Value** |
| BSBMGT615 | Contribute to organisation development | 1 | 4 x Unspecified Electives | 4 |
| BSBINN601 | Lead and manage organisational change | 1 | | |
| BSBMKG603 | Manage the marketing process | 1 | | |
| BSBMKG609 | Develop a marketing plan | 1 | | |
| BSBSUS501 | Develop workplace policy and procedures for sustainability | 1 | 4 x Unspecified Minor | 4 |
| BSBFIM601 | Manage Finances | 1 | | |
| BSBRSK501 | Manage risk | 1 | | |
| BSBWOR501 | Manage personal work priorities and professional development | 1 | | |
| | | | **TOTAL** | **8** |

*\*Unspecified credit can only be utilised towards electives in the award. Students may not be able to use all credits granted.*

## Entry

As well as completing the Institution's units for which credit detailed above is given, students must satisfy the following USQ Program entry requirements:

- Have achieved a minimum Overall Position (OP) 16, tertiary entrance rank 66 or equivalent qualification.
- Subject Pre-requisite: English (4, SA) or equivalent.
- English Language Proficiency requirements for Category 2.

Applicants are advised to also address the following:

- Assumed Knowledge expectations: Mathematics A (4, SA) or equivalent.

In order to be eligible to be awarded the USQ Award, students with the above detailed credit who meet the specified entry requirements according to current USQ Program requirements, should satisfactorily complete (i.e. obtain a final passing grade in) the following USQ Courses.

*At actual enrolment, each student should check that they comply with the USQ Program entry requirements applicable at that time.*

| USQ | | |
|---|---|---|
| **Course Code** | **Course Title** | **Unit Value** |
| **8 x core courses:** | | |
| ACC1101 | Accounting for Decision-Making | 1 |
| CIS1000 | Information Systems Concepts | 1 |
| ECO1000 | Economics | 1 |
| FIN1101 | Introduction to Corporate Finance | 1 |
| LAW1500 | Introduction to Business and Company Law | 1 |
| MGT1000 | Organisational Behaviour | 1 |
| MKT1001 | Introduction to Marketing | 1 |
| STA2300 | Data Analysis | 1 |
| **Select one 8-unit major from the following:** | | |
| | Accounting | 8 |
| | Aviation Management and Safety | |
| | Business Administration | |
| | Business Economics | |
| | Business Law | |
| | Finance | |
| | General Commerce | |
| | Human Resource Management | |
| | Information Technology Management | |
| | International Business | |
| | Management and Leadership | |
| | Marketing | |
| | Sustainable Business | |
| | Tourism Management | |
| | **TOTAL** | **16** |