



AMERICAN COLLEGE



BSB60215 CRICOS CODE
087514K

ADVANCED DIPLOMA OF BUSINESS

Australian
Qualifications
Framework

NATIONALLY RECOGNISED
TRAINING

Course Description

This qualification reflects the role of individuals with significant expertise in a senior administrative role 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.

Job Roles

Business Analyst, Quarry Business Manager, Administrator, Senior Executive, Business Development Director

Course Duration And Fee

Duration : 52 weeks (44 study weeks and 8 weeks of holidays)

Fee : AU \$8,990.00 (includes AU \$395.00 enrolment fee, AU \$245.00 program material fee)

*The Material Fee ensures students receive printed notes, access to wifi for the duration of their course.

Mode of Delivery

Full Time- face to face (20 hours per week)

Learners may require to undertake 5* hours self study (*Indicative only)

Pathway

After achieving the BSB60215 Advanced Diploma of Business, candidates may undertake a range of studies at higher educational level.

Pre-Requisites

Nil as per training package

AC Entry Requirements

BSB Training Package does not specify any entry requirements for this qualification.

American College entry requirements are as follows:

International students must be at least 18 years of age and must have completed at least the equivalent of Year 10.

These students must also have an IELTS score of 5.5 or equivalent.

Successfully completed BSB50215 Diploma of Business or equivalent.

International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following:

- The student was educated for 5 years in an English-speaking country.
- The student has completed at least 6 months of a Certificate IV level course in an Australian RTO.
- The student has successfully completed their High School in English Language.
- The student has successfully completed AC English Placement Test.

Please Note: All the students are required to successfully complete LLN test (LLN Robot) at the time of enrolment.

Recognition of Prior Learning (RPL) & Credit Transfer (CT)

Students may apply for Recognition of Prior Learning (RPL) by providing evidence that they have the required skills and knowledge in the specific areas of competency through work / industry experience and/or completed eligible assessments in an equivalent or higher qualification. Appropriate credit transfer may be granted to eligible students against each unit of competency on evidence to successful completion of the same unit in an equivalent or higher nationally endorsed qualification. Students with credit transfers or recognition of prior learning will finish the course in a shorter duration and are advised to consult appropriate authorities/bodies for applicable criteria if they are planning further study or stay in Australia

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

(Source: <http://www.aqf.edu.au/wp-content/uploads/2013/06/RPL-Explanation.pdf>)

Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

(Source: <http://www.aqf.edu.au/wp-content/uploads/2013/06/CreditTransfer-Explanation.pdf>)

Qualification

On successful completion of this course the student would be awarded BSB60215 Advanced Diploma of Business which is nationally recognised qualification. This could help student gain entry into career paths or higher education in Business stream. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Advanced Diploma of Business (BSB60215)

Enrolment

To enrol in this qualification, please contact us.

ABN 91 130 637 320

International Institute of Management Pty Ltd trading as American College / International Institute of Management

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Queensland – 4102, Australia

Course Contents

Total Number of units
8 elective units

ELECTIVE UNITS

- BSBHRM602 : Manage human resources strategic planning
- BSBINN601 : Lead and manage organisational change
- BSBADM502 : Manage meetings
- BSBADM506 : Manage business document design and development
- BSBMKG603 : Manage the marketing process
- BSBFIM601 : Manage finances
- BSBMKG608 : Develop organizational marketing objectives
- BSBMKG609 : Develop a marketing plan

Assessment Methods

Assessment processes cover a broad range of skills and knowledge needed to demonstrate competency and will integrate knowledge and skills with their practical application. All assessments of units of competency will be conducted according to the assessment guidelines and competency standards of the official Training Package for this qualification. Students will be required to perform in a range of areas including and not limited to: observations, case study, projects, assignments, presentations, written question, role play, report etc.

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